

**Board of Selectmen
July 25, 2018**

Present: Lino Avellani, Chair; Connie Twombley; Vinton Wallace; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Avellani opened the posted meeting at 6:09 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:10 p.m. During the immediately preceding Non Public Session, the Board voted to hire Rose Zacher as an Assistant Tax Collector at the rate of \$15.62 per hour.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:13 p.m. **Ms. Twombley voted to seal the minutes of the immediately preceding Non Public Session as divulgence of the information likely would adversely affect the reputation of a person other than a member of the body. Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the minutes were sealed.**

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:16 p.m. During the immediately preceding Non Public Session, the Board voted to hire Rebecca Champaigne as Deputy Tax Collector/Assistant Town Clerk at the hourly rate of \$15.62. **Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:20 p.m. During the immediately preceding Non Public Session, the Board voted to take information provided under advisement. **Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:25 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Charles Cotton to \$17.59 per hour.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:30 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Joseph Gore to \$17.95 per hour. **Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:35 p.m. During the immediately preceding Non Public Session, the Board reviewed an evaluation for Warren Winn, with no action taken. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:43 p.m. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session until such time as a DPW Director is hired, since disclosure of the minutes would likely render the proposed action ineffective. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the minutes were sealed.**

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:55 p.m. No action was taken during the immediately preceding Non Public Session. At 7 p.m. Mr. Wallace led those present in the Pledge of Allegiance. Those present at the time included: Tom Beeler; Ed Comeau (videographer); Jim Miller (videographer); Ed Noble; Annette Perry; Robert & Rose Baxter; Leigh Nichols; and Relf Fogg. Joining the session in progress were Dino Scala and Ruben Knisley.

1. Appointments – None scheduled.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business – None scheduled.

4. New Business

a) Vachon Clukay Representation Letter – Ms. Twombly moved to authorize Mr. Avellani, as Chair, to execute the Representation Letter as presented. Mr. Wallace seconded the motion, which passed 3-0. The Board will discuss next year whether to stay with Vachon Clukay or put this work out to bid. Ms. Collins noted that we do not work with the same principal each year.

b) Deputy Health Officer – Ms. Collins noted that Victor Vinagro was appointed as Health Officer, in addition to his other duties. She recommends that the Board appoint Russ Bookholz as Deputy Health Officer. Mr. Wallace moved to appoint Russ Bookholz as Deputy Health Officer, as recommended. Ms. Twombly seconded the motion, which passed 3-0.

c) Sewer Warrant 2018-1 – Mr. Wallace moved to execute the 2018-1 Sewer Warrant in the amount of \$17,612.02, as presented. Ms. Twombly seconded the motion, which passed 3-0.

5. Proposed Capital Reserve Fund Expenditures

a) Invasive Species Lovell Lake Assoc \$3875 – This expenditure was previously approved by the Board but must now be released. Ms. Twombly moved to approve this \$3875 expenditure as presented. Mr. Wallace seconded the motion, which passed 3-0.

b) Technology Fund \$145 – This represents the cost relating to updating of the Finance Clerk's computer system. Ms. Twombly moved to approve this \$145 expenditure as presented. Mr. Wallace seconded the motion, which passed 3-0.

c) Invasive Species Great East Lake Imp Assoc \$4375 – This was also previously approved but must be released. Mr. Wallace moved to approve this \$4375 expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.

6. Correspondence

a) Request for Use of Opera House – Ms. Collins explained that the requestor hopes to have her wedding reception in the Opera House in October 2019. She respectfully requests that the Board table this issue until a Facility Use Agreement can be promulgated. Ms. Collins has communicated with the Town's liability insurance carrier and has received some recommendations from them. She has drafted a Facility Use Agreement but would like the Chair of the Heritage Commission to review and comment. The draft includes an application and requires a Certificate of Insurance, etc. Mr. Wallace suggested we may wish to require a police detail. Ms. Collins will include a checklist for Fire/Police/Heritage/Board of Selectmen. Mr. Wallace moved to table this discussion until the next meeting. Ms. Twombly seconded the motion, which passed 3-0.

b) Clearview Community TV Quarterly Report – Provided for the Board's information.

7. Unscheduled Matters/Public Comment #2

--Ms. Perry advised that she will be submitting a petition for the Maple Street Bridge.

--Mr. Nichols read aloud a statement in which he accused the Town Administrator of attempting to have the Tax Collector removed. He spoke to 2 written complaints he made to the Board of Selectmen regarding the Town Administrator for which he did not receive a response prior to his termination. Mr. Nichols believes some Board members have followed blindly and suggested all prepare for a bumpy road.

--Mr. Fogg questioned whether it is true that the Town Administrator opens mail addressed to others. Mr. Avellani stated it is a time for public comment, rather than a question/answer session. Mr. Fogg questioned how one determines their position is more important than any other in Town. He referred to it being a federal offense to open someone else's mail. If one criticizes another's job performance, one should make sure one is not violating some federal law. Ms. Twombly stated that Mr. Fogg does not know the whole story. The Board is dealing with the entire story and is doing the best it can.

--Ms. Baxter has had concerns all along about someone out-of-town being our Town Administrator. She believes people worry about being reprimanded so will not speak up for themselves. Ms. Baxter stated she has personally been blocked every time she has tried to get on a Town board. Ms. Twombly noted that each committee/board decides who to recommend for membership—it has nothing to do with the Town Administrator.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins submitted a request for several days off in August. **Mr. Avellani moved to approve the request as presented. Mr. Wallace seconded the motion, which passed 3-0.**

--Ms. Collins received a letter from the local Boy Scout troop leader advising of 2 members who have attained the rank of Eagle Scout. One lives in Wakefield, the other in Brookfield, but both are members of our local troop. The ceremony will take place on August 4 at the Wakefield Congregational Church, and the Board members are welcome to attend. Ms. Collins had prepared Certificates of Commendation for Caleb Kinville and Dawson Cotreau. Mr. Wallace expressed congratulations to both young men, noting that it takes much time to accomplish this rank. Ms. Twombly encouraged the Board members to attend the ceremony on August 4.

--Ms. Collins advised that several residents have written to the Police Department about actions of Sgt. Jared Welman and Officer Dave Landry. Ms. Collins presented letters of recognition and appreciation for the Board's signature. Ms. Twombly noted that these actions are a good reflection on both the Police Department and the Town as a whole.

--Strafford Regional Planning Commission is looking for 2 representatives from Wakefield, one term running to August 1, 2020, the other to August 1, 2022. Steve Brown filled this role previously, however, he was unable to attend a number of meetings.

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These representatives must be residents of Wakefield. At Mr. Wallace's request, Ms. Collins will reach out to Steve Brown. The openings will also be posted on the Town's website requesting letters of interest.

--Local Emergency Operations Plan: Our project meets the requirements of the grant, and we will be receiving an actual grant application, which must be an agenda item once received.

--The Board reviewed the quarterly report from the Greater Wakefield Resource Center.

--Mr. Wallace spoke to the first meeting of the CIP Committee. The committee would like a letter to be sent to Department Heads looking for their "wish lists". It was thought that such a letter would best come from either the Board of Selectmen or the Planning Board. The next meeting will be on August 16, following which more information will be available. Howie Knight and Denny Miller are willing to work with the Department Heads during this process. Ms. Collins advised that she reached out at the recent Department head meeting regarding the CIP and made those present aware. They have been provided with CIP worksheets in electronic format. She noted that draft budgets are due at the end of August. Ms. Avellani expressed concern with the timing involved as budget season is beginning. Mr. Avellani suggested a memo be sent to Department Heads seeking CIP info for 2019 a.s.a.p. After the 2019 budget season, we can focus on the CIP for 2020 through 2024. Ms. Collins will attempt to establish the Department Heads' availability to meet with the CIP Committee and will provide that information to the CIP chair to finalize.

--Pond Road: We continue to receive complaints about this road. Ms. Collins has crafted a response to the most recent correspondence based upon input from Town Counsel. He cautions that, short of residents developing an association to make repairs or them being willing to reimburse the Town for labor and materials, he highly recommends against the Town repairing that road. Not only would the Town then be liable, there are many private/Class VI roads in Town. The Police will look into this issue; however, it does not want to get into the habit of investigating civil issues. Mr. Wallace asked whether the Town previously maintained Pond Road. Ms. Collins stated that it should not have done so. Mr. Wallace stated that if the Town maintained the road for 20 years, it becomes a public way. Discussion followed as to whether the Town has 'scraped' Pond Road occasionally or whether it actually maintained it. Mr. Wallace would like the Town to work with the residents on this issue.

b) Seth Garland and Joe Gore – Seth Garland has attained the status of Senior Roads Scholar, and Joe Gore has attained the status of Safety Champion. The Board executed letters of appreciation to each.

c) Treasurer's Monthly Reports – Provided for the Board's information.

d) Building Permit Releases – Mr. Wallace moved to approve the release for Mageary on Cox Road, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve the release for Hay on Scribner Hill Road, as presented. Ms. Twombly seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Wallace moved to approve AP #34, a void in the amount of \$340.43. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #36 in the amount of \$412.97. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #35 in the amount of \$675. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #37 in the amount of \$50,121.94. Mr. Wallace seconded the motion, which passed 3-0.

f) Minutes – Ms. Twombly moved to approve the public minutes of July 11, 2018, as presented. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the sealed minutes of Non Public Session #1 of July 11, 2018. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the minutes of Non Public Sessions #'s 2, 3, 4, 5 and 7 of July 11, 2018. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Fogg referred to issues on Pond Road. He questioned who would be responsible should a fire occur on that road and a firetruck is not able to get to that fire because of a washed out culvert, or should some other emergency occur. He also asked if one would be creating a public nuisance if that someone were to go out and fix the culvert.

Mr. Wallace moved to approve the sealed minutes of Non Public Session #6 of July 11, 2018. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the public minutes of July 13, 2018, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Wallace abstaining).

Mr. Avellani moved to approve the sealed minutes of Non Public Session #1 of July 13, 2018. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Wallace abstaining).

Mr. Avellani moved to approve the public minutes of July 17, 2018, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Wallace abstaining).

Mr. Avellani moved to approve the sealed minutes of Non Public Session #1 of July 17, 2018. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Wallace abstaining).

[Mr. Wallace abstained from the previous 4 votes as he was not present at the relevant meetings.]

Mr. Avellani moved to approve the sealed minutes of Non Public Session #6 of June 27, 2018. Ms. Twombly seconded the motion, which passed 3-0.

b) Selectmen's Work Session

--Mr. Wallace wonders about the condition of Pond Road given today's rain. Ms. Collins noted that both the Police and Fire Departments have viewed Pond Road and determined that it is passable. Both departments agreed to monitor the road during the rain. Ms. Collins shared various communications she has received/sent regarding this issue. Ms. Collins will communicate the Board's feelings about investigating the damaged culvert to the Police Chief.

Mr. Knisley stated that the Town Administrator should not be abused; however, he knows that Ms. Collins can handle the criticism.


Ms. Twombly moved to adjourn at 8:07 p.m. Mr. Wallace seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

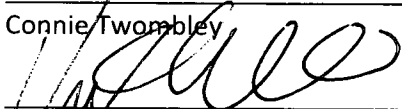
Approval of Minutes:



Lino Avellani, Chair



Connie Twombly



Vinton Wallace