

**Board of Selectmen
April 10, 2019**

Present: Mark P. Duffy, Chair (joined the session in progress); Richard C. Edwards; Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:04 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:07 p.m. During the immediately preceding Non Public Session, the Board authorized a promotion for Michael Laughy to the position of General Foreman at the hourly rate of \$19.98, effective as of April 8, 2019. Mr. Duffy is now present. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 authorized an increase to \$20.40/hour for Gary Sammarco, effective as of April 8, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 authorized an increase to \$62,355.36/year for Lt. Chris Waldron, effective as of April 8, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 authorized a stipend for the Emergency Management Director and the Assistant EMD (to be named at a later date) at \$2000, to be split 2/3 for the EMD and 1/3 for the Assistant EMD. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a) & (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, Kelley Bushman, John Gavall, Emily Zanis, Joyce Crowell and Amy Crawford were hired as bus drivers for Parks & Rec at \$13/hour (pending successful completion of the hiring process); an increase to \$9.75/hour was authorized for Jaden Mckellar, and an increase to \$12/hour was authorized for Kellie Chase, both effective as of April 8, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 discussed Chief Ventura’s recommendation for pay rates for part-time officers. Mr. Duffy called for a recess. The meeting reconvened at 7 p.m. in the conference room. Those present at this time included Robert & Rose Baxter; Jim Miller (videographer); Ed Comeau (videographer), and Sgt. Michael Fenton. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments – None scheduled.

2. Unscheduled Matters/Public Comment #1

--Ms. Baxter questioned the process for scheduling a Non Public Session with the Board. She was directed to contact the Town Administrator.

3. Unfinished Business

a) Update Step Plan to Include PT Patrol Officer – Ms. Collins stated that currently uncertified officers earn \$17.50/hour, and certified officers earn \$20/hour, although this information is not on the step plan. Chief Ventura has recommended that the uncertified rate be increased to \$18.50/hour, and that the certified rate remain at \$20/hour. **Mr. Paul moved to increase the hourly rate for uncertified patrol officers to \$18.50/hour. Mr. Edwards seconded the motion, which passed 3-0.**

4. New Business

a) Disposition of 2004 Freightliner – Ms. Collins shared a bid solicitation for the 2004 Freightliner, which would be advertised in the paper and placed on the web site. She also noted we have a vinyl window, which perhaps could be sold. The Board agreed by consensus to accept bids for the 2004 Freightliner and to have the Highway Department take the vinyl window to the Transfer Station, to be accompanied by a "FREE" sign.

b) Purchase Order \$97,000 for Loader– Ms. Collins advised that the Town has been renting this loader for \$4000/month, January through April, which cost will be applied against purchase price. The Town will receive a \$12,000 credit for the old loader, with a net cost of \$97,000. **Mr. Paul moved to approve the purchase order for \$97,000 as presented, noting this purchase was approved in the 2019 budget. Mr. Edwards seconded the motion, which passed 3-0.**

c) Facility/Premise License Agreement Wakefield Lions Club – The Lions Club is requesting use of the conference room on Pride Day, as usual, and is requesting a waiver of the \$200 associated fee. **Mr. Paul moved to approve the requested use, waive the \$200 fee, and to authorize the Chair to execute the agreement as presented. Mr. Edwards seconded the motion, which passed 3-0.**

d) Civic CMS License & Service Agreement – Ms. Collins advised that the Town is migrating to a new web platform, the cost of which will be spread over 3 years. **Mr. Paul moved to approve the agreement with Civic CMS as presented. Mr. Edwards seconded the motion, which passed 3-0.**

e) Vehicle Damage Rear Parking Lot – Ms. Collins advised that an employee's vehicle was damaged by a falling sign. It is on the agenda as we were unsure whether the Town's insurance company would approve the claim. However, Primex has agreed to pay 100%. Ms. Collins explained that the parking sign was erected late last season. It was too late to get it into the ground, so it was put in a bucket. As the snow around it melted, the bucket fell over, striking the vehicle. The sign is now properly in the ground.

5. Proposed Capital Reserve Fund Expenditures

a) Town Hall Improvements \$5500 – Ms. Collins referred to the plan to eventually move the Finance Clerk into the mail room office. This will require some amount of renovation, which will follow Department of Labor standards. Use of the area for this purpose necessitated a split heat/air unit. Mr. Duffy questioned whether this project was put out to bid. Ms. Collins explained the process whereby she solicited 3 quotes, at the direction of the sitting Board at that time. That Board chose to utilize the services of the current contractor, who, Ms. Collins noted, was not a friend of hers. There is still some unfinished work left to be accomplished. **Mr. Edwards moved to approve the expenditure to Sassi & Son Plumbing & Heating in the amount of \$5500. Mr. Paul seconded the motion, which passed 3-0.**

6. Correspondence

a) Annette Perry Resignation from Heritage Commission – Mr. Duffy moved to accept, with regret, the resignation of Annette Perry as a member of the Heritage Commission. Mr. Edwards seconded the motion, which passed 3-0.

b) Charter Communications – Charter announces changes to their channel line-up.

c) Charter Communications – Charter announces MORE changes to their channel line-up.

d) GWRC Minutes & Financials – Provided for the Board's information. Ms. Collins noted that Ed Dolaher has scheduled work on the GWRC roof. Both Mr. Edwards and Ms. Collins have asked him to view the Town Hall roof issues. Ms. Baxter referred to a car show to take place at the GWRC in June.

7. Unscheduled Matters/Public Comment #2

--Mr. Edwards referred to the passing of Tom Beeler earlier this week. A letter of condolence will be sent to Tom's family.

8. Administrative Matters

a) Mr. Duffy noted that he believes it is time to revamp to the purchasing policy. He has shared the current policy with Town Counsel for his comments. He stressed that we must adhere to the policy if we have adopted one. He will share Town Counsel's comments with the other Board members and with Ms. Collins.

b) Town Administrator's Update

--Ambulance Bill Write-offs: Ms. Collins recommends writing off 4 bills totaling \$7877.28 and sending one bill at \$1041.25 to Experian. She brings these recommendations to the Board each month. The adopted policy calls for Comstar to send 2 bills, following which the outstanding bill is listed on the Town's disposition report. The Town Administrator then sends 2 letters. If no response is received and no social security number is listed, the bill is written off. If the social security number is available, the bill is sent to Experian. Ms. Collins stressed the purpose of this policy is to get people to contact us to establish a payment plan. In addition, the Board of Selectmen is willing to consider hardship requests. **Mr. Edwards moved to write off 4 bills totaling \$7877.28 and to send one bill for \$1041.25 to Experian. Mr. Duffy seconded the motion. Yearly revenue from ambulance bills is around \$144,000. The motion then passed 3-0.**

--Ms. Collins will be out ½ day on 4/15 and ½ day on 4/18, which absence was approved by the Board.

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

d) Commission Membership Appointment – Mr. Edwards moved to reappoint David Tinkham as a member of the Conservation Commission for a term through March 2022, as recommended. Mr. Paul seconded the motion, which passed 3-0.

e) Building Permit Releases – None received.

f) Payment Manifests – Mr. Paul moved to approve a Void in the amount of \$42,500 and a payroll warrant in the amount of \$85,605.12. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #10 in the amount of \$855,164.77. Mr. Paul seconded the motion, which passed 3-0.

g) Minutes – Mr. Duffy moved to approve the public minutes of March 27, 2019, as well as minutes of non public sessions #1,1a, 2, 3, 4, 5, 6 and 7, as presented. Mr. Edwards seconded the motion, which passed 3-0.

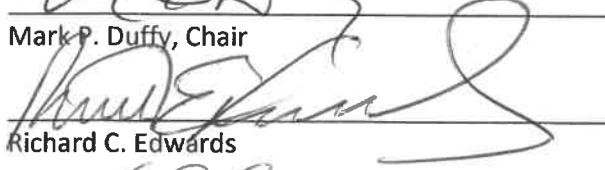
Mr. Edwards moved to approve the sealed minutes of non public session #8 on March 27, 2019, as presented. Mr. Paul seconded the motion, which passed 3-0.

h) Selectmen's Work Session – Mr. Duffy noted the Board no longer has a listing for liaison reports; however, this would be an appropriate section to make such a report. Mr. Paul advised that the Highway Department is reviewing winter routes/time travel. They have several projects out to bid. Currently, there is an effort to organize the Transfer Station, and there may be a presentation at the next meeting. Mr. Duffy noted that Russ Bookholz would like to meet with the Board to clarify a course of action. Ms. Collins will communicate with Mr. Bookholz. Ms. Collins advised that the Sanbornville Water Commissioners have asked to be on the April 24 agenda.

At 7:38 p.m. Mr. Paul moved to adjourn. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:


Mark P. Duffy, Chair


Richard C. Edwards


Kenneth S. Paul