

**Board of Selectmen
March 27, 2019**

Present: Kenneth S. Paul; Mark P. Duffy; Richard C. Edwards; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 5:48 p.m. **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. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 5:52 p.m. During the immediately preceding Non Public Session, the Board voted that the rates for Deputy Town Clerk, Deputy Tax Collector, Assistant Town Clerk and Assistant Tax Collector will all change to \$16.09 per hour as of April 1, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 5:54 p.m. During the immediately preceding Non Public Session, the Board voted to increase the hourly rate for Deborah Gauthier to \$15, effective as of April 1, 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. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:04 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.22/hour for Michelle MacDonald, effective as of April 1, 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. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:09 p.m. During the immediately preceding Non Public Session, the Board voted to authorize a promotion to Sergeant for Cpl. Trevor Cherry, with an hourly increase to \$24.29, effective as of April 1, 2019. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:15 p.m. During the immediately preceding Non Public Session, the Board voted to accept the resignation of Officer Claire Briggs, effective as of April 7, 2019. **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. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:18 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.43 per hour for Arlene Fogg, effective as of April 1, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:29 p.m. During the immediately preceding Non Public Session, the Board voted to reject an offer for redemption of Map 55, Lot 21. **Mr. Duffy 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. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:39 p.m. During the immediately preceding Non Public Session, the Board voted that the positions currently held by Victor Vinagro and Russell Bookholz will become fulltime as of April 1, 2019, as budgeted. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (e).** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:56 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session until such time as the legal issue is resolved.** Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the minutes were sealed.

The meeting continued in the Conference Room, at which time those present included: Niko Giokas (videographer); Ed Noble; Cynthia Wyatt; Rose & Robert Baxter; Geoff Denley; Attorney Paul Alfano; and Sgt. Michael Fenton. Mr. Paul led all in the Pledge of Allegiance.

1. Board Organization – Mr. Paul moved to appoint Mr. Duffy as Chair and Mr. Edwards as Vice Chair. Mr. Edwards seconded the motion, which passed 3-0. Mr. Duffy then referred to the list of liaison assignments. Assignments were made, and the list will be prepared and distributed.

2. Appointments – None scheduled.

3. Unscheduled Matters/Public Comment #1

--Attorney Alfano hopes to be able to speak to the issue of Pond Road listed under Unfinished Business.

4. Unfinished Business

a) Pond Road Sign Status – Mr. Duffy advised that the Board is in agreement to relocate the signs; however, the Town will require easements to be in place prior to moving forward. DPW will need to be on site in order to develop a plan. Hopefully, the property owner will remove trees as necessary. Ms. Wyatt questioned the reference to easements. Mr. Duffy stated that the Town will need easements in order to develop space for Town trucks to turn around. Ms. Collins noted the Town will need both construction and maintenance easements. Ms. Wyatt noted that previously the trucks turned around in a driveway. Mr. Duffy advised that the current trucks are considerably larger and will require more space to turn around. If the property owners work with the Town, the Town will work with the property owners. Ms. Collins suggested that Town Counsel work with Attorney Alfano to develop the required easements. The Town will also need permission for DPW to be on site to take measurements, mark trees, etc.

Ms. Wyatt asked whether it would be possible to plow with a smaller truck. Mr. Duffy advised that the Town does not currently have the appropriate equipment for that job but will look at various options. Mr. Edwards stressed that the Town and Board are willing to work as a team with the property owners. Mr. Paul added that it is possible that the Town will have to hire this section out. Mr. Denley referred to the Town having a number of 6-wheelers. Ms. Collins advised the Town has only 1 6-wheeler and several 10-wheelers. Mr. Denley noted they are last on the list to get plowed and suggested it would make more sense to do the job with Town equipment rather than hiring it out. Mr. Duffy stated the Board is considering all options at this point.

Attorney Alfano stated that Ms. Wyatt is happy to work with the Town. However, for the record, he does not believe it is necessary to follow this process. The sign should be at the bottom of the hill as it has been historically. Ms. Wyatt is not waiving anything at this point.

5. New Business

a) MS 232 – Ms. Collins presented the completed form, representing appropriations for 2019 as voted. The Board executed the document as presented.

b) Facility/Premises License Agreement Hazel MacBrien Nursery School – Ms. Collins referred to the relatively new form used when requesting use of Town property, which was developed on advice of the Town's insurance carrier. As a non-profit group, the Nursery School is asking that the \$200 fee be waived. **Mr. Edwards moved to waive the fee for the Hazel MacBrien Nursery School, and to authorize the Chair to execute the Agreement on behalf of the Town. Mr. Paul seconded the motion.** Mr. Paul noted that we previously had a maintenance person, adding that the Board should reconsider this position in the next budget. Ms. Collins noted that the current landscaping contract will expire at the end of this year. If the relevant funds are combined, we could probably fund a fulltime person to address all Town buildings. **The motion then passed 3-0.**

c) Purchase Order Fire/Rescue Equipment \$5933.50 – Mr. Paul moved to approve the purchase order for \$5933.50 as presented. **Mr. Edwards seconded the motion.** Mr. Edwards noted that this expenditure was approved in the 2019 budget. **The motion then passed 3-0.**

d) Budget Implementation – Ms. Collins referred to the audit having gone out to bid several years ago. The initial annual cost for the audit was \$13,900, with an increase of \$425 per year for an additional 2 years. Ms. Collins recommends the Board stay with Vachon Clukay for an additional 2 years. We can ask for a different principal. The cost of this extension was requested as part of the original bid process. The Board agreed by consensus to extend our agreement with Vachon Clukay for an additional 2 years.

Ms. Collins advised that the current [antiquated!] phone system is dying—parts are no longer available. The current contractor prepared an estimate to replace the system for our 2019 budget. Given the nature of the project, Ms. Collins suggested soliciting 3 proposals and listing the project on the web site rather than advertising. The Board was in agreement.

6. Proposed Capital Reserve Fund Expenditures

a) Transfer Station Facility \$10,625 – The previous Board approved a plan for the Transfer Station of which this expenditure for purchase of a baler is a part. **Mr. Edwards moved to approve this \$10,625 expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.** Ms. Collins noted that this expenditure was approved by the Trustees of the Trust Funds as being in keeping with the intent of the CRF.

7. Correspondence

a) NH DOT – Red List Bridges Report – This report is provided for the Board's information. Ms. Collins noted it includes known issues. A previous reference to the State having money to spend was discussed. It was agreed that Ms. Collins would draft a letter to the Governor, Governor's Council and State Reps suggesting that more funds be made available to the State's bridge aid program. Mr. Paul noted we may need to remove Maple Street Bridge as one step, to be accomplished in phases, and to stabilize the slopes. Briefly discussed Canal Road Bridge.

b) NH DES re: Map 67, Lot 64 – Provided for the Board's information. Mr. Duffy stated that it relates to an after the fact permit.

8. Unscheduled Matters/Public Comment #2

--Ms. Baxter noted that the State of Maine has bridge fund money this year.

--Ms. Baxter agrees that the Canal Road Bridge is historical; however, she stated that the Maple Street Bridge is also historical, having been built in the 1800's. Ms. Baxter was unsure whether that bridge is on the National Register (as the Canal Road Bridge is). She referred to part of the old mill in the area which will need to be addressed appropriately. Mr. Edwards stressed that the Canal Road Bridge will be addressed first as it currently receives much use.

--Ms. Baxter referred to purchase of a baler for the Transfer Station and asked whether material will be kept dry. The answer is "yes." Mr. Duffy stated that whatever cardboard is allowed now will continue to be allowed.

--Mr. Edwards referred to the approaching deadline for submittal of surveys from Parks & Rec.

9. Administrative Matters

a) Town Administrator's Update

--NH DOT has a fall project scheduled at the railroad crossing at the intersection of Routes 16/125. A tentative meeting of all involved has been set for April. Ms. Collins can attend, or the Board can send a representative. If more than one Board member plans to attend, we will need to post a meeting.

--Cash at the Transfer Station: Currently, \$100 in petty cash is kept at the Transfer Station. \$20 bills are the favored method of payment, necessitating several trips each day (to the bank or the grocery store) to get change. The staff is asking to increase the amount of petty cash kept on hand. Would a public service announcement asked for use of smaller bills help? Although most towns are leaning away from acceptance of cash, the Town's auditor is ok with \$200 in petty cash at the Transfer Station. Mr. Edwards noted that the current staff might be amenable to use of Square, or something similar. Ms. Collins noted that would require purchase of some equipment, such as a smart phone and software. It was agreed by consensus that Ms. Collins will investigate use of Square and that petty cash will be increased to \$200 in the interim.

--The School has advised of various surplus vehicles, including a 2010 Dodge Caravan, a 2009 Thomas Wheelchair bus; and a 2006 Chevy Impala (which was the SAU vehicle according to a watching resident). The Board agreed by consensus that as the Town has no use for any of the vehicles offered, it would reply "no thank you".

--Greater Wakefield Resource Center: The Town was previously advised of missing shingles. The Board at that time directed Ms. Collins to get a local contractor to view the site. Ed Dolaher has done so and reported that otherwise, the roof is in pretty decent shape; however, one section gets much wind and needs repair. It could be a 1-2-day job, costing between \$1000 to \$2500. Mr. Dolaher believes he can get to the project in the next 4-6 weeks. Although this cost is under the limit that requires Board approval, Ms. Collins wanted to check with the new Board prior to moving forward. The Board agreed by consensus to move forward with Mr. Dolaher doing the work. Mr. Edwards noted that the peak of the Town Hall roof needs attention. Ms. Collins will ask Mr. Dolaher to evaluate the project.

--Ms. Collins advised she will be attending the monthly Lakes Region Municipal Managers' meeting luncheon in Franklin on Friday, March 29.

b) Fire/Board/Committee Membership Appointments – The Board acted on recommended appointments as follows:

Mr. Edwards moved to re-appoint Todd Nason as Fire Chief for a term of 1 year. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint Rhodes Haskell as Deputy Fire Chief for a term of 1 year. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint Donald Stewart as a ZBA member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint George Frothingham as a ZBA member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Beth Hayes as a Parks & Rec member for a term through March 2020. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint Sherry Hatch as a Parks & Rec member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Don Cheever as a Parks & Rec member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint James Keating as a Parks & Rec member for a term through March 2021. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Ed Brown as an Alternate to Parks & Rec for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint John Myer as an Alternate to Parks & Rec for a term through March 2021. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Daniele West as an Alternate to Parks & Rec for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint Phil Twombly as a Heritage Commission member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Nancy Britton as a Heritage Commission member for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to re-appoint Tracey Kolb as an Alternate to the Heritage Commission for a term through March 2022. Mr. Paul seconded the motion, which passed 3-0.

Mr. Paul referred to the recent Sanbornville Water Crisis. He is hearing that the SWP did a great job getting the word out—especially Peter Kasprzyk. Mr. Duffy confirmed it is great that they were able to identify/fix the issue quickly.

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

d) Building Permit Releases – None received.

e) Payment Manifests – Mr. Paul moved to approve PR #9 in the amount of \$80,902.84, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve AP #08 [should have been #09], a void in the amount of \$40. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve AP #08 in the amount of \$75,766.04, as presented. Mr. Duffy seconded the motion, which passed 3-0.

f) Minutes – As the only current member also present at the March 13, 2019 meeting, Mr. Paul executed the minutes as presented.

g) Selectmen's Work Session – There are many projects to address and work together on—i.e., bridges. We will need to discuss options with our engineer. Mr. Edwards would like to investigate alternative options. Maple Street Bridge will definitely need stabilization. Mr. Duffy referred to a possible access via Harmony Road extension. Ms. Collins stated this has been discussed with NH DOT, who said "no". However, Ms. Collins will provide contact information to Mr. Duffy. Mr. Baxter advised that DES had been on site below the Union Meadows dam in order to develop a plan in the event of a blow-out.

Mr. Paul moved to adjourn at 8:08 p.m. Mr. Edwards seconded the motion, to which all agreed.

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul