

**Board of Selectmen
April 26, 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 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: 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 6:05 p.m. During the preceding Non Public Session, the Board voted to authorize an increase to \$17.92 per hour for Alyssa Hall, effective as of April 24, 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 6:10 p.m. During the preceding Non Public Session, the Board voted to consider a change in hourly rate for Thomas Hackett at a 6-month’s review.

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 6:23 p.m. During the preceding Non Public Session, the Board reviewed the proposed employment contract between the Town and Ms. Collins.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:26 p.m. During the preceding Non Public Session, the Board voted to hire Diana Spaulding as Assistant Town Clerk at the hourly rate of \$12.50.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (e). 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 6:33 p.m. During the preceding Non Public Session, Ms. Collins updated the Board regarding litigation involving a personnel matter.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (I). 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 6:47 p.m. During the preceding Non Public Session, Ms. Collins shared a legal opinion from Town Counsel.

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Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Avellani seconded the motion. Roll call vote: Ms. Twombly – ‘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 preceding Non Public Session, The Board voted to hire Brandon Jendrock as a fulltime patrol officer at the probationary rate of \$19.29 per hour.

Those also present at this time included: Donna Martin (videographer); Ed Comeau (videographer); Tom Beeler, *Carroll County Independent*; Dave Mankus; Leigh Nichols; John Palaima; and Ed Noble. Warren Winn and Robert McChesney joined the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Ken Paul re: Transfer Station – Mr. Paul was unable to attend this evening’s meeting. However, he is willing and able to assist the Board either as a liaison to the Transfer Station or to address the layout/flow of the facility. All Board members were eager to keep Mr. Paul involved in this project, which Mr. Edwards will resurrect once several other projects have been completed.

2. Unscheduled Matters/Public Comment #1 – No comments forthcoming.

3. Unfinished Business

a) Article 20 – Drew Mill Dam – Mr. Avellani referred to HB 329. Ms. Collins stated that this bill allows SB-2 towns that moved their voting day due to the storm to conduct a public hearing through the Board of Selectmen in order to ratify the votes taken on that day. Mr. Avellani suggested the Board delay taking any action on Article 20 until the ratification process has taken place. **Mr. Avellani moved to schedule a public hearing to ratify the March 16 votes on May 24, beginning at 7:30 p.m. (following the public hearing on invasive species expenditures). Ms. Twombly seconded the motion, which passed 3-0.**

b) Board Reorganization – Mr. Avellani suggested that Ms. Twombly might be ready to accept the position of Vice Chair after all! **Mr. Edwards moved to appoint Connie Twombly as Vice Chair. Mr. Avellani seconded the motion, which passed 2-0-1 (Ms. Twombly abstaining).**

c) Tax Acquired Property Auction – Ms. Collins referred to the 5 properties on the original list for auction, all deeded to the Town in 2013. If the auction is limited to those properties, it can occur in June. However, Ms. Collins recommended that the Board consider adding 2 properties located on Newfield Road (Map 21, Lot 1 and Map 21, Lot 3). One is land only, the other has a building, for which no certificate of occupancy has been issued. These properties were acquired by tax collector’s deeds in 2016. Town Counsel could send a 90-day offer of redemption letter to the last legal owner. If the property is not redeemed, it could then be included in the auction, which would then take place in August. Rick Sager, through his private company, is willing and able to conduct the auction in either month. **Mr. Avellani moved to have Town Counsel send 90-day redemption letters as outlined above for Map 21, Lot 1 and Map 21, Lot 3, and to schedule the auction for August. Ms. Twombly seconded the motion, which passed 3-0.**

d) Highway Department Summer Hours – Mr. Nichols joined the Board. Mr. Edwards referred to the other Town employees who may also like more time with their families. Mr. Nichols noted that most other employees do not work 80-hour weeks in the winter. Mr. Edwards agreed, but he noted that most Highway Department employees actually count on the overtime they earn in the winter. Mr. Nichols added that due to the tourist traffic in the summer, especially on Fridays, it is more difficult to get around town and get projects accomplished. Mr. Nichols is also willing to continue to work 5 8-hour days and allow his employees to work 4 10-hours days, thereby ensuring that he is available for any issues that arise on a Friday. Briefly discussed various scenarios that could ensue. Mr. Nichols confirmed that he would be willing to try this arrangement for the month of May and even on a month-by-month basis thereafter. Mr. Edwards expressed concern for other Town employees who may wish for more family time. Ms. Collins noted that the same traffic that makes work difficult for the Highway Department is often the same traffic that increases the need for services at Town Hall.

Mr. Edwards referred to the maintenance position at Town Hall which was absorbed by the Highway Department, noting there is much that needs to be done at Town Hall. He wonders whether any one of the crew would be willing to work 5 8-hour days to provide Town Hall maintenance. Ms. Collins suggested that perhaps during the summer, 5 hours Monday through Thursday would go a long way to get some of the laundry list accomplished. Mr. Nichols will pursue that suggestion. **Mr. Avellani moved to authorize the Highway Department to work 4 10-hour days on a temporary basis. Ms. Twombly seconded the motion, which passed 3-0.**

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. **Mr. Avellani moved to authorize UNH T2 to conduct training classes on Town property this summer. Ms. Twombly seconded the motion, which passed 3-0.**

4. New Business

a) PSB II Bids – Mr. Edwards advised that 2 bids were received for the electrical project: Cooperative Electrical in Lebanon at \$26,800; and EJ Hennessy Electric in Milford at \$24,304.50. The subcommittee recommends the Board award the bid to EJ Hennessy. **Ms. Twombly moved to accept the recommendation of the subcommittee to award the bid for electrical work to EJ Hennessy in the amount of \$24,304.50. Mr. Avellani seconded the motion, which passed 3-0.**

Mr. Edwards advised 2 bids were received for the insulation project: Northeast Spray at \$8297.21; and Target New England at \$14,270. The subcommittee recommends the Board award the bid to Northeast Spray. **Mr. Avellani moved to accept the recommendation of the subcommittee to award the bid for insulation work to Northeast Spray at \$8297.21. Ms. Twombly seconded the motion, which passed 3-0.**

Only 1 bid for each of the sprinkler system, plumbing and sheetrock projects was received. The subcommittee recommends those projects go back out to bid. The Selectmen agreed.

b) Town Hall Elevator – Mr. Edwards advised that Servpro was in earlier today to clean the base of the shaft area. It is Mr. Edwards' suggestion that he help the Highway crew to paint the shaft and rails. He also referred to an issue with the sump pump, which should be replaced next week. We may relocate the discharge pipe and close off the line.

c) Skatepark Mini Ramp – Ms. Collins referred to the original half-pipe, made of wood, having been moved and needing replacement. Wayne Robinson has attempted to obtain 3 prices—one company would not even provide an estimate; another company believes some existing parts could be utilized, with the project being completed for \$10,000; and the third estimate includes composite parts at a cost of \$16,500, not including installation. The wood structures are much quieter than the composite. Mr. Robinson has recommended the Board approve the \$10,000 bid, which could ultimately include another \$2000 if the existing parts cannot be used.

Since Ms. Collins' conversation with Mr. Robinson, Mr. Edwards has discussed the project with Mr. Robinson. Mr. Edwards has worked with Mr. Robinson and found a factory-stamped wooden system for \$6300. The installation would take about 6 hours and could be accomplished by Mr. Edwards and Mr. Robinson. Ms. Collins noted that Parks & Rec has generated enough through various fund-raising to cover that cost. Mr. Avellani questioned the liability incurred should the Town put the unit together. **Mr. Avellani moved to authorize purchase of the \$6300 mini-ramp package. Ms. Twombly seconded the motion, which passed 3-0.** A new purchase order will be prepared for the Board's signature.

5. Proposed Capital Reserve Fund Expenditures – None forthcoming.

6. Correspondence

a) Clearview Quarterly Report – The Board reviewed the income/expenses for the 1st quarter.

7. Unscheduled Matters/Public Comment #2 – No comments forthcoming.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins has been working with Leigh Nichols on a drainage issue on Brackett Road. She provided the Board with a copy of the letter sent to the property owner, who had obtained a trench permit from the Town for installation of a septic system across Brackett Road. Recent events indicate that the contractor did not adhere to the specs on the trench permit. The property owner must address this issue prior to the Highway Department grading the road. It appears as though the Board waived the bond requirement for this project. Mr. Nichols is tracking the time spent on this issue. A brief discussion followed regarding the possibility of contacting DES. Mr. Edwards suggested a member of the Highway Department be on site during such a project to ensure adherence to Town specs. Ms. Collins suggested the possibility of having 2 types of trench permits—one for dirt roads, another for paved roads.

--Strafford Regional Planning Commission has submitted an invoice for membership dues in the amount of \$5903.75. They request an official signature if the Town does not plan to join. The Board was in agreement to not join SRPC.

--A public hearing to consider expenditures from the Invasive Species Expendable Trust Fund will be held on May 24 at 7 p.m.

--Representatives of the Town of Brookfield have been in to gather information regarding the Municipal Services Agreement in order to address questions raised at their town meeting. They have formed a Municipal Services Committee to review services provided and associated costs.

--HB 329 requires SB-2 towns to conduct a public hearing in order to ratify the votes taken at postponed voting days. Wakefield's public hearing will be scheduled for May 24, beginning at 7:30p.m.

b) Building Permit Releases – None received.

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

d) Committee Membership Appointments – Ms. Twombly moved to reappoint Nancy Hall as a member for 3 years of the Heritage Commission, as recommended by that Commission. Mr. Avellani seconded the motion, which passed 3-0.

Mr. Avellani moved to appoint Rick Poore as an alternate for 3 years of the Heritage Commission, as recommended by that Commission. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to reappoint Carroll Shea as a member for 3 years of the Heritage Commission, as recommended by that Commission. Mr. Avellani seconded the motion, which passed 3-0.

e) Payment Manifests – Ms. Twombly moved to approve PR #11, in the amount of \$66,671.70, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #13 in the amount of \$68,118.97, as presented. Mr. Avellani seconded the motion, which passed 3-0.

f) Minutes – Mr. Avellani moved to approve the minutes of April 12, 2017, as written. Ms. Twombly seconded the motion, which passed 3-0.

g) Selectmen's Work Session

Mr. Edwards referred to the Town's property located behind Tumbledown Café and wonders if it should be sold. He believes it to be a separate lot from the Public Safety Building. The owner of the Café might be interested in the property for parking. Ms. Collins will do some research.

Discussed Ken Paul's interest in the Transfer Station. He is looking for directions as to the Board's vision of his level of involvement. Mr. Edwards and Ms. Twombly confirmed that Mr. Paul has much knowledge in this area and confirmed their intent to encourage his participation.

Mr. Avellani advised there is a firearms safety course at the Public Safety Building next week.

Mr. Edwards thanked Ms. Collins for attending the new sign dedication and thanked the Chamber of Commerce and Pride of Wakefield Volunteers for their efforts. Great job by Sheepdog & Halligan!

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Mr. Avellani moved to adjourn at 8:15 p.m. Ms. Twombly seconded the motion, which passed 3-0.

[Note: Immediately following the adjournment Robert McChesney approached the Board and presented a body vest that he wished to donate to the Town. Mr. McChesney advised that he is bringing suit against 3 Town officials.]

Respectfully submitted
Toni Bodah, Executive Assistant

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani