

**Board of Selectmen  
December 27, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:30 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:44 p.m. During the immediately preceding non-public session, the Board reviewed a performance evaluation for Chief Ken Fifield.

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

The Board returned to public session at 6:45 p.m. During the immediately preceding non-public session, the Board was advised that the previously approved candidate for the position of fulltime patrol officer has withdrawn from the process.

**Mr. Avellani 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. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:10 p.m. During the immediately preceding non-public session, the Board approved following Town Counsel’s recommendations with regard to a land use violation on Lilac Lane.

Those present now included Rick Skarinka, NH DES; John Blackwood; Dave Tibbetts, Jim Peterson and Phil Twombley, Sanbornville Water Precinct Commissioners; Ed Noble; Russ Neal and Donna Martin (videographer). Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments**

**a) Rick Skarinka, NH DES** – Mr. Skarinka stated that his agency has oversight of the public water systems in New Hampshire, including the Sanbornville Water Precinct. Mr. Skarinka spoke to the years of service provided by Dave Tibbetts for both the Precinct and the Town. However, he is concerned moving forward for the system and the residents of the Town. Mr. Skarinka stressed that Mr. Tibbetts needs assistance going forward (which he must be willing to accept). Perhaps those watching this evening’s meeting will be moved to become involved. Mr. Skarinka stated that if the district should vote to disband, the burden of ownership/operation of the water system would fall to the Town. He referred to the Town of Ossipee, which recently took over both the water and sewer districts. His main concern is that the customers/residents served have safe drinking water and have a manageable system going forward. DES offers much in the way of resources (including funding). It would be beneficial to have an inventory of the system and to identify priorities for repairs and funding for same. The first priority should be to make sure all water meters are working.

Mr. Edwards questioned whether Mr. Skarinka has had this conversation with the Precinct Commissioners and noted that the Town actually has absolutely no control over the Sanbornville Water Precinct. The Town cannot assist if they do not want our assistance. Mr. Edwards added that the Board of Selectmen does not want the Town to take over that system. Mr. Skarinka stated that DES has now put everyone involved on notice. A vote by the Water Precinct to dissolve would result in the Town taking over the system—no warrant article on the Town's part would be necessary. Perhaps the situation should be re-evaluated in one year. Ms. Twombly referred to the Precinct encountering a catastrophe within that one year period and asked whether the Town would have to pay to address that issue. Ms. Collins stressed that the answer is "NO" as the Town cannot legally do so. The Water Commissioners need to evaluate their situation, and it is incumbent upon them to find individuals to accept the necessary responsibilities. The Commissioners have the same powers over the Water Precinct that the Board of Selectmen have for the Town. The Town has no authority over the Water Precinct.

Mr. Skarinka referred to an asset management program, which he believes would be helpful. He stressed the need for the Precinct to supply a certain level of service. The cost of operation must be built into the rate structure. Mr. Skarinka does not believe the current rate structure supports the needs of the Precinct. The day to day operations may be taken care of, but not the big picture. He referred to a new program being created—drinking water/ground water trust fund. He suggested doing our homework and getting this project in order because grant funds will be available next fall. The Precinct has lots of issues but no specific project.

Mr. Tibbetts expects the Water Precinct will be turned over to the Town one year from now. Ms. Collins stressed that if the expectation is to vote in April to dissolve, the Board of Selectmen should be given a heads' up. The Town needs time to get on board. Discussion followed regarding the best time for such a dissolution to take place. Mr. Twombly advised that he is newly elected as a Water Commissioner. He stated that we have been talking about these problems for years. He believes that the sooner operations are transferred to the Town, the better. Mr. Twombly suggested that the Commissioners and the Board of Selectmen work together (with the Town Administrator) to develop a plan. He also stated that the Precinct should vote to dissolve at the April meeting. Mr. Twombly noted that this is his personal opinion, and the Commissioners will need to discuss this issue among themselves.

Mr. Noble was advised that there are around 400 units covered by the system. Ms. Collins stated that the water users could still fund the operation (similar to the sewer users); however, she is not sure what rate would be required. Mr. Skarinka hopes that in 3 years there will be construction occurring on the water pipes and there will be a program established with everyone knowing what the next steps are. Brief discussion followed regarding replacement of pipes as roads are being repaved. Ms. Collins referred to the 50% water loss in the present system. Mr. Skarinka stated there is definitely some leakage; however, not all of that loss is attributable to leakage; rather there are other factors.

**b) Russ Neal, Evergreen Valley Snowmobile Club** – At a previous meeting, the Club had presented a proposed change to the route in Union Village. The Board was waiting to hear that the State approved this proposed change prior to granting its approval. Mr. Neal stated that the State will not sign off until it receives confirmation that the Board has approved the new trail.

He is asking that the Board sign off on the change and stressed that the Club will provide proof of the State's approval once received. It was noted that the proposed trail utilizes a section of the sidewalks in Union. Those sidewalks are not currently being maintained. Ms. Collins expressed concern about authorizing motorized vehicles use of sidewalks used by pedestrians. Mr. Neal stated that this is done in many towns. He would expect the snowmobiles would actually be on the edge of the road. The proposed use is from Bridge Street to Maple Street. Ms. Collins suggested use of the sidewalks could be approved on a trial basis. Mr. Neal does not expect this plan to be used for more than one season. He doubts the State will approve the plan on a long-term basis. The Club may look at building a snowmobile bridge over the river (near the former SAU building). If the Maple Street bridge is removed, the Club could build a snowmobile/pedestrian bridge in that location. **Mr. Edwards moved to accept the trail as proposed by the Evergreen Valley Snowmobile Club, as presented, with the DPW Director to be notified to monitor that section of the sidewalks. Mr. Avellani seconded the motion.** Mr. Blackwood was advised that the span of the bridge near the Irving Station is about 30'. Mr. Blackwood suggested use of timbers, which would be safer than using sidewalks. Mr. Neal noted that it is too late in the season to take that route. Discussion followed regarding such a bridge. If that option is eventually pursued, the Bureau of Trails might provide funding. Mr. Avellani clarified that the vote is contingent upon: 1) DPW Director notification to monitor; 2) current season only; and 3) the Town being added as an Additional Insured on the liability policy. **The motion then passed 3-0.**

**c) Leigh Nichols** – Mr. Nichols was unable to attend this evening's meeting. Copies of the revised policies will be provided to the Board for consideration at a future meeting.

## **2. Unscheduled Matters/Public Comment #1**

--Mr. Blackwood stated that use of straight salt on the roadways is resulting in very slippery conditions, citing several recent occurrences. He stressed his belief that the salt needs to be mixed with sand. Further, Mr. Blackwood does not believe the current job being done plowing Town roads is adequate. Mr. Edwards is not sure about use of salt and sand; however, he has had a number of complaints regarding the condition of the roads. Mr. Blackwood stated that taxpayers' money is being wasted. In addition, the trucks (which are not toys) are being driven too fast.

## **3. Unfinished Business**

**a) Revised Warrant Articles** – Ms. Collins presented the revised warrant. The Budget Committee would prefer to purchase both trucks, rather than leasing any, and to utilize some funds from the undesignated fund balance. Article #8 raises \$190,000 through taxation; Article #9 authorizes use of \$209,000 from the undesignated fund balance. Article #16 has been revised to increase the appropriation for the new Police vehicle to \$37,000 in order to ensure sufficient funds are available to equip the new vehicle. Article #10 changes the purpose of the previously established Bridge Construction CRF from "Construction" to "Study, evaluation, plan, engineering, repairs and construction". This article does not actually require a vote of the Board as no funds are being appropriated. Article #23 is the Operating Budget and Default Budget.

Mr. Edwards expressed concern about use of the undesignated fund balance, noting that the Town may be facing many issues if it takes over the water system. Ms. Collins stressed that the undesignated fund balance cannot be used on the water system. Rather it would have its own separate enterprise fund.

## **Board of Selectmen**

**December 27, 2017**

**Page 4**

Ms. Collins has some concern about using \$209,000 from the undesignated fund balance, as this is not all cash in the bank. She reviewed use of these funds over the past several years. However, she does not believe use of these funds will ultimately put the Town in a financial crunch. Mr. Edwards asked whether the Budget Committee expressed any concern about buying 2 trucks in the same year, which could result in the same situation in 10 years. Mr. Avellani advised there was some concern expressed. He noted that the Budget Committee does not want the Town to pay interest. He also suggested we investigate other options as the time approaches to purchase another truck. **Mr. Avellani moved to approve Warrant Articles #8, #9, #10, #16 and #23, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

### **4. New Business**

**a) Investment Policy** – The Board is required to review and readopt this policy annually. **Mr. Avellani moved to readopt the Investment Policy as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**5. Proposed CRF Expenditures** – None scheduled.

### **6. Correspondence**

**a) NH DES to Union Village Community Association** – DES has granted UVCA's request for an extension to submit a permit application for reconstruction of the Drew Mill Dam by March 31, 2018. The information is provided for the Board's information only. It is not known whether the Board can expect a petitioned warrant article on this project.

**b) Charter Communications** – Charter has advised the Town of changes to their channel lineup, as well as price increases. Ms. Collins has attempted (without success) to communicate with their government representative about reduction in service and increased cost of same. Ms. Collins has also received complaints about the increase in seasonal account rates. This correspondence is for the Board's information only; no action is required.

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

### **8. Administrative Matters**

#### **a) Town Administrator's Update**

--Joe Gore has attained Roads Scholar II status; while Mike Laughy has attained Senior Roads Scholar status. The Board members executed congratulatory letters.

--The Carroll County Sheriff's Department is pursuing a communications grant (through Homeland Security) to update their radio dispatch system and is seeking a letter of support. The Wakefield Police Department would like the Board to provide such a letter, which Ms. Collins has prepared, and which Mr. Edwards and Ms. Twombly executed. Mr. Avellani refrained from signing this letter as he has already indicated his support at the County level.

--Joe Kenney has suggested to Ms. Collins that the Town pursue a TAP grant in the spring to extend and rebuild the sidewalks in Union. The Board had previously discussed use of SB 38 funds to repair the existing sidewalks. However, if we receive a TAP grant, we would need to install 3" granite curbing, which can be problematic.

Ms. Collins noted that Leigh Nichols is pursuing a plan which will cost between \$30,000 - \$40,000 in 2018. If accomplished through the TAP, the project would be more expensive, and there is no guarantee we would be successful during the grant process. Ms. Twombly and Mr. Edwards agree we should stay with the original plan. Mr. Avellani believes we should apply for the TAP grant, noting Wakefield would be a good candidate for projects other than just the sidewalk project.

--Encumbrance of 2017 funds: The Highway Department has submitted 2 purchase orders. The first is to overhaul the bucket on the CAT 938 loader, which is already at AWP Welding. The estimate is \$5000. The second purchase order is for a pressure washer at a cost of \$3495. Ms. Collins has signed the purchase orders but believes it would be safer to encumber the funds. **Ms. Twombly moved to encumber a total of \$8495 from 2017 funds for the Highway Department for the purposes previously cited. Mr. Avellani seconded the motion.** Ms. Collins advised that multiple quotes were obtained for the pressure washer; however, the overhaul of the bucket has a more limited scope. **The motion then passed 3-0.**

--Ms. Collins has started the process of calculating the 2018 Brookfield contribution. In doing so, she noticed that the Town has always included the cost of health insurance for the Police and Fire Rescue Departments, but it has not included NH Retirement. The result is a difference of \$30,000. It is a cost of doing business which she believes should be included. Without consideration of NHRS, the increase for 2018 would be about \$4000. The estimate does not include Firefighter stipends or the cost of on-call employees. The Board members were in agreement to include the cost of NHRS in the Brookfield estimate.

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

**c) Building Permit Releases** – Mr. Avellani moved to approve the building permit release for Gill on Pennsylvania Avenue. Ms. Twombly seconded the motion, which passed 3-0.

**d) HealthTrust Portal Use** – HealthTrust is seeking confirmation that Michelle MacDonald and Kelley Collins continue to have authority to utilize their portal. **Mr. Avellani moved to authorize Mr. Edwards to execute the authorization as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**e) Minutes** – Mr. Avellani moved to approve Non Public Minutes #1, #2, #3 and #4 of December 13, 2017, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the public minutes of December 13, 2017, as presented. Mr. Avellani seconded the motion, which passed 3-0.

**f) Payment Manifests** – Ms. Twombly moved to approve AP #48, a void in the amount of \$322.92. Mr. Avellani seconded the motion, which passed 3-0.

Mr. Avellani moved to approve AP #47 in the amount of \$56,508.59. Ms. Twombly seconded the motion, which passed 3-0.

**Board of Selectmen  
December 27, 2017  
Page 6**

Mr. Edwards stated that there are only a few small items to address with regard to the public safety building second floor project. He expects the project to come in well under budget.

**Mr. Edwards moved to ajourn at 9:10 p.m. Ms. Twombly seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

---

Richard C. Edwards, Chairperson

---

Connie Twombly

---

Lino Avellani