

**Board of Selectmen
October 24, 2018**

Present: Connie Twombly, Chair; Denny Miller (joined the session at 5:48pm); Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Ms. Twombly called the posted meeting to order at 5:43 p.m. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a).** Ms. Twombly seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Ms. Twombly – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 5:54p.m. During the immediately preceding Non Public Session, the Board voted to pay part-time employees who work a minimum of 20 hours per week for holidays after one year of service (provided that the holidays falls on that employee’s regularly scheduled work day. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a).** Mr. Miller seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:03 p.m. During the immediately preceding Non Public Session, the Board voted to promote John Palaima to Transfer Station manger at the probationary rate of \$18.02/hour, effective as of October 22, 2018. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (b).** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:06 p.m. During the immediately preceding Non Public Session, the Board voted to hire Amber Marcoux as Deputy Tax Collector at \$15.62/hour. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b).** Mr. Miller seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:08 p.m. During the immediately preceding Non Public Session, the Board voted to hire Julia Morse as Assistant Town Clerk/Assistant Tax Collector at the hourly rate of \$15.62. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a).** Mr. Miller seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:12 p.m. During the immediately preceding Non Public Session, the Board voted to allow Officer Claire Briggs to roll over additional hours into 2019, to be used by January 31, 2019. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (c).** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, 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 deny a request to pay an outstanding medical bill as requested. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a).** Mr. Miller seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:22 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.60 per hour for Stephen McMullen, effective as of October 22, 2018. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, 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 hire Arron Lavoie as a call firefighter at \$16 per hour. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:26 p.m. during the immediately preceding Non Public Session, the Board voted to hire Hope Moore as a call EMT at the hourly rate of \$19.16. At this point, Ms. Twombly called for a recess.

Ms. Twombly called the meeting back to order (in the conference room) at 7 p.m. and led all present in the Pledge of Allegiance. Those now present included (in addition to those on the attached sign-in sheet) Russell Bookholz; and Niko Giokas (videographer).

Ms. Twombly moved to appoint Kenneth Paul as Chair. Mr. Miller seconded the motion, which passed 2-0-1.

Mr. Miller moved to appoint Connie Twombly as Vice Chair. Mr. Paul seconded the motion, which passed 2-0-1.

1. Public Hearing re: Building Permit Fees – Mr. Paul opened the public hearing. Mr. Bookholz joined the Board. The importance of keeping these fees in line with other towns was stressed. Mr. Paul noted we have 2 choices: establish user fees, or have no fees, whereby the entire Town would benefit. However, the budget for the latter choice would be difficult to sell.

Mr. Bookholz noted that the ICC average is based on an average of 154.04 square feet for residential and 200 square feet for commercial. He advised that \$62,205 in fees have been collected year-to-date to offset the current \$124,000 budget, approximately 50%. Implementation of the proposed fee schedule would result in offsetting the current budget by close to 73%. According to Mr. Bookholz, the fee schedule has not been revised in a number of years, and the current fees are based on 2007 data. Year-to-date inspections total 696 (478 as of June 1). At this time last year the total was 315. 19 new homes are being built, with another 5-6 known to be coming in. Mr. Bookholz noted that State law prohibits the Town from making a profit on these fees; however, it can take in up to 100%.

Mr. Miller asked about a structure that is part residential, part commercial. Mr. Bookholz noted it would depend upon the part that is being remodeled, as a mixed use of codes would be involved. Mr. Paul asked for public comment. Mr. Fogg asked for a copy of the existing fee schedule (which Mr. Bookholz provided).

No other public comments were forthcoming, and Mr. Paul closed the public hearing at 7:08 p.m. **Mr. Miller moved to accept the new fee schedule as presented. Ms. Twombly seconded the motion, which passed 3-0.** The Board agreed by consensus that this new schedule will be implemented as of November 1.

2. Appointments

a) Norman Butler re: Pond Road Petition – Mr. Butler presented a petition as suggested previously by Attorney Sager. Ms. Twombly read this petition aloud. **Mr. Miller moved to submit the petition to Town Counsel for his review and recommendations.** Mr. Paul questioned whether signatures must be from registered voters. Ms. Collins advised that is not a requirement according to Town Counsel. **Ms. Twombly seconded the motion, which passed 3-0.** Mr. Fogg suggested that history should be checked to determine whether the same attorney assisting the Board in 1991 [to establish a legal means of providing minimal summer maintenance to Pond Road] is the same attorney now providing advice on the petition. Mr. Paul stated we are not going back; rather we are moving forward and getting this done right. The other Board members agreed. Mr. Fogg stressed that pollution of the lake is occurring with each and every rain storm due to the lack of a culvert.

3. Unscheduled Matters/Public Comment #1

--Hope Jahn stated that the definition of maintenance must be established and added that the residents should be allowed to speak to this issue in light of the new Board members. Mr. Paul noted he is well aware of the condition of Pond Road, adding he would like to do what is right for the entire Town. Mr. Miller has walked that road several times and is well aware of the issues. He is reluctant to act without advice from Town Counsel. Ms. Twombly has lived in Wakefield all her life and is well aware of Pond Road. Mr. Fogg stated that the Town must admit that it has been maintained.

4. Unfinished Business – None scheduled.

5. New Business

a) Generator at Wastewater Wet Well – Ms. Collins has checked with Homeland Security & Emergency Management to see if the cost of a generator would be covered under their grant. However, it is the end of this round, and applications are being accepted only to update plans and for generators at EOP centers. No more funding is available until February/March 2019. The Public Works Director is unsure why the wet well has never had a generator. Both pump stations have generators, so in the event of a loss of power, the pump stations would continue to pump to the facility. If there is no generator at the facility, waste will not be handled properly. Mr. Miller noted that with winter coming, we could have an emergency situation.

Ms. Collins advised that Powers Generator provides the maintenance on our existing generators, and they have provided a quote. The propane style is more expensive, but it is more efficient than diesel. **Mr. Miller moved to accept the proposal as presented, with the understanding that he would like to seek clarification from Brock Mitchell in the morning. Ms. Twombly seconded the motion, which passed 3-0.** The cost of the generator is \$25,180, which may not include provision for propane.

b) Cleaning Bids for Annex – The facility is currently cleaned once per week. Under the new specs, it will be cleaned more often during the summer programs. Mr. Miller suggested we investigate hiring an employee to take care of Town buildings. Mr. Paul noted that a maintenance person was hired a few years ago; however, that individual was absorbed by the Highway Department. Ms. Collins suggested turning maintenance over to the Public Works Department for 2020, when a number of existing contracts will have expired. It may be necessary to establish a capital reserve fund for necessary equipment. Perhaps the existing CRF for Transfer Station Heavy Equipment could be changed to include any equipment—same with the Highway Department. Mr. Miller noted we would also need a vehicle to move the equipment to various locations. Ms. Collins advised that Mr. Robinson is recommending the Board approve a 1-year contract with Gabrielle Miller at \$5032.50/year for cleaning of the Annex. **Mr. Miller moved to approve a 1-year contract with Gabrielle Miller at \$5032.50/year for cleaning of the Annex, pending provision of appropriate proof of insurance, and to authorize Kelley A. Collins to execute all necessary associated documentation. Ms. Twombly seconded the motion.** The 3 bids received were: After Dark @ \$6563/year; A Shine Above @ \$6240/year; and Gabrielle Miller @ \$5032.50/year. **The motion then passed 3-0.**

c) 2019 Health & Dental Rates – HealthTrust has advised that the Town's current rates for health insurance will increase by 10.5%, and rates for dental insurance will increase by 2.3%. Ms. Collins noted the rates had decreased last year. The Town must file by December 10 in order to keep the current insurance in place. Mr. Miller would like the Budget Committee to weigh in prior to executing any contract. This matter was tabled, and Ms. Collins will forward the information to the Budget Committee Chair.

d) Request for Use of Opera House – A candidate for State Rep in Carroll County had requested this use; but that request has been rescinded. However, the Sanbornville Water Precinct wishes to host a public forum on November 14 in the Opera House, when the Board of Selectmen also has a meeting scheduled. The Board agreed by consensus that the request of the SWP.

e) Purchase Order – Fire/Rescue Pager – This \$1940 expenditure was included in Schedule A of the current budget. **Mr. Paul moved to approve the purchase order in the amount of \$1940 for Fire/Rescue pager. Mr. Miller seconded the motion, which passed 3-0.**

f) Purchase Order – Fire/Rescue Repeater – This \$3620.35 expenditure was included in Schedule A of the current budget. **Ms. Twombly moved to approve the purchase order in the amount of \$3620.35 for Fire/Rescue Repeater. Mr. Miller seconded the motion, which passed 3-0.**

6. Proposed CRF Expenditures

a) Highway Heavy Equipment – This \$76,100 expenditure represents the purchase of a Hyundai HL 992 loader and a Yanmar SV 100 excavator. 2 pieces of equipment were traded in this transaction. **Mr. Miller moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

7. Correspondence

a) Conservation Commission – On behalf of the Commission, Chair Stephen Brown requests that the Town replace the culvert on Pond Road. Mr. Paul noted the Board will determine action once it hears from Town Counsel.

b) GWRC – GWRC shares minutes and financial statements for the Board's information.

c) Clearview Community TV – Clearview shares its quarterly financial information.

d) State of NH Div of Forests & Lands – The State has approved our appointment of Fire Wardens.

8. Unscheduled Matters/Public Comment #2

--Mr. Fogg noted we must consider a new Town employee carefully as most competitive bidders already have the equipment and insurance necessary. He suggested a cost study might be required in order to gain the support of the Budget Committee and voters. Mr. Paul noted that many contractors do not carry sufficient Workers' Comp coverage as it is so expensive.

9. Administrative Matters

a) Town Administrator's Update

--Ms. Collins recommends the Board write off one ambulance bill (for hardship) and send 4 others to Experian. As of September 30, the Town had \$9981 in outstanding ambulance bills. **Mr. Miller moved to write off one ambulance bill for \$1076.91 for hardship, and to send 4 bills totaling \$2587.70 to Experian. Ms. Twombly seconded the motion, which passed 3-0.**

--L Chip Window Project: The windows have been removed and taken back to the shop. The front door will be done in place in the spring, with L Chip's permission for an extension. The \$48,000 is to be paid by the Town in 4 installments, 2 of which have been paid. The Town has been reimbursed for 50% of the grant. L Chip will view the project at 50% complete in Boston. After this project, we will still have \$50,000 in window work left to accomplish. **Ms. Twombly moved to allow Ms. Collins to request an extension from L Chip. Mr. Miller seconded the motion, which passed 3-0.**

--The Board has previously talked about a Facility Use Agreement. A previous version included use of alcohol; however, the Board was not in favor of that unless contractually allowed—such as with the GWRC. Ms. Collins has reviewed the proposed agreement, which the Board should review for action at a future meeting.

--The Town has 4 pieces of equipment that could go out to bid. We have been offered \$5000 trade-in value for the 2005 Chevy 5500 by one vendor, although that vendor has nothing we want at the moment. The Board agreed to put all the equipment out to bid, with a \$4000 reserve on the 2005 Chevy 5500. The bid solicitation will require all equipment to be removed within 30 days by the successful bidder.

--Jeanne Paul has submitted her resignation as minute clerk for the Land Use boards. Her letter was read allowed by Ms. Twombly. **Ms. Twombly moved to accept with regret the resignation of Jeanne Paul as minute clerk. Mr. Miller seconded the motion, which passed 3-0.**

--Dowling currently provides maintenance on our boilers. Their cost for 2019 will increase from \$755 to \$778. **Ms. Twombly moved to accept the contract with Dowling for maintenance of Town Hall**

boilers at \$778 for 2019 and to authorize Ms. Collins to execute the agreement. Mr. Miller seconded the motion, which passed 3-0.

--Ms. Collins referred to the 2 payment plans in 2017 to avoid deeding of property. One of these plans has been successfully completed, and the second is close. Part of the agreement included abating a sum equal to an amount of interest. In the agreement for Map 180, Lot 39, that abatement amount is \$1201. In response to Mr. Paul, Ms. Collins advised that this year the Town has 4 or 5 short-term agreements to pay the 50% of the deed year by October 23 and the remainder to be paid within 30 days thereafter. If not paid by November 23, the Tax Collector will be instructed to send 30 days' notice for deeding. **Mr. Paul moved to approve the \$1201 abatement for Map 180, Lot 39. Ms. Twombly seconded the motion, which passed 3-0.**

--This year Christmas falls on a Tuesday. Town employees get a half-day holiday on Christmas Eve (Monday). Is the Board willing to extend the ½ day to a full day holiday on Christmas Eve? The approximate cost of this would be around \$4000. **Mr. Miller moved that for 2018, the Christmas Eve holiday will be a full day. Ms. Twombly seconded the motion, which passed 3-0.**

b) Treasurer's Monthly Reports – Will be available for the next meeting.

c) Building Permit Releases – None received.

d) Payment Manifests – Ms. Twombly moved to approve AP #55, a void in the amount of \$192. Mr. Miller seconded the motion, which passed 3-0.

Ms. Twombly moved to approve PR #27 in the amount of \$209.16. Mr. Miller seconded the motion, which passed 3-0.

Ms. Twombly moved to approve PR #28 in the amount of \$75,497.12. Mr. Miller seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #54 in the amount of \$172,398.58. Mr. Miller seconded the motion, which passed 3-0.

d) Selectmen's Work Session

The Board redistributed the liaison assignments for various boards/committees/organizations. In discussing the liaison to the Carroll County Delegation, Mr. Comeau noted that Government Oversight films the County meetings; however, they are not broadcast live.

Mr. Paul referred to a plan developed for the Transfer Station 6-7 years ago, following various meetings and facility visits by the Transfer Station Ordinance Committee. Brock Mitchell has suggested that plan be sent to HEB to get a scope and estimate, following which the Board could meet on site. A brief discussion followed of there being no current market for paper or plastic. This will result in an increase of disposal costs. Mr. Miller asked about stockpiling the glass. Ms. Collins advised we have just stopped taking glass from other towns. We have more than we will ever be able to use, and the cost for disposal is \$120 per ton. Some will be used on the parking area at the Gage Hill conservation property. We will have to start another pile as rules for crushing glass have changed.

Mr. Paul noted that one town bought a used truck and hauled the material themselves to avoid the disposal costs. Ms. Collins noted that Brock Mitchell is aware of this issue.

e) Minutes – Mr. Miller moved to approve the public minutes of September 26, 2018, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).

Ms. Twombly moved to approve the minutes of the September 26, 2018, non public sessions #2 and 5. Mr. Miller seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).

Ms. Twombly moved to approve the minutes of October 5, 2018, as presented. Mr. Miller seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).

Ms. Twombly moved to approve the minutes of October 8, 2018, as presented. Mr. Miller seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).

Mr. Paul moved to approve the public minutes of October 10, 2018, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Miller abstaining).

Mr. Paul moved to approve the minutes of the October 10, 2018, non public sessions #1 and 4, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Miller abstaining).

Ms. Twombly moved to approve the sealed minutes of the September 26, 2018, non public session #1, as presented. Mr. Miller seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).

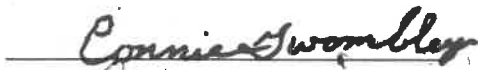
Ms. Twombly moved to approve the sealed minutes of the September 26, 2018, non public session #3,4,6 & 7, as presented. Mr. Miller seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).


Mr. Paul moved to approve the minutes of the October 10, 2018, non public sessions #2,3,3a & 3b, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Miller abstaining).

Mr. Paul moved to adjourn at 8:27 p.m. Mr. Miller seconded the motion, which passed unanimously.

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:


Kenneth S. Paul, Chair


Connie Twombly


Dennis M. Miller