

**Board of Selectmen
September 13, 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 unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:33 p.m. During the preceding non-public session, the Board agreed to prepare a joint performance evaluation to mark the end of Ms. Collins’ probationary period.

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 unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:03 p.m. During the preceding non-public session, the Board discussed future staffing of the Wakefield Police Department and the process to be followed to fill vacancies therein.

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 unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:12 p.m. During the preceding non-public session, the Board discussed disciplinary action for a Transfer Station employee.

Ms. Twombley is no longer present. Those also present included: Lt. John Ventura; Donna Martin (videographer); Ed Comeau (videographer); Fire Chief Todd Nason; Vinton and Cassandra Wallace; Leigh Nichols; and Ed Noble. Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Lt. John Ventura re: Hazard Mitigation Plan – Lt. Ventura noted that the Town as been working on this updated plan since November 2015 with FEMA, the Wakefield Fire and Police Departments and members of the community. FEMA has approved this plan, which requires approval by the Board of Selectmen in order to receive mitigation funds, if necessary, in the future. **Mr. Avellani moved to accept the Wakefield Hazard Mitigation Plan, effective immediately. Mr. Edwards seconded the motion.** Mr. Avellani read aloud the Certificate of Adoption, attached hereto and made a part of these minutes. **The motion then passed 2-0.**

Mr. Avellani moved to approve the Resolution Approving the Wakefield Hazard Mitigation Plan Update 2017. Mr. Edwards seconded the motion.

Mr. Avellani read aloud the Resolution Approving the Wakefield Hazard Mitigation Plan Update 2017, attached hereto and made a part of these minutes. **The motion then passed 2-0.**

Ms. Collins referred to a number of recent complaints from a resident regarding continual displays of illegal fireworks. The resident, Mr. Blanner, was previously referred to the Police Department; however, he is very disgruntled about the results. Although the Town has an ordinance against fireworks, it continues to be a problem in his area. Mr. Blanner does not believe there is an enforcement issue, but rather a communication issue, which should be handled by the Board of Selectmen. Ms. Collins has discussed this issue with Chief Fifield. She personally believes enforcement is the best way to educate/communicate. The Chief will be reaching out to 11 area lake associations about the illegality of fireworks in the Town of Wakefield, asking them to include this information in their newsletters and annual meeting information. Ms. Collins also suggested that the Fire Department educate wherever possible, perhaps as part of Fire Prevention Week. The Parks & Rec Director is also involved. A banner will appear on the Town's website (during relevant time periods) reminding residents that fireworks are illegal in Wakefield. Lt. Ventura noted that response time to these complaints is sometimes an issue; however, he agreed that greater enforcement of this ordinance is imperative.

Ms. Collins advised that Mr. Blanner has suggested the use of signage; however, she does not believe that is feasible. Lt. Ventura agreed. Mr. Edwards expressed concern about taking away fireworks displays around the 4th of July, although he understands the logic being presented. Chief Nason stated that there is a permitting process, by which the State ensures that the fireworks to be used are legal, that the operator has insurance, etc. Ms. Collins stated that no one is complaining about permitted displays; rather the complaints are about continual, weekly displays on Friday and Saturday nights.

b) Fire Chief Todd Nason re: FF/EMT Rate(s) of Pay – Mr. Avellani moved to accept the increased pay scale for the Fire Department. Mr. Edwards seconded the motion. Chief Nason stated this revised pay scale developed as part of the budget preparation. At the current rates, it is difficult to retain good personnel. Starting January 1, 2018, he would like to move call personnel up to the new base rate. Ms. Collins advised the cost to start full-time personnel at the new rates for the rest of 2017 would be \$2666. It is more difficult to determine the financial impact on the budget by increasing the call rates as of October; however, it likely could be absorbed somewhere in the budget. The overtime line would need to be absorbed elsewhere in the Fire Department budget. Mr. Avellani noted that Carroll County has the oldest population in New Hampshire. **The motion then passed 2-0, and all new rates listed will be effective as of October 1, 2017.**

2. Unscheduled Matters/Public Comment #1

--Vinton Wallace was advised that surrounding towns already start their personnel at the "new" rates just approved. He asked how call personnel are being paid when they arrive late on the scene or at the station.

Unfortunately, Chief Nason had already left the session, and the question remained unanswered.

3. Unfinished Business

a) Review of Bids for Provision of Gravel and Winter Sand – One bid was received as follows: Ossipee Aggregates – CBR \$10.25/ton delivered; Winter Sand \$8.35/ton delivered. Mr. Avellani would like to see something to which this bid could be compared. **Mr. Avellani moved to accept the bid of Ossipee Aggregates as presented. Mr. Edwards seconded the motion, which passed 2-0.** The status of summer projects, anticipated training and the upcoming plowing season were briefly discussed.

b) Purchase Order for Half Pipe – Mr. Avellani moved to approve the purchase order for purchase of a half pipe in the amount of \$5094, as presented, to be paid from the 05 account. **Mr. Edwards seconded the motion, which passed 2-0.**

Ms. Collins referred to the bid process and stressed that in the future sealed bids must be received at Town Hall directly. This is necessary to protect the integrity of the bid process. She questioned how the Board wishes to proceed with opening of sealed bids—should the bids be opened by the Town Administrator and the Department Head involved, with a recommendation to be made to the Board, or would the Board prefer to open the bids at a scheduled meeting? Both Mr. Edwards and Mr. Avellani were content to have the Town Administrator/Department Head open bids and make a recommendation for approval to the Board.

4. New Business

a) Review Sewer Abatement Request – Ms. Collins advised that a business owner is requesting an abatement of a portion of the most recent sewer bill; however, he is not the owner of the property. Vinton Wallace joined the Board and indicated that the sewer usage is guesstimated based upon water readings. His business, like other local businesses, uses water that does not go into the sewer system. In response to Ms. Collins, Mr. Wallace advised he has been a tenant at the subject property since June 2016; however, his mobile detailing business began in April 2017. Ms. Collins stated the water not going into the sewer system should be measured, perhaps by use of a separate deduct meter. She also stressed that in most cases the sewer usage is not a guesstimate. Ms. Collins noted that the Town does not own the water system; therefore, it cannot take responsibility for the meters. Deduct meters are used in a number of other towns. The property owner would need to arrange for a new meter; however, Ms. Collins is not sure how that would occur.

Mr. Wallace stated that he should not be charged for water that is not going into the sewer system. Ms. Collins indicated that in most towns the sewer usage is based upon the water readings. She noted the Board could abate some portion of this bill on a one-time basis, with the caveat that a deduct meter be in place for the next reading. **Mr. Avellani moved to direct the Town Administrator to work with Dave Tibbetts and Vinton Wallace to find a solution to this problem. Mr. Edwards seconded the motion.** It is understood by all that interest will not be

charged by delaying the payment until the matter is resolved. It may involve a 1-time abatement in anticipation of installation of a deduct meter. **The motion then passed 2-0.**

b) Review of Proposed Tax Payment Plan and Contract for Pre-Deeding – Ms. Collins advised that the Tax Collector has sent out deed notices, with October 27 being the deeding date. All properties on the list will be deeded unless the Board of Selectmen issues a waiver of deed acceptance. In other towns Ms. Collins has used a payment plan in order to avoid the deeding process, and has developed a draft plan and tax payment agreement for the Board's consideration. **Mr. Avellani moved to table this issue until a full Board is present. Mr. Edwards seconded the motion.** Ms. Collins noted that if the Board decides to move forward, it should be ready to do so prior to the October 27 deeding date. She briefly reviewed the process involved. **The motion then passed 2-0.**

c) CAI Agreement for GIS Internet – This is the same contract the Town has had with CAI for a number of years. It reflects the first increase from CAI for these services, which increase was anticipated and included in the budget. **Mr. Avellani moved to authorize the Town Administrator to execute the CAI GIS Internet Agreement for 2017/2018 for the amount of \$2400. Mr. Edwards seconded the motion, which passed 2-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Police Vehicles \$125 – This represents the cost to remove and install decals on the new cruiser. **Mr. Avellani moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

b) Police Vehicles \$27.14 – This is the cost of an interior dome light. **Mr. Avellani moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

6. Correspondence

a) NH DoT – A list has been provided of dates, times and locations of public meetings planned throughout New Hampshire to review the State's 10-year plan.

b) Angie Nichols Scholarship Contest Winner – Ms. Nichols was the recipient of the Anne Ingemundsen scholarship in the amount of \$260, which basically paid for her 3-year certification. **Mr. Avellani moved to accept the \$260 refund, with congratulations to Angie Nichols. Mr. Edwards seconded the motion, which passed 2-0.**

7. Unscheduled Matters/Public Comment #2

--Mr. Comeau advised that the Carroll County Commissioners created an ad hoc Land Asset Committee to review how the public feels they want the County farm land utilized. A listening session has been scheduled for Saturday, September 16 at 1 p.m. in the 2nd floor Delegation Room at 95 Water village Road. All are welcome—bring your ideas.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins advised she was approached by a resident who threatened to sue the Town over a Planning Board issue. The resident claimed that Mr. Dube and Ms. Twombly made inappropriate comments regarding her business during a recent meeting. Ms. Collins will discuss this with Town Counsel and, meanwhile, recommends that we do not engage with this resident at this time because of the threatened litigation.

--Ms. Collins has discussed plowing of the Paul School with the new School Superintendent. Ms. Collins and Leigh Nichols have discussed the difficulties encountered with the Town plowing that parking lot. It creates an obvious liability for the Town, and most towns stopped plowing school property years ago. The cost of plowing should be an expense of the School, not the Town, regardless of it coming from the same taxpayers. In addition, it creates a competing interest, in that the School need to be accessible during the same time period as the Town properties need to be accessible. Issues are also created when the School's sidewalks are cleared *after* the area has been plowed, with snow being put back into the roadway. Ms. Collins believes that the School should find their own vendor, the cost of which should come from the School budget. Mr. Edwards questioned why this has suddenly become an issue, adding that it has not been a problem in previous years. Ms. Collins stated that as the new Town Administrator, she is bringing forward an issue brought to her attention by the new Director of Public Works. She added that the Superintendent is happy to include the necessary funds in her budget, as she comes from a district where the Town did not plow the School's property. The Board members agreed that the Town would no longer plow the School property.

--The recent auction of tax acquired property realized \$192,000; however, we will need to refund to one property owner whose property sold within the 3-year window. The Town is required by law to pay the former owner any funds realized above what the Town was owed for taxes, interest, costs, legal fees and penalties, if applicable.

b) Cemetery Trustees Membership – The Trustees have recommended the appointment of Jackie Keating as an Alternate Member. **Mr. Avellani moved to appoint Jackie Keating as an Alternate Member to the Cemetery Trustees, for a term not to exceed 1 year. Mr. Edwards seconded the motion, which passed 2-0.**

c) Petition and Pole License – Mr. Avellani moved to approve Petition and Pole Licenses for Hemlock Drive and White Birch Road, as presented. Mr. Edwards seconded the motion, which passed 2-0.

d) Building Permit Releases – None forthcoming.

e) Payment Manifests – Mr. Avellani moved to approve PR #21 in the amount of \$70,934.97, as presented. Mr. Edwards seconded the motion, which passed 2-0.

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Mr. Avellani moved to approve PR #22 in the amount of \$74,424.84, as presented. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Avellani moved to approve AP #28 in the amount of \$586,094.35, as presented. Mr. Edwards seconded the motion, which passed 2-0.

f) Minutes – Mr. Edwards moved to approve the minutes of August 23, 2017, including Non Public Minutes #'s 1, 2, 3 and 4. Mr. Avellani seconded the motion, which passed 2-0.

There being no further business, Mr. Avellani moved to adjourn at 9:08 p.m. Mr. Edwards seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani