

**Board of Selectmen  
April 12, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani (joined the session in progress); Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

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

The Board returned to public session at 7:05p.m. Those present at this time included Tom Beeler, *Carroll County Independent*; Donna Martin (videographer); Ed Comeau (videographer); Leigh Nichols; Seth Garland; Fred Guldbrandsen; Jim Miller; and Ed Noble. Sgt. Michael Fenton and Tom Dube joined the session in progress.

Mr. Edwards led all present in the Pledge of Allegiance, then introduced Kelley Collins, Wakefield’s new Town Administrator.

**1. Appointments**

**a) Leigh Nichols and Seth Garland** – Mr. Nichols indicated that his crew has asked whether the Board would consider that department changing to a 4 day/10 hour per day work week for the summer. He noted the benefit to the crew would be more time with their families and greater availability to plan appointments. The Town would benefit by reducing fuel costs, as well as costs to operate the facility. Mr. Nichols confirmed to Mr. Edwards that there would be no staff on duty on Fridays; however, he would be on call. He also noted that a rotating shift might work. Mr. Edwards stated that the Town has tried this arrangement in previous years; however, it was eliminated. He personally does not believe the Town would get the same value of work out of a 10 hour day compared with an 8 hour day. Mr. Nichols noted that once lunch is over (during an 8 hour shift), there are only a few hours left before it’s time to pack up for the day. Such a schedule would also allow the crew to make up time with their families that was lost during long work hours during the plowing season. Mr. Nichols’ recommendation is a 4-day work week, 6:30a.m. to 5 p.m., May to September. Mr. Edwards is concerned as to how this might affect other departments. The Board will take this under advisement for further discussion.

Mr. Nichols advised that UNH T2 has approached him to have Wakefield sponsor a couple of equipment classes—i.e., excavator and loader—in June. The purpose of these classes is to teach finesse of equipment operation. If we host, we earn 4 free seats in each of those classes (value \$60-\$100 each). One could be held at the Transfer Station, the other at the Highway Garage. Mr. Avellani questioned whether an insurance rider would be provided. Mr. Nichols will check.

Mr. Nichols stated that funds were included in the current budget to replace the C5500. He then turned the floor over to Mr. Garland. Mr. Garland confirmed that this vehicle is the next in line for replacement. He added that he would suggest keeping the vehicle, which currently handles the in-town plowing route. Mr. Edwards stated we should consider its trade-in value. Mr. Garland can check; however, he noted it is important to have a back-up. Although it is difficult to get parts for this vehicle, if it were only being used as a spare, we could afford to wait for the parts. It is used to apply cold patch, sweep, etc.

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The model being considered is a Freightliner M2 106, slightly bigger than the current truck, with a greater GVW. Existing plows will not fit it, but it would come with new equipment. Ms. Twombly asked about the CRF balance. Mr. Nichols stated the current balance is \$109,000 and \$77,000 has been appropriated for 2017. Ms. Collins asked about the lead time, as the funds are not currently available and we should avoid creating a cash flow issue. Mr. Garland stated it would take a couple of months to procure the vehicle. He obtained a quote for a Kenworth vehicle; however, it lacks the versatility and warranty of the Freightliner. Mr. Garland proceeded to compare various specs of the two trucks. Mr. Avellani would like Mr. Garland to attempt to obtain 2 other bids for the Freightliner vehicle from other dealers. Mr. Garland will work on that.

### **2. Unscheduled Matters/Public Comment #1**

--Mr. Miller referred to Article #20 being on the agenda. Mr. Edwards advised that the Board is not actually ready to discuss that issue this evening as it is waiting for information from Town Counsel. Mr. Miller referred to comments he had made on this subject at a previous meeting, adding that he has done a little more research. He feels that only part of the process to ensure the taxpayers get the best value has been done with respect to Article #20. The public has not been shown any plan or bids with respect to the project. Although a fire pond has been noted as a benefit to the project, Mr. Miller does not believe the need for a fire pond was ever established. During discussions with the Board of Selectmen, abutters to the property were not heard from. It appears the area is landlocked, with a right-of-way across private property. We need to hear from the abutters as well as from the owner of the property over which the right-of-way passes. In addition, accountability measures need to be put in place if the money is spent.

Mr. Miller noted that the article refers to recreational use of the property. He questions what rights the Town will acquire for use by the public and how said rights might affect abutters. He also questions whether the public will have the right to utilize the right-of-way. Additionally, if funds are given to this non-profit organization, will we be setting a precedent for other non-profit organization to do likewise? Mr. Edwards stated that, although the Board is not ready to discuss this issue in more detail this evening, he understands there are some plans. However, he is concerned about the possibility of the property being landlocked. Ms. Twombly noted that Carroll Shea is an abutter and did speak in favor of this article.

--Ms. Twombly questioned whether Spectrum is required to abide by the Town's existing contract with Time Warner Cable. She received confirmation from Mr. Miller that there has been no movement on a live feed for Paul School.

--Mr. Guldbrandsen announced a sunrise Easter Sunday service to be held at Cotton Mountain Community Church, as well as a monthly hymn sing at the United Methodist Church next week.

### **3. Unfinished Business**

**a) Hales Maintenance Contract** – The Board previously awarded the bid for maintenance of Town property to Hales. This contract formalizes the agreement. **Ms. Twombly moved to execute the contract as presented. Mr. Edwards seconded the motion, which passed 2-0-1.**

**b) Midblock Crosswalk Route 109** – As part of NH DOT's resurfacing plans, this crosswalk will be repainted. Since it is in a school zone, it is the State's responsibility. However, they would like the Town to acknowledge this project. **Ms. Twombly moved to authorize Mr. Edwards to execute this acknowledgement as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**c) Article 20 – Drew Mill Dam** – Mr. Avellani moved to table this issue until additional information is available. **Ms. Twombly seconded the motion, which passed 3-0.**

#### **4. New Business**

**a) Sludge Removal Bids** – The Board opened 2 bids for this project as follows: Lakes Region Septic - \$0.175 per gallon; Hartigan Wastewater Services - \$0.17 per gallon. The ultimate difference in bids is \$300. **Mr. Edwards moved to award the bid to Lakes Region Septic Services in the amount of \$0.175 per gallon. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Disposition of Tax Acquired Property** – Ms. Collins recommended we attempt to get an auctioneer to conduct this sale; however, they may not be interested since we have fewer properties than in past years. The Board agreed that Ms. Collins will discuss this with Rick Sager of NH Tax Deed Auctions.

**c) Checkmate Payroll Power of Attorney** – Ms. Collins explained that Checkmate previously outsourced various tax reporting services, which they now plan to do in-house. In order to accomplish this, Checkmate will require a power of attorney from the Town. **Mr. Avellani moved to authorize Mr. Edwards to execute the power of attorney for Checkmate as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**d) Waiver of Administrative Fee** – A check from a resident was recently returned unpaid. The Wakefield Police Department has requested that the Town's administrative fee (\$25) be waived in this instance as the maker of the check's bank account was illegally compromised. **Mr. Avellani moved to waive the administrative fee as requested. Ms. Twombly seconded the motion, which passed 3-0.**

#### **5. Proposed CRF Expenditures**

**a) PSB II \$2,788** – This represents the purchase of the evidence locker, which needs to be installed prior to completion of the project. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0-1.**

**b) PSB II \$20,000** – This represents the down payment to Harte's for the HVAC project. Mr. Edwards noted that Harte's has done an extremely nice job so far. **Mr. Avellani moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**c) PSB II \$41.75** – This represents the cost to advertise the sprinkler system project. **Ms. Twombly moved to approve this expenditure as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**6. Correspondence**

**a) Charter Communications** – Charter has advised us of changes to our channel line-up.

**b) Scott Lundgren re: Use of Opera House** – Ms. Collins explained that Mr. Lundgren is asking to use the opera house in order for the State Department of Safety to conduct a public hearing. A brief discussion followed regarding requirements the petitioner must meet; however, this is not a Town issue. **Ms. Twombly moved to allow the State Department of Safety to use the Opera House on June 1 at 3 p.m. in order to conduct a public hearing on a petition filed by Scott Lundgren. Mr. Avellani seconded the motion, which passed 3-0.**

**7. Unscheduled Matters/Public Comment #2**

--Mr. Comeau welcomed Ms. Collins as Wakefield's new Town Administrator. He then questioned the process for auction of tax acquired property. He was advised that last year the auctioneer charged each successful buyer a 10% premium, added to their bid for the property. In 2016 the Town realized \$96,000; therefore, it is estimated that the auctioneer realized \$9600. Bids were requested for this service, with each respondent offering the same deal.

**8. Administrative Matters**

**a) Town Administrator's Update**

--Ms. Collins advised the Board that it is time to schedule a public hearing to consider expenditures from the Invasive Species Expendable Trust Fund. It was agreed to schedule this hearing for either May 10 or 24.

--SCAMP will be producing its 40<sup>th</sup> show this spring, and Miss Eggleston has asked permission to put up more posters than usual on interior walls. This is fine as we are sure she will be careful of the paint.

--Ms. Collins would like to discuss her employment contract with the Board, perhaps in a non-public session. The Board agreed, and this session will be scheduled for the next meeting.

**b) Building Permit Releases** – None forthcoming.

**c) Membership Appointments** – Mr. Edwards moved to appoint Greg Hall and Gloria Belanger as members to the Parks & Rec Commission, with terms through March 2020, as recommended. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Donna Martin as an alternate to the Conservation Commission with a term through March 2020, as recommended. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Edwards moved to appoint Relf Fogg as a member to the Conservation Commission with a term through March 2020, as recommended. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to appoint Annette Perry as a member to the Heritage Commission with a term through March 2020, as recommended. Mr. Edwards seconded the motion, which passed 3-0.

**d) Payment Manifests** – Ms. Twombly moved to approve AP #11 in the amount of \$70,590.09, as presented. Mr. Edwards seconded the motion, which passed 3-0.

**Ms. Twombly moved to approve AP #12 in the amount of \$726,758.42, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

**Mr. Avellani moved to approve PR #10 in the amount of \$74,686.27, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**e) Minutes – Ms. Twombly moved to approve the minutes of March 22, 2017, as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**f) Selectmen's Work Session**

Mr. Edwards referred to issues with the Town Hall elevator. At the bottom of the shaft there is a hole in the floor for the sump pump. Another hole houses shaft hardware, which does not have a separate sump pump. Water tends to collect and causes an unpleasant odor. He wonders whether a trench to redirect that water would solve the issue for the future. However, since the water has been building up and receding over a period of time, "muck" has accumulated. Mr. Edwards believes the current sump pump should be replaced. In addition, he has contacted Servpro, who estimates a cost of \$1092 to clean and sanitize the area. Hopefully, the Highway Department can assist with creating a trench. The entire project must be coordinated with our Stanley technician. Mr. Edwards will put this information together for the Board's consideration.

Ms. Twombly's first goal is for all Department Heads to work to make sure that Town policies are being followed by everyone alike. Policies can be changed if the Board decides to do so; however, until such time, everyone needs to adhere to the existing policies. Perhaps relevant policies need to be available to the Board prior to various decisions being made.

Mr. Edwards had several goals to share:

- Finish the Public Safety Building (which is on track).

- Address Transfer Station issues (Ken Paul still wants to be involved).

- Need to consider public parking near Lovell Lake as boat trailer parking takes up parking spaces meant for various local businesses. The Town owns land behind Tumbledown Café but it may not be sufficient.

- Town Hall maintenance including leaks in the roof.

- Consider lifeguards for the Town beach.

- Needs of Parks & Rec over the next 5 years.

Mr. Avellani needs a little more familiarity prior to setting goals. Although perhaps we should have a back-up plan for the potential of multiple highway trucks going down—such as, a list of willing operators. This may be an Emergency Management issue.

Mr. Edwards would like to hear more from our State Representatives. Mr. Dube reminded the Board of the unveiling of the new sign at the corner of Routes 109 and 16, scheduled for April 22 at 11 a.m. This sign is a collaborative effort of the Chamber of Commerce and the Pride of Wakefield Volunteers.

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**There being no further business, Mr. Avellani moved to adjourn the meeting at 8:57 p.m. Ms. Twombley seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Connie Twombly

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Lino Avellani