

**Board of Selectmen
August 23, 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. **Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:24 p.m. During the preceding non public session, the Board voted to authorize an increase to \$24.08 per hour for W. David Stephen, effective as of August 28, 2017.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Avellani seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:32 p.m. During the preceding non public session, the Board voted to authorize an increase to \$26.27 per hour for Warren Winn, effective as of August 28, 2017.

Ms. Twombley moved to enter Non Public Session under RSA 91-A, II (a). Mr. Avellani seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:38 p.m. During the preceding non public session, the Board voted to authorize an increase to \$23.23 per hour for Michael Soucy, effective as of August 28, 2017.

Mr. Avellani moved to enter Non Public Session under RSA 91-A, II (a) and (b). Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:04 p.m., at which time Ms. Twombley left. During the preceding non public session the Board voted to accept the resignation of Jason Worster, FF/EMT.

Those now present included: Ed Comeau (videographer); Donna Martin (videographer); Leigh Nichols, Director of Public Works; and Ed Noble. Mr. Edwards led all in the Pledge of Allegiance.

1. Public Hearing under RSA 31:95-b – Mr. Edwards opened the public hearing at 7:08 p.m. Ms. Collins stated that additional Highway Block Grant funds were distributed to all towns. Some towns also received funds for bridge construction. The NH DoT and DRA have each put out letters regarding approved use of these funds, limited to infrastructure, which includes sidewalks and the street scanning process. These funds may be spent in 2017; however, they will continue to be available through 2018. It is possible that additional funds will become available in 2018 for which Wakefield could make application. Ms. Collins and Mr. Nichols are working with NH DoT to develop a list of potential projects.

Mr. Avellani noted that Gov. Sununu and the legislature adopted SB 38, which has provided an additional \$30 million to be distributed to the State’s 234 municipalities for local highway aid.

There being no public comment, Mr. Edwards closed the comment portion of the public hearing at 7:13 p.m. **Mr. Avellani enthusiastically moved to accept the taxpayers' money in the amount of \$116,009.33. Mr. Edwards seconded, also enthusiastically, the motion, which passed 2-0.**

2. Appointments

a) Leigh Nichols re: Provision of Winter Sand, Gravel and Wood – Mr. Nichols noted that he had attempted last year to do without the wood boiler; however, the result was use of too much oil. Dale Crawford has offered 20 or more cords of wood @ \$180. A second estimate was received at \$300 @ cord. Mr. Nichols can make arrangements to keep the boiler filled during weekends. The Board is in agreement to purchase wood from Dale Crawford.

Mr. Nichols sought permission to put out a solicitation for provision of winter sand and gravel. **Mr. Avellani moved to put out the bid for provision of winter sand and gravel, as presented by Mr. Nichols. Mr. Edwards seconded the motion, which passed 2-0.**

Mr. Nichols has received 2 quotes for salt—from Morton and Granite State Minerals—both at \$58.85 per ton. He noted that the process involved with Morton is not as user friendly. He also noted that Granite State Minerals has the NH DoT contract and is available 24/7 for orders. **Mr. Edwards moved to accept Mr. Nichols' recommendation to award the bid for provision of salt to Granite State Minerals at \$58.85/ton, delivered. Mr. Avellani seconded the motion.** Mr. Avellani asked about "Bulk Blizzard Wizard"—another product offered by Morton. Mr. Nichols explained its purpose, but is not interested in using it. Discussion followed regarding various options for road treatment. Ms. Collins stressed the need to check with DES to be sure any product used is safe if used near the lakes. **The motion then passed 2-0.**

Mr. Nichols noted the Town's stock of culverts has been depleted. Seth Garland has obtained prices from Water Industries (\$6465), Eliminator (\$4972), and HD Water Works (\$3801). The Board members agreed to purchase the necessary culverts from HD Water Works. Ms. Collins noted that a purchase order will be required.

3. Unscheduled Matters/Public Comment #1 – None forthcoming.

4. Unfinished Business

a) Bids for Siding East Wakefield Fire Station – Mr. Edwards noted that 2 bids were received—EF Dolaher at \$13,810 and Pellowe Construction at \$15,600. Although EF Dolaher is the lowest bidder, his quote is still over the amount appropriated in the warrant article (\$12,600). Mr. Edwards is seeking permission to negotiate with the lowest bidder. **Mr. Avellani moved, since EF Dolaher is the lowest bidder, to allow the BoS Chair to negotiate with the low bidder in order to stay within the amount appropriated in the relevant warrant article. Mr. Edwards seconded the motion, which passed 2-0.**

b) Town Clerk OHRV/Snowmobile Registrations – Ms. Collins noted that this was discussed at the last meeting. The Town Clerk has had a number of residents request, while registering their vehicles, to be able to also register their OHRV's and/or snowmobiles.

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Mr. Avellani had expressed concern about taking business away from local businesses that already provide that service (7 Lakes Provisions, Country Goods, New Deal, Longmeadow Hardware, and Nutes). However, each business receives only \$2 per registration. The Town Clerk is not trying to earn more money for the Town; rather she is proposing providing this service as a convenience to the residents. Mr. Avellani still believes that offering this service would remove those residents from accessing local businesses. Mr. Edwards agreed. The Board will not authorize adding this service to those provided by the Town Clerk.

5. New Business

a) Ambulance Billing Policy – Ms. Collins presented a proposed policy. She understands that, historically, Chief Nason has expressed concern about individuals not calling for the ambulance for fear of the bill to be received. However, the Town must bill the recipients in order for Medicare and/or Medicaid to pay. Occasionally there are hardship abatement requests; however, there is no formal policy in place when considering these requests or criteria for writing off the bills. Ms. Collins has prepared a draft policy and hardship worksheet, similar to that used in welfare cases. After review of the submitted worksheet, Ms. Collins could make a determination regarding the abatement request, with the Board of Selectmen acting as the appeal board. **Mr. Avellani moved to accept the Ambulance Billing Policy and the Hardship Worksheet as presented, with an effective date of October 1, 2017. Mr. Edwards seconded the motion, which passed 2-0.**

b) Routes 28 and 171 Intersection – Mr. Avellani advised that the State DoT held a public hearing regarding this dangerous intersection, from which a consensus was reached to create a roundabout. Mr. Avellani was impressed with Chairman Morgan of the Ossipee Board and believes this Board should send encouragement to the Ossipee Board to move forward with their plans. A number of people have been lost at that intersection over the past several years. Mr. Edwards agreed. **Mr. Avellani moved to unanimously send a letter of support for this project to the Ossipee Board. Mr. Edwards seconded the motion, which passed 2-0.**

c) Abatement Request for Returned Check Administrative Fee – Ms. Collins explained that a resident paid for his auto registration on-line. When listing his account number, he apparently missed a digit, but he did not notice this until the bank refused payment as the account listed could not be located. Mr. Collins is requesting to waive the \$25 administrative fee to the Town; the \$10 fee charged by the Bank would still be payable. **Mr. Avellani moved to waive the \$25 administrative fee for the on-line check mistake, as outlined by Ms. Collins. Mr. Edwards seconded the motion, which passed 2-0.**

6. Proposed Capital Reserve Fund Expenditures – None scheduled.

7. Correspondence – None forthcoming.

8. Unscheduled Matters/Public Comment #2 – None forthcoming.

9. Administrative Matters

a) Town Administrator's Update

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--The final audit for 2016 has been received and is available for review should anyone be interested. Ms. Collins encouraged the Board members to review the Management Letter, in which the Town is cited for several issues, which Ms. Collins has addressed.

--Ms. Collins has been working on the MS 434, which involves final revenue numbers to be used at the tax rate setting. She will provide copies to the Board when finalized.

--It is time to establish a schedule for the Board to meet with department heads in order to draft the 2018 budget. It has been suggested that we have an all-day session. It was agreed to schedule Tuesday, October 3, for this purpose. Ms. Collins will produce a schedule.

--Ms. Collins advised that the Town of Brookfield established a committee at their 2017 Town Meeting to review town services. Chairman Zacher has shared a report from this committee with Ms. Collins, which she in turn shared with the Board members. The committee reviewed services provided by Wakefield, as well as school services and parks & recreation activities. The committee came to the conclusion that Brookfield is paying too much for services provided by Wakefield and has made some recommendations for changes to that arrangement. Mr. Avellani suggested the Board take this report under advisement for possible discussion at a later date.

--Ms. Collins is investigating the possibility of changing our existing streetlights to LED with a view to saving money. A number of towns have gone in this direction (including Portsmouth, Dover, Somersworth and Rochester). There are 2 major companies that do this work—Affinity and Siemens. This investigation is only in the preliminary stages and may not prove to be cost effective.

--Ms. Collins referred to her plan to be out of the office September 8, to return on September 18. She is seeking permission to work on Labor Day and use Friday, September 8, as her holiday. The Board agreed to this request.

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

c) Building Permit Releases – Mr. Avellani moved to approve the release for Lewis on Red Gate Road, as presented. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Avellani moved to approve the release for Peresada on Olde Pine Road, as presented. Mr. Edwards seconded the motion, which passed 2-0.

d) Payment Manifests – Mr. Avellani moved to approve AP #26 in the amount of \$542,100.49, as presented. Mr. Edwards second the motion, which passed 2-0.

e) Minutes – Mr. Avellani moved to approve Non Public Minutes #3 of August 9, 2017, as sealed. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Avellani moved to approve all other minutes of August 9, 2017, as presented. Mr. Edwards seconded the motion, which passed 2-0.

f) Selectmen's Work Session – No business forthcoming.

g) Non Public Session - None necessary.

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Mr. Edwards moved to adjourn the meeting at 8 p.m. Mr. Avellani seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani