

**Board of Selectmen  
February 27, 2019**

**Present:** Kenneth S. Paul, Chairperson; Connie Twombly; Dennis M. Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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 immediately preceding Non Public session, the Board voted to authorize an increase to \$24.66/hour for Capt. Brad Beveridge. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:13 p.m. During the immediately preceding Non Public session, the Board voted to extend the probationary status of Francis Bruno to 7/31/19. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:20 p.m. During the immediately preceding Non Public session, the Board voted to authorize an increase for Brock Mitchell, DPW Director, to \$73,402/year. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:25 p.m. During the immediately preceding Non Public session, the Board voted to authorize an increase to \$58,169/year for Wayne Robinson, Parks & Rec Director. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:31 p.m. During the immediately preceding Non Public session, the Board voted to promote Seth Garland to the position of Road Agent/Highway Manager and to authorize an increase to \$22.12/hour. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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 immediately preceding Non Public session, the Board voted to authorize an increase to \$28.70/hour for Cindy Bickford. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (e). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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 immediately preceding Non Public session, the Board voted to authorize Town Counsel to execute a Stipulation and Agreement for Judgment on behalf of the Town and Planning Board of Wakefield. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7 p.m. During the immediately preceding Non Public session, the Board voted to authorize an increase to \$78,786.95/year for Kelley A. Collins, Town Administrator.

Those present now included Brock Mitchell, Director of Public Works; Joe Gore, Transfer Station Manager; Officer Dave Landry; Officer Bart Bentz; Relf Fogg; Rose & Robert Baxter; and Niko Giokas (videographer). Mr. Paul led all in the Pledge of Allegiance.

#### **1. Appointments**

**a) Brock Mitchell & Joe Gore re: Review Proposed Changes to Transfer Station** – Mr. Mitchell distributed information developed having investigated ways to improve safety and efficiency at the Transfer Station. He stated that Joe Gore had identified ways to implement changes that would result in cost-effectiveness in operations. Mr. Paul referred to the former Transfer Station Ordinance Committee’s efforts to view other operations, revise our ordinance and suggest changes to the facility. Approximately \$150,000 was set aside for various projects; however, mostly as a result of changes in personnel, no changes were effected. Mr. Mitchell proposes purchase of 2 compactors and a baler. We would dispose of the ‘screw’ compactor. The other existing compactor could either be used as a trade-in or as a back-up. Mr. Gore stated that paper should go in the MSW; however, there is revenue to be generated from baled cardboard. NRRA would pay \$70/ton, and disposal costs would be eliminated. The baler could be located where the existing ‘screw’ compactor is currently located. Mr. Gore estimated a savings of \$76,000/year, after a 1-time cost of \$42,000.

Mr. Mitchell advised that the plan includes 5 Town-owned cans. We would no longer utilize cans from Waste Management. We eventually could purchase our own truck, thereby reducing hauling costs. We would be able to extend the new pads if the Town decided to implement additional compactors. 3-phase power would be utilized. Mr. Miller asked about plans for the waste oil. Mr. Gore advised he has applied for a grant for a waste oil-burning heater. Mr. Mitchell would like to be able to burn the waste oil all year long, rather than stockpiling it. Waste oil can be burned as long as it contains no PCB’s. Mr. Gore noted that according to NRRA, #1 and #2 plastics can still generate revenue. This would require education for the public to separate #1 and #2 from other plastics.

Mr. Miller questioned whether additional staffing would be required in order to ensure that proper disposal occurs. Mr. Gore does not believe that would be necessary. Ms. Twombly noted that if the Town no longer receives revenue from Planet Aid, then their bin should be removed. Mr. Mitchell hopes to use some of the crushed glass that we currently have stockpiled. Ms. Cleveland believes there is a market now for crushed glass. Mr. Mitchell added that he would eventually move the scale. He first wants to address safety and efficiency. Ms. Collins confirmed to Mr. Miller that the relevant capital reserve fund has a balance of \$146,916. This would be enough to cover Phase I, if nothing goes over

budget. Mr. Mitchell confirmed this does not include the cost of 3-phase power. However, he stressed there are areas in the plan where money could be saved. Ms. Collins noted we would require competitive bids if other companies provide similar service (as Atlantic Recycling). Mr. Mitchell noted Atlantic Recycling is our best option. He also has a grant application for purchase of a baler. Mr. Gore noted there are grants for purchase of cans as well. Ms. Collins reminded all of the purchase order process.

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

--Mr. Fogg asked about the site work for the above-referenced project. Mr. Paul noted that excavation would be done in-house. Other site work will go out to bid.

--Ms. Baxter is very impressed with this plan. Mr. Paul spoke to his frustration when efforts of the Transfer Station Ordinance Committee never came to fruition. Discussion followed regarding various types of cardboard, plastic, etc. Mr. Baxter stressed that there are other resources for disposal of recyclables.

## **3. Unfinished Business** – None scheduled.

## **4. New Business**

**a) Review and Discussion Biennial Bridge Inspection Report from NH DOT** – Ms. Collins noted that not much has changed, other than a missing sign. The sign has already been replaced, and NH DOT will be so notified.

**b) Review Request for Abatement of Sewer Billing** – Ms. Collins noted this property should have connected to the sewer system years ago. The Town previously decided to charge the property owner as if the property were connected, in lieu of assessing fines. The property has changed hands. The new owner as received approval to connect to the system and is requesting an abatement of the current bill until such time as the connection is complete. Ms. Collins suggests that a time limit for connection be attached to any such abatement. **Mr. Miller moved to abate the sewer usage for 38 Meadow Street, Map 179, Lot 37, on condition connection to the Town's sewer system is completed within 6 months. Ms. Twombly seconded the motion.** A flat fee of \$25, plus \$19.77 for debt service, would still be payable to the Town. **The motion then passed 3-0.**

## **5. Proposed Capital Reserve Fund Expenditures** – None scheduled.

## **6. Correspondence**

**a) Charter Communications Franchise Payment** – The Town received a check for \$10,208.38 for the 4<sup>th</sup> quarter of 2018. The Town receives approximately \$40,000 in franchise fees from Charter each year.

**b) Charter Communications Line Up Change** – More changes.

**c) Strafford Regional Planning Commission's 2018 Annual Report** – This report, provided for the Board's information, includes both regional accomplishments, as well as accomplishments relating specifically to Wakefield.

**d) Conservation Commission By-Laws** – Mr. Fogg stated the Commission wanted all departments to be aware of what is being presented to the State by the Conservation Commission. These by-laws are based upon State regulations. Mr. Miller referred to the approximately \$200,000 in the 'current use' fund. He hopes the fund will be utilized should an appropriate piece of property become available. Mr. Fogg stressed that Wakefield is more invested in conservation than many other towns.

**e) GWRC Requests to Serve Wine/Beer** – The GWRC has 2 upcoming rentals that would like to serve wine/beer. **Mr. Miller moved to approve GWRC's requests, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

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

**8. Administrative Matters**

**a) Town Administrator's Update**

--Ms. Collins will be conducting a salary/benefit survey this summer. She had previously provided a list of towns she would like to utilize, being towns of similar size and/or proximity. She also provided a list of back-up towns that could be substituted. Ms. Collins would like to use 12-15 towns, understanding that not every town will be willing to participate. Mr. Miller objects to using Newton, New Ipswich, Brookline, Jaffrey, Rye, Kingston and Sandown. Ms. Collins will substitute with Meredith, Newport, Peterborough, Plymouth and Epping. Discussion followed regarding the possible provision of life and short-term disability insurance. Mr. Fogg was advised that it is possible for certain elected officials to buy into the Town's insurance plan. Ms. Collins advised that the Board of Selectmen merely must adopt a resolution to allow this to occur.

--Ambulance Write-off Request: Ms. Collins has received a hardship request in the amount of \$433.99. This outstanding bill was previously sent to Experian. **Mr. Miller moved to take this back from Experian and to write off the outstanding bill in the amount of \$433.99. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins shared her schedule for the remainder of the week, as she will be attending several off-site meetings. She also requested to take Tuesday, March 12, off. Permission granted!

--GWRC advises a number of shingles are missing from their roof. It was decided Ms. Collins would call around for a local roofer to inspect the roof and provide an estimate for repair. If necessary, the project would go out to bid.

**b) Treasurer's Monthly Reports** – Provided for the Board's information.

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

**d) Payment Manifests** - Ms. Twombly moved to approve PR #4 in the amount of \$88,769.09. Mr. Paul seconded the motion, which passed 3-0.

Mr. Paul moved to approve PR #5, a void and reissuance of a check, resulting in no value. Mr. Miller seconded the motion, which passed 3-0.

**Board of Selectmen  
February 27, 2019  
Page 5**

**Mr. Paul moved to approve AP #6 in the amount of \$98,336.03. Mr. Miller seconded the motion, which passed 3-0.**

Mr. Paul advised that Jim Keating is willing to serve as a Selectman Pro Tem. Paperwork will be prepared for Mr. Paul's signature.

Ms. Collins advised she will have a Department Head meeting on Monday, March 4. Board members are welcome to attend.


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

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
\_\_\_\_\_  
Kenneth S. Paul, Chairperson

  
\_\_\_\_\_  
Connie Twombly

  
\_\_\_\_\_  
Dennis M. Miller