

**Board of Selectmen
October 25, 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 5 p.m. **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 5:03 .m. During the immediately preceding Non Public Session, the Board voted to accept the evaluation for Kelley Collins, as presented.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (e). 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 5:14 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session, as divulgence of information contained therein would likely render ineffective the proposed action described therein. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the minutes were indefinitely sealed.**

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 5:18 p.m. During the immediately preceding Non Public Session, the Board voted to reduce a \$3000 fine to \$1500 and to require payment for disposal of debris at the Wakefield Transfer Station.

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 5:30 p.m. During the immediately preceding Non Public Session, the Board voted to authorize the hiring of Edward Correia Jr. as a fulltime patrol officer.

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 5:41 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.31 per hour for Officer Matthew Martino, effective as of August 14, 2017.

Board of Selectmen

October 25, 2017

Page 2

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘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 5:55 p.m. During the immediately preceding Non Public Session, the Board reviewed an exit interview conducted by Ms. Collins with Officer Sean Welch.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘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 6:30 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session, as divulgence of information contained therein would likely affect adversely the reputation of a person. Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the minutes were indefinitely sealed.**

At this time the Board conducted a non-meeting with Town Counsel. The Board reconvened public session at 7 p.m. Those present at this time also included: Donna Martin (videographer); Ed Comeau (videographer); Ed Noble; Leigh Nichols, Director of Public Works; Rose Cleveland; and Annette Perry. Joining the session in progress were Joe Kenney, Sgt. Waldron, and Steve Brown. Mr. Edwards led all present in the Pledge of Allegiance.

1. Appointments

a) Rose Cleveland re: Maple Street Bridge – Ms. Cleveland is interested to hear the Board’s intent regarding the Maple Street bridge. Mr. Edwards stated there is no intention to repair this bridge at this time; however, the board is aware of its condition. Ms. Cleveland believes this bridge is even more unsafe following the recent torrential rain. Not even the groomer should travel over it. Ms. Collins has sent a letter to the State asking them to evaluate the bridge prior to winter use by the snowmobile group.

Ms. Cleveland was told some time ago that the Town was obtaining bids to repair the bridge, but she never heard anything more. Ms. Collins provided some history. In June 2015, the State DoT recommended the bridge be closed, which advice the Town followed. The Town filled out an application for bridge aid in February 2013. In August 2013, DoT provided an estimate of \$880,000, the Town’s portion for which would be 20%. If one adds 5% per year to that estimate (as recommended by the State), today’s cost would be \$1,056,000, the Town’s portion being \$211,000. The Town would need to appropriate the entire amount and wait for reimbursement. If we get on that list today, the bridge might be replaced in 2027.

Ms. Cleveland referred to receipt of a bid for \$280,000. Ms. Collins referred to a bid received in April 2016 from Culvert Rehabilitation for \$566,000, which is more than the Town’s 20% share by going through the State bridge program. Ms. Cleveland still believes there is another private estimate, from a very qualified contractor. She also believes the project went out to bid.

Ms. Collins does not believe the project went out to bid. She stressed that DoT and the Wetlands Bureau would still need to approve any contract. Funds have been appropriated for a number of years for the Bridge capital reserve fund, and we cannot put the project out to bid without appropriating at least 20% of the project. Ms. Cleveland asked what the Town will do if the bridge is determined to be unsafe. Mr. Edwards stated the Board will make that decision when the time is appropriate, and the taxpayers would need to approve the necessary funds. He referred to traffic studies for each bridge. Mr. Nichols stated that when the State red-listed the bridge in 2008, an average of 70 cars per day used the bridge. Mr. Edwards stated the Board will take Ms. Cleveland's concerns under advisement, and meanwhile, will look forward to the State's evaluation of the bridge.

Ms. Cleveland then referred to the Town's plow truck turning around on her property, which is causing wear to her driveway. In addition, the truck is driving over her septic system. Mr. Edwards suggested the septic system be marked so that the Highway Department is aware. He also believes it would be a courtesy for Ms. Cleveland to allow the Highway Department to turn around in order to plow to her property, which is located at the end of the route. Ms. Cleveland stated that she was told she would get a tax break for allowing the Town to turn there, as well as for allowing the snowmobile club to access her property. Mr. Nichols indicated the plow could change its turning pattern if Ms. Cleveland's neighbor moves the vehicles in that area. Mr. Edwards advised that the Town will let Ms. Cleveland know what the State says about the bridge.

2. Unscheduled Matters/Public Comment #1

--Joe Kenney spoke to his involvement with DoT and GACIT. He agreed the list is long for communities on the State's bridge aid list. He has met on site in Union with State officials to discuss both short-term and long-term approaches. Perhaps the Board would like to meet with these officials to develop a solution, which could include a single-lane bridge as was done on Bridge Street. Mr. Kenney believes there are ways to lower the overall cost.

Mr. Kenney referred to the \$116,000 returned to the Town of Wakefield from the State earlier this year. Ms. Collins advised those funds are ear-marked, in part, for the Union sidewalks. The Town will wait until Spring 2018 to determine use of those funds as we had no shovel-ready projects. Mr. Kenney advised that the Town will receive \$120,000 in 2018 through the highway block grant. If the abutments of the bridge on Maple Street are safe, he has been advised a quick fix could cost as little as \$30,000; however, he has nothing in writing to share with the Town.

Mr. Kenney then referred to Turntable Park. If there is any opportunity for him to assist in this regard, he would be quite willing to do so. All land leased or transferred by the State must go through Governor's Council.

Discussion reverted to the bridge on Maple Street and whether the State would approve a less expensive option. Ms. Collins referred to Wetlands Bureau rules about use of open-bottom culverts. Ms. Perry is quite sure that a warrant article was written and passed to appropriate funds specifically for the bridges on Maple Street and Canal Road. Ms. Collins confirmed that if the Town receives prior notification of an on-site visit by State engineers, Ms. Cleveland will be advised. If the Commissioner comes on site, the Board of Selectmen and the Town Administrator would like to also be on site.

3. Unfinished Business – None scheduled.

4. New Business

a) Health & Dental Insurance Renewal – Ms. Collins advised that rates for health insurance, through HealthTrust, have gone down by 6.2%, while dental rates increased by 2.3%. **Mr. Avellani moved to authorize Kelley Collins to execute the renewal form with HealthTrust for provision of health and dental insurance for 2018. Ms. Twombly seconded the motion, which passed 3-0.**

b) Resolution re: Purchase of Insurance by Part-time Employees – The Board had previously agreed to allow part-time employees to purchase health and dental insurance through the Town's program. Ms. Collins presented a draft Resolution, required by HealthTrust in order to accomplish this. The Resolution waives the 60-day waiting period for those who have been employed with the Town for 60 days or more as of January 1, 2018. **Mr. Avellani moved to approve the Resolution as presented. Ms. Twombly seconded the motion, which passed 3-0.**

c) Tax Deeding – Ms. Collins stated that the list of potential properties to be deeded has been reduced from 62 to 14. Several meetings ago, the Board adopted use of a Payment Plan in lieu of deeding. Prior to deeding, payment arrangements can be made with the Tax Collector. Once deeding occurs, only the Board of Selectmen can make payment plans. Ms. Collins has received 2 requests for payment plans. As these requests include private information, they will be referred to by map and lot.

Map 34, Lot 4 – Has agreed to pay \$250 every other week. An equivalent of \$1215 in interest would be waived at the successful completion of the agreement. Under this plan, all funds due to the Town would be paid off in December 2018. Breach of contract will result in loss of property. **Ms. Twombly moved to accept the contract, as written, for Map 34, Lot 4. Mr. Avellani seconded the motion, which passed 3-0.**

Map 180, Lot 39 – Has agreed to pay \$700 per month, with all funds owed to be paid off in October 2018. An equivalent of \$1201 in interest would be waived at the successful completion of the agreement. **Mr. Avellani moved to accept the contract, as written, for Map 180, Lot 39. Ms. Twombly seconded the motion, which passed 3-0.**

It was agreed that should Ms. Collins receive other requests for payment plans within the next 2 days (deeding date is October 27), she will determine whether it is realistic to enter into such an agreement. If so, she will prepare the agreement for the Board's signature. Ms. Collins presented waivers for the remaining properties on the list to be used if a payment plan is requested or if reasons exist for the Town to not accept the property. **Mr. Avellani moved to execute the deed waivers as presented, to be used or shredded as appropriate. Ms. Twombly seconded the motion, which passed 3-0.**

d) Provision of Winter Sand to Private Contractors – Last year, the Board established \$11 per yard as the price at which winter sand would be provided to private contractors. The Town crew no longer loads the private vehicles.

Ms. Twombly moved to sell winter sand to private contracts at \$11 per yard, unless the Town's costs increase dramatically. Mr. Avellani seconded the motion, which passed 3-0.

5. Proposed Capital Reserve Fund Expenditures

a) Town Hall Improvements \$2183 – This represents the 2nd installment for the connector painting project. **Mr. Avellani moved to approve this expenditure as presented, to be paid from account #01-49391-940. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) Heidi Marshall – Ms. Marshall has requested that the Board of Selectmen make appointments to the School Board. Steve Brown, School Board Chair, advised that the School Board completed its membership earlier this evening. This letter will be taken under advisement.

7. Unscheduled Matters/Public Comment #2

--Ms. Cleveland asked about the duties and hiring of the Town Administrator. She was advised that the Town Administrator is responsible for the day-to-day operations and is hired by the Board of Selectmen. That Board is "hired" by the voters of the community.

--Ms. Cleveland referred to hard words exchanged between she and Ms. Twombly over the last several weeks and expressed her hope that they can work together.

--Ms. Perry referred to the properties to be deeded for non-payment of taxes and asked whether there is a minimum the Town is willing to accept, as some people have difficult choices to make. Mr. Edwards advised that all information is taken into consideration. Ms. Collins advised that the current deeding is based on 2014 taxes and added that the time for small payments has passed. If a property owner can pay off the 2014 taxes by Friday, they can then make arrangements with the Tax Collector for small payments in order to address the remaining outstanding taxes.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins is seeking direction from the Board regarding the process for writing off old ambulance bills. She currently has 90 pages of unpaid bills, totaling \$250,000, dating back to 2009. Ms. Collins has identified 59 bills for which she is requesting write-offs this evening. When the Town first decided to utilize an ambulance billing service, it did not want the cost of service to deter those who need the service. This group of bills totals \$31,085 and includes deceased patients. Does the Board wish to authorize Ms. Collins to write off those bills without social security numbers or those with bad addresses? She would try to communicate with individuals to determine whether they are able to pay. We can also report unpaid bills to the credit bureau if we have a social security number. Mr. Edwards stressed the need to confirm hardship rather than just a choice to ignore the bill. Mr. Avellani questions whether this warrants additional discussion in Non-Public Session. **Mr. Avellani moved to allow the Town Administrator to contact Comstar to write off those bills that involve deceased individuals. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins will be out of the office on Tuesday, November 7 as she will attend a Road Maintenance 101 workshop with Mr. Twombly in Concord.

--Ms. Collins is hosting a Lakes Region Municipal Managers' Assoc lunch in the conference room on Friday, October 27.

--New curtains have (finally) been installed in the conference room!!!
--The second meeting in November is scheduled for November 22, the night before Thanksgiving. It was ultimately decided to move the meeting to Monday, November 20.
--During review of the proposed 2018 budget, the Board had requested additional information from several departments. It was agreed to schedule another budget workshop for Monday, October 30, at 2:00 p.m.

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 Gauthier on Patty Place, as presented. Ms. Twombley seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the building permit release for Giannelli on Village Valley Drive, as presented. Ms. Twombley seconded the motion, which passed 3-0.

d) Petition and Pole License – Mr. Avellani moved to approve the Petition and Pole License for Daniel Drive as presented. Ms. Twombley seconded the motion, which passed 3-0.

e) Payment Manifests – Ms. Twombley moved to approve AP #36, a void in the amount of \$250. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #35 in the amount of \$231.26, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombley moved to approve PR #24 in the amount of \$75,305.06, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #34 in the amount of \$73,597.83, as presented. Mr. Avellani seconded the motion. Mr. Avellani received clarification on one invoice. The motion then passed 3-0.

f) Minutes – Ms. Twombley moved to approve the minutes of October 3, 2017, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the minutes of October 6, 2017, as presented. Ms. Twombley seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the public and non-public minutes of October 11, 2017, as presented. Mr. Edwards seconded the motion, which passed 2-0-1 (Ms. Twombley abstaining).

Ms. Twombley moved to approve the minutes of October 18, 2017, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Board of Selectmen

October 25, 2017

Page 7

Ms. Twombly moved at adjourn at 8:25 p.m. Mr. Avellani seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani