

**Board of Selectmen
July 26, 2017**

Present: Connie Twombley, Vice Chair; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Ms. Twombley called the posted meeting to order at 6:15 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: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:28 p.m. During the preceding Non Public Session, the Board voted to authorize a wage increase for Joe Gore to \$17.59 per hour, effective as of July 31, 2017.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) at 6:28 p.m. Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:41 p.m. During the preceding Non Public Session, the Board voted to authorize the promotion to Sergeant for Officer Chris Waldron, at the probationary rate of \$23.58 per hour, effective as of July 31, 2017.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (b) at 6:41 p.m. Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:50 p.m. During the preceding Non Public Session, the Board voted to authorize the hiring of Vladislov Trebukhov as Full Time Patrol Officer at the probationary rate of \$19.29 per hour, effective as of August 14, 2017.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) at 6:50 p.m. Mr. Avellani seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:04 p.m. During the preceding Non Public Session, the Board voted to accept the resignations of Sgt. Michael Fenton, PT Patrol Officer Kenneth McGovern and PT Patrol Officer Eric LaRochelle, all effective as of July 30, 2017. The Board relocated to the Conference Room, where those present included Lt. John Ventura; Ed Noble; Ed Comeau (videographer); Donna Martin (videographer); Tom Beeler, *The Carroll County Independent*; Sgt. Mike Fenton; and Pam Maguire. Jim Miller joined the session in progress. Ms. Twombley led all present in the Pledge of Allegiance.

1. Appointments

a) Lt. John Ventura (not on agenda) – Lt. Ventura explained that the Police Department is seeking permission to expend funds from the Special Details Revolving Fund for the purchase of 2 small Glock firearms, for use by the Chief and Lieutenant at off-campus meetings and Court. The approximate cost for the 2 firearms and holsters is \$750. In addition, the Department would like to expend \$1800 to purchase 2 infrared portable cameras. The location of these cameras would vary.

Mr. Avellani moved to authorize the Police Department to expend up to \$2550 from the special Detail Revolving fund for the purchases specified by Lt. Ventura. Ms. Twombly seconded the motion, which passed 2-0.

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

3. Unfinished Business

a) Town Hall Interior Painting Bid – Ms. Collins advised she received one response from her solicitation for the referenced project. The original estimate for the project was \$7800. The bid received was for \$6050 from Crowell's Painting and Drywall Finishing. **Mr. Avellani moved to accept the bid of Crowell's Painting and Drywall Finishing in the amount of \$6050. Ms. Twombly seconded the motion, which passed 2-0.**

4. New Business

a) Target New England Contract – This contract includes 3 projects put out to bid by the Heritage Commission—Blacksmith Shop roof, Blacksmith Shop chimney and forge, and the B&M water tower. Cost for all 3 projects is \$81,486.25. These funds would be paid from the bequest received by the Commission from Elizabeth MacRury. Town Counsel has reviewed this contract and has suggested several minor revisions. Ms. Collins has used the services of Target New England in another town and was very satisfied with their work. **Mr. Avellani moved to authorize the Town Administrator to execute the contract with Target New England once she is satisfied with the wording of same. Ms. Twombly seconded the motion, which passed 2-0.**

b) Little Free Library – A local resident has requested permission to establish a "Little Free Library" at the Garvin playground. Ms. Collins read the request aloud. If approved a weather-proof box (like a birdhouse) would be erected on a pole to accommodate the exchange of books. Wayne Robinson is ok with the project, although he is slightly concerned about the possibility of vandalism. Installation, maintenance and liability for the project would rest with Ms. Cooper, the requestor, and not with the Town of Wakefield. **Mr. Avellani moved to allow Sara Cooper to place a Little Free Library at the Garvin playground, to include a release of liability to protect the Town. Ms. Twombly seconded the motion, which passed 2-0.**

c) Request for Waiver of Fines/Fees – Ms. Collins explained that the Town accepted property on Bed Rock Road from the Tax Collector in October 2015. The former owner has expressed interest in redeeming the property and is requesting that the Board waive some part of the applicable fines/fees. It was thought perhaps this request would be better made in person when the individual is prepared to actually redeem the property. **Mr. Avellani moved to table this request. Ms. Twombly seconded the motion, which passed 2-0.**

d) Purchase Order \$21,140.60 – This purchase order represents purchases in accordance with Schedule A of the 2017 General Fire budget. Mr. Avellani questioned whether these purchases went out to bid. Ms. Collins is unsure but believes it unlikely. Mr. Avellani suggests at least one other bid be obtained.

Mr. Avellani moved to authorize Ms. Collins to execute the purchase order pending verification of a second bid having been received. Ms. Twombley seconded the motion, which passed 2-0.

e) CAI Contract for Query Manager Support – Ms. Collins advised this is an on-going contract with CAI as part of the GIS mapping used by the building Department. **Mr. Avellani moved to authorize Ms. Collins to execute the \$500 contract with CAI for Query Manager Support. Ms. Twombley seconded the motion, which passed 2-0.**

f) ESRI Renewal Quotation for ArcGIS – This is the annual cost for the software license. **Mr. Avellani moved to authorize the Town Administrator to execute the \$400 contract with ESRI for ArcGIS. Ms. Twombley seconded the motion, which passed 2-0.**

g) Lovell Lake Assoc re: Installation of Memorial Bench – Ms. Maguire addressed the Board and explained that the Association has been receiving monetary donations from various sources in memory of several past members. They would like to erect a memorial granite bench, to be attached to a precast cement pad, and located on the back side of the Association's sign at the Town boat launch. Ms. Maguire stressed the bench would be maintained by the Association, which has a liability insurance policy to cover same. **Ms. Twombley moved to authorize the Lovell Lake Association's proposal to install a memorial bench, to include maintenance and liability of same, at the Town boat launch at Lovell Lake. Mr. Avellani seconded the motion, which passed 2-0.**

h) Request to Waive Dog Licensing Forfeiture Fees – A local dog owner states she sent a check for licensing her 2 dogs in May; however, the check was not received by the Town Clerk until July 3. The original charge was \$20; now, with fines, the cost is \$74. The Town Clerk does not have authority to waive fees and, therefore, directed the dog owner to contact the Board of Selectmen. Although the Board members acknowledge that this is a difficult situation, they are concerned with setting a precedent. **Mr. Avellani moved to deny the request to waive forfeiture fees as requested. Ms. Twombley seconded the motion, which passed 2-0.**

5. Proposed Capital Reserve Fund Expenditures

a) GWRC \$1400 – This represents the final payment for the painting project at the GWRC. **Mr. Avellani moved to authorize this payment as presented. Ms. Twombley seconded the motion, which passed 2-0.**

6. Correspondence

a & b) UNH T2 – Both Seth Garland and Mike Laughy, both of the Department of Public Works, have attained status of Roads Scholar 2 and Safety Champion. Kudos to both! Letters will be sent thanking each of them for their dedication to the Town.

c) ClearView Community TV 2nd Quarter Report – Mr. Miller noted that this is submitted in accordance with ClearView's agreement with the Town. He stated that ClearView is right on track with their budget prepared in November 2016. They will not be seeking for assistance via property taxes, but will continue to be funded via franchise fees.

Reference was made to web video hosting listed on that report. Mr. Miller explained that they use the services of Vimeo to store/access years' worth of meetings, etc.

d) Charter Communications – Charter is notifying the Town of an upcoming price increase relating to broadcast surcharge and receiver charges.

7. Unscheduled Matters/Public Comment #2

--Mr. Miller noted that, having watched the last several meetings, there seem to have been a number of people coming to ask the Board to accomplish something not within the Board's power or to grant an exemption from the law. Mr. Miller thanks this Board for following the law. Much time is spent at Selectmen's meetings on issues not relevant to the Board's authority. Mr. Miller wonders whether there is any policy guiding such activity. Ms. Twombly believes that some people come knowing that the Board cannot take action; however, they want the public to know what is going on. The Board must listen, and be clear when the issue is not within the Board's jurisdiction. Mr. Miller noted that he saw reference to fund-raising efforts. Such efforts could be publicized on ClearView Community TV as people in this Town are generous and would likely be willing to assist worthy efforts.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins sent out 17 requests regarding update of the salary chart and has received 4 responses so far. She will follow up on this next week.

--Meeting dates for September: Ms. Collins is scheduled to be out of the office from September 8 through September 15. That absence involves a meeting week. She suggests moving the first meeting in September to September 6 and keeping the second meeting on September 27. Ms. Collins also suggested conducting a budget work session on September 20. She has begun meeting with Department Heads. Mr. Avellani has School Board meetings scheduled for September 6 and 20. He suggested closing the agenda on September 7 and continue with the September 13 meeting as regularly scheduled. All agreed. We will still need to consider various times/dates for budget meetings.

b) Building Permit Releases – None forthcoming.

c) Payment Manifests – The Board reviewed AP #24 in the amount of \$83,627.08. Ms. Collins provided background on several invoices to Mr. Avellani. **Mr. Avellani moved to approve AP #24 in the amount of \$83,627.08, as presented. Ms. Twombly seconded the motion, which passed 2-0.**

d) Minutes – Mr. Avellani moved to approve all non-public minutes of July 12, 2017, both sealed and unsealed, as presented. Ms. Twombly seconded the motion, which passed 2-0.

Mr. Avellani moved to approve the public minutes of July 12, 2017, as presented. Ms. Twombly seconded the motion, which passed 2-0.

e) Selectmen's Work Session

--Mr. Avellani asked that Ms. Collins pursue a sign identifying the business district for placement on Route 16.

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Mr. Avellani moved to adjourn the meeting at 8:07 p.m. Ms. Twombly seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly, Vice Chair

Lino Avellani