

**Board of Selectmen
December 12, 2018**

Present: Kenneth S. Paul, Chair; Connie Twombley; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6:32 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (c).** Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:39 p.m. **Ms. Twombley moved to indefinitely seal the minutes of the immediately preceding Non Public Session.** Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:46 p.m. During the immediately preceding Non Public Session, the Board voted to hire Thomas Lyle as a fulltime Heavy Equipment Operator for the Highway Department. **Mr. Miller 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. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:57 p.m. During the immediately preceding Non Public Session, the Board voted to buy out (or roll over) unused earned time for 2 employees.

At this time those present included John Ventura; Ed Comeau (videographer); Niko Giokas (videographer); Charlie Edwards; Robert Baxter; Joe Gore; and Peter LaChapelle, Waste Management. Rose Baxter joined the session in progress. Mr. Paul led all present in the Pledge of Allegiance.

1. Appointments

a) John Ventura, Habitat for Humanity – Mr. Ventura, representing Habitat for Humanity, stated that organization is preparing to build at 2388 Wakefield Road and is seeking a waiver of the building permit fees. Those fees total \$1435, \$30 of which may or may not be an expense to the Town. Ms. Collins noted that a typical project of this type requires 12-14 inspections. Mr. Miller supports waiving Town fees, but not waiving any fees which the Town must pay. **Mr. Miller moved to waive \$1405 in Town building fees for the Habitat for Humanity project at 2388 Wakefield Road, with the understanding that the remaining \$30 fee will also be waived if it does not represent a fee to be paid out by the Town.** Ms. Twombley seconded the motion, which passed 3-0.

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

3. Unfinished Business

a) Waste Management Contract – Ms. Collins noted that the original proposed contract had a 5-year term; however, Brock Mitchell would prefer a 3-year term, which Mr. LaChapelle provided.

Mr. Paul moved to approve the 3-year contract with Waste Management as presented. Mr. Miller seconded the motion, which passed 3-0.

b) Northeast Resource Recovery Assoc Memo of Understanding – The Board executed the Memo of Understanding with NRRRA as presented, which is for a term of 1 year.

c) Revisions to 2019 Warrant/Budget – Ms. Collins recommended increasing line 01-43241-581 (TS Disposal Fees) to \$280,000 to cover the anticipated increase in fees per the new 3-year contract with Waste Management. **Mr. Miller moved to increase line 01-43241-581 to \$280,000 (from \$272,166) as recommended. Ms. Twombly seconded the motion, which passed 3-0.** Ms. Collins will take this change to the Budget Committee on December 18.

Article #9: Ms. Collins suggested including language to fund this article (\$50,000 to re-pave the parking lot of the Public Safety Building) via unassigned fund balance. **Mr. Miller moved to approve use of unassigned fund balance for paving of the PSB parking lot. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Miller noted that all other renovations of the Public Safety Building have been paid for via unassigned fund balance.

Article #10: Ms. Collins stated the article should refer to purchase and installation of 3 radio repeaters (instead of 2) and 13 digital portable/mobile radios (instead of 5). No change in dollar amount is necessary. **Mr. Miller moved to approve the revised article as recommended. Ms. Twombly seconded the motion, which passed 3-0.**

Article #14: This article originally referred to an appropriation of \$75,000 for the Highway Heavy Equipment CRF. However, Brock Mitchell believes it should go into the Transfer Station Heavy Equipment CRF, the purpose for which will be changed in another warrant article. The loader, which currently has a small trade in value, needs replacement. Mr. Mitchell proposes renting a loader for 4 months out of the operating budget, 100% of which cost would be applied to purchase of said loader.

Mr. Paul supported the original article to purchase a grader. He questioned how we will grade roads if this equipment dies. Ms. Collins expects that service to be hired out. Discussion followed regarding the purpose of various Transfer Station CRF's. Mr. Miller and Mr. Paul understand the need to replace the loader; however, they are also concerned about the condition of the existing grader. Noting that the Board just voted to fund one \$50,000 article from unassigned fund balance instead of from taxes, Ms. Collins suggested the Board consider leaving this article as is and adding another article to raise \$75,000 for the Transfer Station Heavy Equipment CRF. **Mr. Miller moved to approve a new article #15 to raise \$75,000 for the Transfer Station Heavy Equipment CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #17: Chief Ventura has requested rounding this article up to \$45,000 (from \$43,500) for the new police vehicle. The current balance in that CRF is around \$721. **Mr. Miller moved to increase this article to \$45,000 as requested by Chief Ventura. Ms. Twombly seconded the motion, which passed 3-0.**

Operating Budget: Given the previous vote to increase the disposal fee line in the Transfer Station budget, the new proposed operating budget is \$5,393,574. No change is necessary on the default budget. **Ms. Twombly moved to approve the proposed 2019 Operating Budget at \$5,393,574. Mr. Miller seconded the motion, which passed 3-0.** Ms. Collins noted we will actually be raising less money in taxes for the Town's portion in 2019 than in 2018, as we expect more in offsetting revenue, unless abatements result in a significant loss of assessed value. She added that the proposed operating budget reflects a 6.31% increase, and the default budget reflects a 5.35% increase. Mr. Collins will provide updated information for the meeting with the Budget Committee next week.

Ms. Collins noted that the Town may not realize the reimbursement from the School for approximately \$60,000 relating to the School Resource Officer. However, she still believes we will raise less money in taxes for the Town in 2019. Mr. Miller stressed it is not fair to the taxpayers to raise and appropriate funds for the SRO in both the Town and School budgets. Ms. Twombly believes the School should pay their share and questioned whether the situation could be explained in the warrant article. Ms. Collins referred to a similar situation with services provided to Brookfield.

4. New Business

a) 2018 Town Report Printing – Ms. Collins stated she would like to stay with the printer used for the past several years—Minuteman Press in Conway. She noted we had solicited quotes based upon use of coil binding. One quote did not include all books being coil bound. The difference between the other 2 quotes was less than \$60, and Minuteman has been very good to work with. **Mr. Paul moved to accept the quote of Minuteman Press in the amount of \$1521. Ms. Twombly seconded the motion, which passed 3-0.**

b) December Meeting Schedule - Strangely, no one looks forward to a meeting on December 26! It is possible that there could be encumbrances for the Board to review. If necessary, the Board could meet on December 19, 27 or 28. Mr. Paul stated that there will be no additional meeting in December unless necessary. A brief discussion followed regarding funds left in the gravel line compared to the over-expenditure of the salt line.

c) Review Draft Revenues and Default Budget- Ms. Collins shared a draft MS-737, which she will revise to reflect the vote taken earlier this evening. She anticipates the Town should raise \$40,000 less in taxes in 2019 than in 2018. Ms. Collins referred to the new parameters involved with development of the default budget. The 2019 Default Budget is \$4,997,810, approximately \$400,000 less than the proposed operating budget. Ms. Collins stated that if the operating budget does not pass, this will likely result in lay-offs, as we cannot protect 4 months of fulltime 24/7 FF/EMT's. Mr. Paul noted that it does not cost \$100,000 per month for 3 fulltime FF/EMT's, adding that we would do what was needed to manage. Mr. Miller believes the voters will understand how important it is to pass the proposed budget and, further, understand that much of the proposed increase relates primarily to additional FF/EMT's. Ms. Collins stressed that we must educate the public regarding the effects of the operating budget vs. default budget.

d) Used Oil Assistance Program Grant – Ms. Collins advised that this grant program can be used to purchase a waste oil burning furnace for the Wakefield Transfer Station. It would cost between \$6000 - \$8000 to have the existing waste oil hauled off, as it is contaminated. We have stopped taking any waste oil until we get rid of what we have. Contaminated oil can be used in a waste oil burning furnace. If we service more than one town, we could be eligible for up to \$5000, or \$2500 if we service only one town. Ms. Collins is seeking authorization for her to execute documentation related to this grant.

Mr. Miller asked whether it is anticipated we will burn waste oil from Town operations as well as from residents. Joe Gore (in the audience) confirmed this intent. He added that the drop-off location will be moved so that it can be better monitored. Mr. Gore stated we can burn all oil unless it contains PBE's. We can mix oils. The plan is to have it delivered in clear containers only so staff can check for any separation. We already limit the amounts that can be brought in, and we will continue to do so. Perhaps we will be eligible for another grant next year to purchase a similar unit for the Highway Department. **Ms. Twombly moved to authorize Kelley A. Collins, Town Administrator, to execute documentation for the Used Oil Assistance Program Grant, as discussed. Mr. Miller seconded the motion, which passed 3-0.**

5. Proposed CRF Expenditures – None scheduled.

6. Correspondence

a) Reuben Knisley – Mr. Knisley's mother recently passed away, and he asked that her obituary be read aloud at this meeting. He also submitted a letter thanking the Town staff for their service to the town. Ms. Twombly read the obituary, as well as Mr. Knisley's letter.

b) Sherry Bryant – Ms. Bryant submitted a letter in appreciation of the efforts of John Norton at the Transfer Station, which letter Ms. Twombly read aloud. Mr. Paul noted that it is easy to write a letter of complaint; it is harder to write a letter of appreciation. Discussed possible use of name tags at the facility. Mr. Paul noted that he sees a big improvement at the Transfer Station. The staff has very enthusiastic attitudes. Same can be said of the Highway Department, and it is great to see this momentum.

c) NH DES – This letter from DES to a property owner regarding a dredge and fill operation was provided for the Board's information.

d) Charter Communications – Surprise! More changes to Charter's channel line-up!!

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

8. Administrative Matters

a) Town Administrator's Update –
--Ambulance write-offs: Ms. Collins recommends that 4 outstanding bills be written off, totaling \$3313.99. Each was sent 2 letters, with no responses. Social security numbers are not available.

Mr. Miller moved to approve writing off 4 ambulance bills totaling \$3313.99, having exhausted all avenues for collection. Ms. Twombly seconded the motion, which passed 3-0.

--Letter of Resignation: Chief Ventura has shared a letter of resignation from part-time Officer George Stevens (which was read aloud by Ms. Twombly). The Board accepted this resignation, with regret, by consensus.

--2020 Household Hazardous Waste Collection Day: Ms. Collins noted that the Town has partnered with the City of Rochester for a number of years for this purpose. We are already committed to participate in 2019 and must commit by January 7, 2019, to participate in 2020. Brock Mitchell had expressed an interest in no longer participating; however, Ms. Collins is concerned we will find hazardous material on the side of the roads, which we will need to transport to Rochester anyway. Mr. Mitchell is ok with signing on for 2020, with the understanding that he and Joe Gore will investigate this more fully for 2021. Mr. Miller asked how residents are notified of this event. Mr. Paul advised they have discussed use of a message board sign at the Transfer Station. Mr. Gore noted he will also put information of several web sites. He added that we must ensure we do not take in more than we are licensed to. **Mr. Miller authorized Kelley Collins to execute documentation regarding Wakefield's participation with the City of Rochester in the 2020 Household Hazardous Waste Collection Day. Ms. Twombly seconded the motion, which passed 3-0.**

--Foyer heating: Equipment for this project can be available in 3 weeks for an additional \$650. It should be in the end of Christmas week and then Sassi & Son will squish this project in.

--AWWA: AWWA is working with a property owner on a grant for a failed septic system on the lake. Ms. Collins shared a letter of support for this project from the Town's Shoreland Compliance Officer.

--Maple Street: John Tucker of the Evergreen Valley Snowmobile Club, which club just installed a temporary pedestrian bridge, is asked for "No Parking" signs to be erected from December 15 – April 15 in front of the bridge entrance on the Route 125 side. Mr. Miller noted that Police Department must be willing to enforce the signs. Mr. Baxter noted that the offending vehicles belong to individuals who hike to apartments down the road. **Mr. Paul moved to direct that the "No Parking" signs be erected as requested. Mr. Miller seconded the motion, which passed 3-0.**

--Time off: Ms. Collins has some hours to use or lose, so she will be out of the office on December 26 and 31. OK with the Board.

--School Buses: Brock Mitchell has been approached about under-coating the buses for the school. Apparently, this was done last year without the Town Administrator or Board of Selectmen being aware. The project would likely take more than 2 days (during plow season), and material would need to be purchased. The Board agreed by consensus to not take on this project.

--Septage Disposal Facility: DES requires a bi-annual form be submitted regarding our hours of operation, as well as identifying the authorized signer of other forms that our septage haulers will need to file with DES. **Mr. Miller moved to identify Kelley A. Collins as the authorized signer of such documentation. Ms. Twombly seconded the motion, which passed 3-0.**

b) Tax Collector's Monthly Comparison November – Provided for the Board's information.

c) Building Permit Releases – None forthcoming.

d) Payment Manifests – Ms. Twombly moved to approve PR #32 in the amount of \$117,665.01. Mr. Paul seconded the motion, which passed 3-0.

Mr. Miller moved to approve AP #62 in the amount of \$1,941,105.93. Ms. Twombly seconded the motion, which passed 3-0.

e) Minutes – Mr. Miller moved to approve all minutes of November 28, 2018, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Miller moved to adjourn at 8:28 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

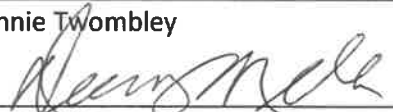
Approval of Minutes:



Kenneth S. Paul



Connie Twombly



Dennis M. Miller