

**Board of Selectmen
November 20, 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 6:15 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:20 p.m. During the immediately preceding non-public session, the Board discussed possible waiver of outstanding ambulance bills.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (e). 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 6:35 p.m. During the immediately preceding non-public session, the Board moved to not waive the 10% penalty for redemption of Map 55, Lot 21, tax acquired property.

Mr. Avellani 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. 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 6:55 p.m. During the immediately preceding non-public session, the Board voted to authorize an increase to \$30 per hour for Leigh Nichols, effective as of November 20, 2017.

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 7:05 p.m. During the immediately preceding non-public session, the Board voted to hire John Norton as a Transfer Station Attendant at \$13.25 per hour.

Those now present included Leigh Nichols, Dir of Public Works; Annette Perry; Rose Cleveland; John Tucker; Ed Comeau (videographer), and Donna Martin (videographer). Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Leigh Nichols, Dir of Public Works – Mr. Nichols addressed the Board on several topics, the first being the Parking Ordinance approved in 2013. He proposes the Board add a new section under IV-A--Restricted Areas: *On any town-maintained road or within the right of way, during winter maintenance activities from October 15th through April 15th of any calendar year.* The existing restrictions were reviewed. Mr. Avellani suggested that the area across from the Irving Station and Dunkin Donuts be considered as well. Mr. Nichols will check State law regarding penalties listed under VI-A.

Section VI-B is new and relates to vehicles parked in violation of the winter parking ban. Mr. Nichols will complete revisions of this document for the Board's consideration and adoption.

The Board then reviewed a sample letter to residents regarding roadway obstructions. Mr. Avellani suggested the letter specify that it relates to obstructions during the winter plowing season.

Mr. Nichols then presented draft changes to the Winter and Inclement Weather Policy and Priorities. Discussion occurred regarding the process to determine when the Highway Department "goes out". This document includes reference to the Town's parking ordinance and must be consistent with same. Mr. Nichols will include language to the effect that any accident/damage caused by snow left in the roadway by a resident will be the liability of that resident. This document includes plow routes. Brackett Road and Buttercup Lane will be moved from Route #2 to Route #3. Bonnyman Road should be included on Route #1. Mr. Nichols will finalize this document and return for the Board's review and adoption.

2. Unscheduled Matters/Public Comment #1

--Ms. Perry noted that the Wakefield Director of Public Works does a great job!

3. Unfinished Business – None scheduled.

4. New Business

a) Maple Street Bridge (not on agenda) – Ms. Collins stated that new information was received after the agenda was posted. She had previously contacted NH DOT regarding the condition of this bridge and asked that the bridge be inspected with a view to use by the snowmobile club. This inspection was accomplished on November 16, with the result that William Watson of the DOT Bridge Division has asked Wakefield to close the bridge, even to pedestrian traffic. Mr. Nichols has moved the barriers so that no vehicle has access to the bridge. Ms. Collins is asking the Board to fence the ends of the bridge in order to prevent pedestrian traffic. According to DOT, this bridge is in imminent peril. The Assistant Commissioner will be on site on Tuesday from 3-3:30pm with Councilor Kenney. The bridge may actually require a rebuild rather than rehabilitation. Perhaps the Town could consider a 1-lane bridge. We could utilize some SB 38 funds to hire a professional engineer to review each red-listed bridge in Wakefield (including the bridge on Canal Road). Traffic counts should be considered, and projects will need to be prioritized. At that time the Board can evaluate whether to get on the State's bridge aid list. Meanwhile, the Town can continue to put money away. When our turn on the bridge aid list comes, the Board can decide whether to accept such aid. First the Board should authorized the Public Works Department to fence off the bridge.

Ms. Twombly asked whether it is safe to park vehicles up to the cement blocks. Mr. Nichols has moved the blocks and would like to put fencing further back as well. Ms. Collins stated the vehicles should be registered. We may have free fencing already, but it will be purchased if necessary and will be installed within the next 10 days. Mr. Nichols will be on site on Tuesday with Bill Cass. Ms. Collins will develop a list of qualified engineers. She added that if we use SB 38 funds for this purpose, we may not have sufficient funds to address the Union sidewalks.

5. Proposed Capital Reserve Fund Expenditures

a) Technology Fund \$1850 – This represents the cost of an EOC computer in the patrol room at the public safety building. **Ms. Twombly moved to approve this expenditure. Mr. Edwards seconded the motion.** Ms. Collins confirmed to Mr. Avellani that this work was scheduled in the 2017 budget, as were the next 2 CRF expenditures. **The motion then passed 3-0.**

b) Technology Fund \$2125 – This is the cost to replace the Chief's computer system. His old system was refurbished and used elsewhere. **Ms. Twombly moved to approve this expenditure. Mr. Avellani seconded the motion.** Ms. Collins advised Mr. Avellani that this work did not go out to bid, rather we have a 3-year contract with CCS. **The motion then passed 3-0.**

c) Technology Fund \$904.25 – This represents the cost to add a monitor to each system for the Town Administrator and Finance Clerk. **Mr. Avellani moved to approve this expenditure. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) ClearView Community TV – The quarterly report was submitted for the Board's information. Ms. Collins has discussed the second origination point at Paul School with Jim Miller and has given him permission to talk directly to Spectrum to ensure that the \$0.09 to be added monthly to subscribers' bills will include all hardware necessary.

b) Greater Wakefield Resource Center Financial Information and Minutes – This information is required to be submitted in accordance with the Management Agreement. Mr. Avellani wonders what is done with any surplus. Ms. Collins will ask.

7. Unscheduled Matters/Public Comment #2

--Ms. Cleveland stated that most of the snow plowed by the Town on Maple Street is placed either on the bridge or in front of her camper. She would appreciate it not being left in front of her camper and wonders where the snow previously left on the bridge will go. She also referred to a utility pole that is in jeopardy of falling over. Mr. Edwards stressed that we must work together, and the snow must go somewhere. He will mention Ms. Cleveland's concerns to Mr. Nichols so that he is aware. Ms. Collins will have Mr. Nichols notify Eversource about the pole, it not being a Town issue.

--Ms. Perry noted that she and her husband own a triangle of land adjacent to Brewster and Maple Streets. Possibly the Town could put snow there.

8. Administrative Matters

a) Town Administrator's Update

--The Budget Committee will meet on December 19 to review the Town's warrant articles and Personnel Benefits section. Therefore, the Board must meet prior to that. It was agreed that the Board will meet on Friday, December 1 at 9:30 a.m.

--The Board agreed that Deliberative Session will be held on Saturday, February 3 at 10 a.m., with a backup date of February 10. Mr. Avellani noted that this date could be changed in the future if the voters decided on an April or May Town Meeting.

--It is anticipated that the Budget Committee will conduct its public hearing on the proposed budget on Tuesday, January 9. A bond hearing may also be required.

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

c) Request for Retail Table Wine – Wine Only Liquor License – The Board executed a letter to the State of NH Liquor Commission in support of the request of Wailing Loon.

d) Petition and Pole License – Mr. Avellani moved to approve the 2 Petition and Pole Licenses as presented. Ms. Twombly seconded the motion, which passed 3-0.

e) Payment Manifests – Ms. Twombly moved PR #37 in the amount of \$74,221.02. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved AP #40 in the amount of \$48,166.21. Mr. Avellani seconded the motion, which passed 3-0.

f) Minutes – Ms. Twombly moved to approve the minutes of the Non Public Session of November 8, 2017, as presented. Mr. Edwards seconded the motion, which passed 2-0-1 (Mr. Avellani abstaining).

Ms. Twombly moved to approve the minutes of November 8, 2017 (public session) as presented. Mr. Edwards seconded the motion, which passed 2-0-1 (Mr. Avellani abstaining).

Mr. Edwards noted that Cindy's Place will host a free Thanksgiving dinner, at which donations will be accepted for the Santa program. Ms. Collins reminded the Board that a vote is necessary in order to waive outstanding ambulance bills as discussed in Non Public Session #1. **Mr. Avellani moved to waive the outstanding ambulance bills from 2015 and 2016. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Twombly moved to adjourn at 8:20 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani