

**Board of Selectmen
May 10, 2017**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:30 p.m. **Mr. Edwards 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 6:34 p.m. During the preceding Non Public Session, the Board voted to authorize an increase to \$16.79 per hour for Joshua Tapley, effective as of May 8, 2017.

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 6:35 p.m. During the preceding Non Public Session, the Board voted to authorize an increase to \$16.87 per hour for Leroy Adams, effective as of May 8, 2017.

Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) and (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 6:37 p.m. During the preceding Non Public Session, the Board voted to execute the Employment Contract with Kelley Collins as presented.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:58 p.m. During the preceding Non Public Session, Ms. Collins provided the Board with information relating to projects/contracts involving the Heritage Commission.

At 7 p.m. Mr. Edwards led those present in the Pledge of Allegiance. Those now present included: Leigh Nichols; Linda Schier; Amy Arsenault; Sally Soule; Tom Beeler, *Carroll County Independent*; Ed Noble; Sgt. Michael Fenton; Donna Martin (videographer); and Ed Comeau (videographer).

1. Appointments

a) Linda Schier, AWWA – Ms. Schier provided a brief overview of AWWA for the benefit of Ms. Collins and Mr. Avellani. She introduced Amy Arsenault, YCC crew leader, who also works in the classroom with various grades to increase knowledge of our ultimate effect on the coastal waters. Ms. Schier also introduced Sally Soule, NH DES, who oversees AWWA’s stormwater management plans. AWWA is working with Leigh Nichols on Bonnyman Road, which project Mr. Nichols expects to address this fall.

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2. Unscheduled Matters/Public Comment #1

--Mr. Beeler referred to the State's remediation project along Route 109 near Lake Wentworth. A brief discussion regarding the condition of Province Lake ensued.

--Mr. Comeau referred to a recent incident in Ossipee when a resident found hypodermic needles on the side of the road. After experiencing difficulty getting the needles removed, the resident picked up the needles. In addition, used needles have been located in gas station restrooms in Ossipee. Mr. Comeau asked whether Wakefield has a plan for needles found in Wakefield and suggested the Board consider the best way to address this potential issue and how to make the public aware (perhaps via Clearview and Government Oversight). Sgt. Fenton advised the Wakefield PD has received calls regarding needles found, and the PD goes out to pick up the material. Thereafter, they follow a process to have the needles destroyed.

3. Unfinished Business – None scheduled.

4. New Business

a) Road Paving Request for Bids – The Board reviewed the proposed bid form. **Mr. Avellani moved to approve the form as presented. Ms. Twombly seconded the motion, which passed 3-0.** A brief discussion of current Highway Department projects followed. Mr. Nichols advised that most gravel roads have been spot-graded. On Monday they will begin the official grading process. So far there have been no problems with the new work schedule. In response to a question from Ms. Twombly, Mr. Nichols advised that on Fridays (when he is alone at the garage) he might move around some equipment, but he mostly addresses paperwork. Mr. Edwards suggested that upon occasion one of the other staff members could trade schedules with Mr. Nichols.

5. Proposed Capital Reserve Fund Expenditures

a) PSB II \$994.55 – This represents the Town's share to purchase and install a backflow preventer for the public safety building, which cost was shared with the Sanbornville Water Precinct. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.**

b) PSB II \$21 – This represents the cost to advertise several projects connected with the second floor of the public safety building. **Mr. Avellani moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence – None forthcoming.

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

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins advised the Board that she plans to attend an NHMA seminar on the updated Right to Know requirements scheduled for June 8 in Concord. She had originally anticipated meeting with department heads that day (after a meeting of the Joint Loss Management Committee), but she will likely attempt to reschedule that.

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--Ms. Collins has spoken with Nate Fogg and Victor Vinagro regarding shoreland violations on property located on Crew Road. This involves clear cutting. In addition the property owner may need to be reminded of the requirements under our Zoning Ordinance as it relates to family compounds. No silt fences are in place, and an excavator is leaking fluid. DES has been notified. Ms. Collins has temporarily approved imposing a \$275 per day find, to be invoiced at the end of this week, if necessary. Mr. Vinagro has met with David Price of NH DES, who suggested we involve our Fire Department.

--At the last meeting, the possibility of disposing of the Town's property located behind Tumbledown Café was discussed. Ms. Collins has determined that this property is actually part of the lot including the public safety building. Selling this portion of land would require a lot line adjustment. Mr. Edwards stated that the owner of Tumbledown Café has confirmed his interest in purchasing or leasing that area for parking for his business. It does not appear that the Town has any use for that area. If there is no issue with conducting a lot line adjustment, Mr. Edwards would encourage that path. Ms. Collins will check with Planning Board, NHMA and, possibly, Town Counsel regarding the process for potential sale involving Town property. Mr. Edwards believes that the owner of Tumbledown Café would be willing to pay for any necessary survey, etc.

--Teresa Williams had left Ms. Collins information that the Personnel Policy needs updating. Some areas to consider include elimination of furlough days, some benefits for part-time employees, uncompensated leaves of absence and clarification of alternate duty for Workers Compensation. The Board was generally in agreement with addressing these areas. Ms. Avellani would like to see more consistency from department to department.

--The Town owns property known as the East Wakefield School. Until recently, the property was leased to Faith Renewal Fellowship Church; however, the Church has chosen not to renew that lease. It was agreed that Ms. Collins will discuss this property with the Heritage Commission. If the Commission chooses not to develop a plan for the property, it could be included in the auction to be held in August.

b) Building Permit Releases – None forthcoming.

c) Committee Membership Appointments - The Heritage Commission recommends the re-appointment of Helen Watkins as an alternate for 3 years. **Ms. Twombly moved to re-appoint Helen Watkins as an alternate to the Heritage Commission for a term through March 2020, as recommended. Mr. Edwards seconded the motion, which passed 3-0.**

The Conservation Commission has recommended the re-appointment of David Mankus as a member for 3 years. **Ms. Twombly moved to re-appoint David Mankus as a member of the Conservation Commission for a term through March 2020, as recommended. Mr. Edwards seconded the motion, which passed 3-0.**

d) Payment Manifests – Mr. Avellani moved to approve PR #12 in the amount of \$79,524.75, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #14 in the amount of \$718,114.11, as presented. Mr. Avellani seconded the motion, which passed 3-0.

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e) Minutes – Ms. Bodah advised that Mr. Nichols offered a correction to the minutes of April 26, under Section 3.e. His correction is as follows: **e) UNH T2** – Amy Begnoche of T2 has advised Mr. Nichols that attendees of any classes held on Town property using Town equipment would be covered under their town's/employer's workers compensation insurance. The insurance for damage to the equipment is covered under our Town's liability insurance. **Ms. Twombley moved to approve the minutes of April 26, 2017, as amended. Mr. Avellani seconded the motion, which passed 3-0.**

Mr. Edwards referred to the new format for minutes of non-public sessions. Ms. Collins suggests use of the template since, as a result of case law, most attorneys are recommending that Boards conduct each non-public session separately in case a session needs to be sealed. **Mr. Edwards moved to approve minutes of all Non Public Sessions held on April 26, 2017. Mr. Avellani seconded the motion, which passed 3-0.**

f) Selectmen's Work Session – Mr. Avellani referred to issues being faced at the County level and expressed his desire to be sure the Town of Wakefield is consistent in accruing time. Ms. Collins stated that, other than employees with a separate contract, she believes this to be the case.

Mr. Edwards advised that the electricians are now working at the public safety building. A walk-through is scheduled for May 11 at 4 p.m. for all other advertised projects.

Mr. Avellani referred to the public hearing scheduled for May 24 to ratify the March 16 vote. Since he was a candidate on the ballot in question, he recommends that Ken Paul be asked to sit in his place during that public hearing and vote to follow. Ms. Collins confirmed that it is legal to appoint Mr. Paul as Selectman pro temp. **Ms. Twombley moved to invite Ken Paul to sit in as Selectman pro temp for ratification of the March 16, 2017, vote at the public hearing to be held on May 24, 2017. Mr. Edwards seconded the motion, which passed 2-0-1 (Mr. Avellani abstaining).**

Mr. Edwards moved to adjourn at 8:08 p.m. Ms. Twombley seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombley

Lino Avellani