

**Board of Selectmen
August 9, 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 6:38 p.m. During the immediately preceding non public session, the Board voted to authorize an increase for Duane Marsh to \$16.79 per hour, effective as of August 14, 2017.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:44 p.m. During the immediately preceding non-public session, the Board voted to hire Jill Garnett as Deputy Tax Collector at the hourly rate of \$13, pending successful completion of the hiring process.

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 6:53 p.m. During the immediately preceding non-public session, the Board reviewed results of an exit interview performed by Ms. Collins with Michael Fenton. Mr. Edwards called a recess. He called the meeting back to order in the conference room at 7:05 p.m., where those present included: Peter Brown; Pam Wiggin; Phil Twombley; Lt. John Ventura; Leigh Nichols; Ed Noble; Ed Comeau (videographer); and Donna Martin (videographer). Sgt. Waldron and Officer Jendrock joined the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Peter Brown re: Historic District Sidewalks – Mr. Brown explained that the purpose of those involved is to restore the original sidewalks in the Historic District. He referred to the significant traffic problem in that village. In addition, when there is an event at the Church, the street is filled with cars. Church members are largely an elderly group and struggle to walk along the road to get to the Church. Mr. Brown noted that the application for a 100% funded project is December 1. The sidewalks currently running from Hayes Real Estate to the Wakefield Inn would be upgraded, then carried on to the Red School House. Last year Joe Kenney was on site with the head of DOT, who very clearly saw safety issues which would allow us to get ahead of DOT’s 10-year plan. Colin Lynch of Strafford Regional Planning Commission is working on the project, as is Chief Fifield. The application for a Road Safety Audit is just the first step in a lengthy process. Mr. Brown stressed that the existing sidewalks would not be enlarged. It is hoped to install granite curbing with a stone dust coating.

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Mr. Edwards referred to maintenance of the granite curbing. Mr. Brown conceded that would likely fall back on the Town; however, we are a long way from that. Mr. Brown believes the adjacent homeowners could be made responsible. He referred to existing sidewalks in the Village of Sanbornville that should be maintained, as well as the need for sidewalk repair and maintenance in Union Village. At this point, Mr. Brown is asking the Board to support the study going forward. All will review the results of that study when available and determine the worthiness of the project at that time.

Mr. Nichols is not sure how wide the road is in that area, it being a State road. However, he knows that the sidewalks must be ADA compliant, which means being between 3.5' – 4' wide. He believes the Town would be required to maintain the sidewalks to some degree.

Mr. Brown stated that parking would be limited to the side of the road with sidewalks. The Police Department would need to address illegal parking on the other side. Mr. Avellani referred to the need to work with the property owners and get various permits as the sidewalk will encroach on their properties. Lt. Ventura stressed that we are currently considering very preliminary steps, the first of which is to receive permission to file the application to look further into such a project.

Ms. Collins noted that Wakefield is not a member of Strafford Regional and questioned whether there would be a cost for their participation. Ms. Wiggin stated that SRPC has done work for Wakefield groups in the past without Wakefield being a member. Wakefield is still part of their area, and they provide service at no charge. **Mr. Avellani moved to go forward with the Road Safety Audit. Ms. Twombly seconded the motion, which passed 3-0.**

2. Unscheduled Matters/Public Comment #1

--Ms. Collins referred to the work being done at the railroad crossing by NH DOT. They have asked that the Town remove the maple tree which blocks the signal. The DOT cannot accomplish this as the tree was planted by the Town. **Mr. Avellani moved to have the Wakefield Highway Department proceed with necessary maintenance in accordance with railroad safety. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Twombly referred to the sobriety checkpoint that was held this past weekend. In past years Chief Fifield has come to the Selectmen to discuss the checkpoint and notify the Board of the date for same. Following the checkpoint he has addressed the Board with the results. This did not happen this year. Ms. Twombly believes the Board should have been made aware of this event prior to reading it in the paper. Mr. Edwards is in agreement.

--Mr. Comeau also referred to the sobriety checkpoint, which he believes is against the 4th amendment. He had asked the Chief if he had a hearing in order to inform the Board of Selectmen and to get the word out. According to Mr. Comeau, the Chief advised he followed a different process this year by having the hearing as part of the Budget Committee's hearing.

--Mr. Comeau invited everyone to Old Home Day in Brookfield on Saturday, August 12 at 5 p.m. at the Town House. There will be a BBQ and music. Kids - \$5; adults - \$12.

3. Unfinished Business

a) GWRC Septic Tank Replacement Bids – Ms. Collins advised 2 bids were received for this project: BH Cameron - \$3855; and Lakes Region Septic – \$4230.

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The Board compared the 2 bids, with Mr. Edwards noting the minimal difference between the 2 (approximately 10%). He also noted that Lakes Region is very active in town. Discussion followed regarding the purpose of the bidding process. If jobs are only awarded to those within the town of Wakefield, we will have difficulty getting participation in the bid process. **Mr. Avellani moved to award the bid to BH Cameron in the amount of \$3855 to replace the septic tank at the GWRC. Ms. Twombley seconded the motion, which passed 3-0.**

b) Crown Vic Bids – Ms. Collins advised that no response was received from our solicitation for the 2010 Crown Vic. Alternatively, we contacted Landry's Auto Salvage, who is apparently getting out of the business. We contacted Union Used Auto, who is willing to pick up the vehicle and pay the Town \$150, as long as the vehicle is complete. **Ms. Twombley moved to accept the offer of Union Used Auto. Mr. Edwards seconded the motion, which passed 3-0.**

c) Abatement of Dog Licensing Forfeiture Fees – Ms. Collins noted that the Board previously authorized a waiver of dog licensing forfeiture fees due to a dog not being able to receive a rabies shot until it finished nursing. Although the dog did in fact get its rabies shot, its owner failed to license the dog within the grace period, due to extenuating circumstances. The Board members were in agreement that the previous motion was very clear and that the full cost to license the dog, to include forfeiture fees, is now payable.

4. New Business

a) Sewer Warrant 2017¹ – The Board reviewed the warrant for the first billing of 2017. **Mr. Avellani moved to approve the 2017¹ Sewer Warrant in the amount of \$27,481.64, as presented. Ms. Twombley seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Invasive Species \$3000 Pine River Pond – Mr. Avellani moved to approve this expenditure as presented. Ms. Twombley seconded the motion, which passed 3-0.

b) Invasive Species \$7500 Belleau Lake Property Owners Assoc – Mr. Avellani moved to approve this expenditure as presented. Ms. Twombley seconded the motion, which passed 3-0.

c) Invasive Species \$4375 Great East Lake Improvement Assoc – Mr. Avellani moved to approve this expenditure as presented. Ms. Twombley seconded the motion, which passed 3-0.

d) Police Vehicle \$7369 – Mr. Avellani asked whether other quotes for this work were obtained. Ms. Collins is not sure, but believes it unlikely. Mr. Avellani stressed that more than one quote should be obtained if the service is not part of the State's bid list. **Mr. Avellani moved to approve this expenditure as presented, with the understanding that a minimum of 2 quotes will be obtained in the future if the total exceeds \$5000. Ms. Twombley seconded the motion, which passed 3-0.**

e) Town Hall Improvements \$33.50 – This is the cost to advertise the bid to paint the Town Hall connector. **Mr. Avellani moved to approve this expenditure as presented. Ms. Twombley seconded the motion, which passed 3-0.**

6. Correspondence

a) Charter Communications – Provided for the Board's information. Charter is advising of changes in their channel line-up.

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

8. Administrative Matters

a) Town Administrator's Update

--The Town Clerk would like to register OHRV's and snowmobiles. In order to accomplish this, the Board must execute an application. Mr. Avellani expressed concern about competing with other local businesses who already offer that service. Ms. Collins will obtain a list of those businesses, and the town clerk could contact them to see if any have issues with that service being available at Town Hall.

--We will conduct a public hearing under RSA 91:95-b on August 23 in order to accept highway block grant funds totaling \$116,009.33. Leigh Nichols, Director of Public Works, will be present and will have a list of proposed projects, including repair of the sidewalks in Union. These funds will automatically be encumbered to next year. Mr. Avellani stressed that the funds can be used only for infrastructure projects.

--Chief Fifield and June Garneau, with input from various department heads, have completed our Hazard Mitigation Plan, a copy of which is available at Town Hall for review. This document was prepared via a 50/50 grant. Review/approval of this plan will occur at the September 13 meeting.

--Ms. Collins has received all but 2 department budgets. She has been meeting with department heads, and will meet with DPW/transfer station/sewer tomorrow.

--Our "new" chairs brought an odor with them! Servpro would charge \$20 per chair to clean/deodorize. It was decided we would live with the odor.

--Seven properties were sold at auction last Saturday, for a total assessed value of \$352,600. Total bids were \$163,000. Someone in attendance suggested that one property had an old, outstanding mortgage in place. We have since received verification that this mortgage was discharged a number of years ago. Ms. Collins stressed that the Town does its due diligence and had a title search performed.

--Ms. Collins has received a request to install electric doors at the Greater Wakefield Resource Center, one of which requires an electronic eye. The Town does own the building; however, according to the Management Agreement, the Town is responsible for the outside of the building, while the GWRC is responsible for the inside. It is possible that one of the doors could be purchased via the GWRC capital reserve fund. Additional estimates should be forthcoming to include electrical work for the inside door. Perhaps the Town could purchase the outside door, and the GWRC could purchase the inside door. Ms. Collins would also suggest installation of a fixed wrought iron gate in the rear of the building on a set of granite steps, utilizing the capital reserve fund. Ms. Collins anticipates attending the GWRC board meeting on August 11.

--On Friday, August 11, there will be a Battle of the Badges baseball fundraiser for CHAD at Fisher Cat Stadium in Manchester. Two Wakefield FF/EMT's have been chosen to play: Josh Tapley and Duane Marsh. Ms. Collins will draft letters to our local participants thanking them for their participation.

--RSA 466:14 allows the Town to charge a \$7 administrative fee for each dog unlicensed by the deadline. Generally, there are 140-170 dogs on the list, and the Animal Control Officer spends much time tracking them down. Implementation of the \$7 fee would help to defray the cost to the Town to enforce this license requirement.

This is a very labor intensive process. The Board is willing to consider this, and it will be discussed again in the future.

b) Building Permit Releases – Mr. Avellani moved to approve the building permit release for Jakubec on Elm Street, as presented. Ms. Twombley seconded the motion, which passed 3-0.

c) Payment Manifests – Ms. Twombley moved to approve PR #19 in the amount of \$77,430.36, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #25 in the amount of \$174,744.68, as presented. Mr. Edwards seconded the motion, which passed 3-0.

d) Minutes – Mr. Avellani moved to approve all minutes of July 26, 2017, as presented. Ms. Twombley seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

e) Auditor's Representation Letter – Ms. Collins stated this needs to be signed by the Finance Clerk and the Chair of the Board of Selectmen. **Mr. Avellani moved to authorize the Chair to execute this letter.** Ms. Twombley seconded the motion, which passed 3-0.

f) Other – Mr. Avellani moved to seal indefinitely the minutes of the 3rd non-public session held earlier this evening. Ms. Twombley seconded the motion, which passed 3-0. Mr. Comeau suggested numbering the non-public sessions on the agenda in order to simplify reference to same.

Ms. Twombley moved to adjourn at 8:28 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombley

Lino Avellani