

**Board of Selectmen
November 6, 2019**

Present: Mark P. Duffy, Chair; Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the meeting to order at 7 p.m., at which time he led those present in the Pledge of Allegiance. Those also present at this time included Ed Comeau (videographer); Ted & Deborah Taylor (videographers); Jim Miller; Pam Wiggin; Rick Poore; and Connie Twombly.

1. Appointments

a) Victor Becker, GWRC – Mr. Becker has postponed his appointment with the Board to November 20.

b) Pam Wiggin, Heritage Commission Chair, re: 2020 CLG Grant – Ms. Wiggin is seeking the Board's approval to apply for another CLG grant. The purpose would be to put the Union railroad station on the National Register. This project would be 100% funded. The station also requires some gutter work; however, that would involve Priority 2 funds, which have not been allocated for several years. The freight house could be included in this designation, but it would not be eligible to receive this designation on its own. Funding for the gutters could come from a Moose Plate Grant. Each municipality can only make one application for the Moose Plate Grant each year. The Board agreed by consensus to support applications by the Heritage Commission for both the Moose Plate Grant and the CLG Grant in 2020.

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

3. Unfinished Business – None scheduled.

4. New Business

a) Review & Discussion of Proposed 2020 Warrant Articles – Ms. Collins distributed a worksheet of potential articles for the 2020 warrant, which the Board reviewed as follows:

--Bridge CRF: \$75,000 was appropriated in 2019; current balance is \$153,302. Ms. Collins referred to SB 38 funds received (\$116,000), of which \$10,000 has been expended for the bridge assessment/management plan. \$106,000 is still available and will drop into the undesignated fund balance on December 31, 2019. Ms. Collins recommends re-appropriating ½ for the Bridge CRF and ½ for the Road Construction Projects CRF, thereby having no effect on the tax rate. That would result in a balance of \$206,000 in the Bridge CRF. The Board agreed.

--Ambulance CRF: \$40,000 was appropriated in 2019; current balance is \$128,579. Although the CIP Committee recommended adding \$60,000, Chief Nason recommends \$40,000. The Board will include the Chief's recommendation.

Fire Truck CRF: \$75,000 appropriated in 2019; current balance at \$306,420. Chief Nason recommends adding \$75,000, to which the Board agreed.

--Fire Rescue Boat: The CIP Committee recommends starting a CRF with a \$45,000 appropriation. Chief Nason believes we should wait until 2021. The Board will go with Chief Nason's recommendation, although Mr. Paul suggested that a CRF could be established with a \$10,000 appropriation.

--Highway Heavy Equipment CRF: \$75,000 appropriated in 2019; balance at \$79,251. The DPW Director (who is looking at a used grader) recommends \$75,000. The Board agreed with this recommendation.

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--Highway Truck CRF: No funds appropriated in 2019. The DPW Director recommends adding \$50,000 to build the fund back up. The Board agreed.

--Transfer Station Heavy Equipment CRF: \$75,000 appropriated in 2019; balance \$156. Board agreed to add \$5000.

--Transfer Station Facility CRF: No funds appropriated in 2019; balance at \$455. DPW Director recommends adding \$125,000 to address concrete walls and paving the parking lot. The CIP Committee recommended adding \$50,000 in 2020 and \$80,000 in 2021. Discussed movement of the scale house, as well as the possibility of charging by the gallon at the wastewater facility. No recommendation at this time.

--Invasive Species ETF: \$30,000 was appropriated in 2019. The Board agreed to add \$30,000 in 2020, with the likelihood of level funding the 3 requests for expenditures from this fund.

--Police Vehicle CRF: \$45,000 was appropriated in 2019. The CIP recommendation is for \$43,400. We have not yet paid for the 2019 vehicle, so the balance is \$46,656. Chief Ventura recommends \$35,100 be added, and \$14,000 is in the operating budget for equipment. The Board agreed to add \$35,100.

--Security System for PSB (New): Chief Ventura proposes appropriating \$9500 for this purpose. The Board will put this request on hold while they consider video equipment for Town Hall.

--PSB Phase II CRF: The recommendation is to change the purpose of this CRF (since the second floor is now complete) and to re-establish the CRF for maintenance and improvements to the PSB, to which \$50,000 would be added. Discussion followed regarding issues at the Highway Garage and Town Hall. It was suggested having a punch list to justify the need for establishment of these new CRF's. Ms. Collins will obtain a list of issues from Chief Ventura and Brock Mitchell. The Board will support discontinuance of the Phase II CRF and establishment of 2 new CRF's (for the Highway Garage and PSB), appropriating \$25,000 for each--\$20,000 @ to come from taxation, \$5000 @ to come from undesignated fund balance.

--Technology CRF: \$11,000 was appropriated in 2019; balance is \$357. Ms. Collins recommends \$13,785 be added in 2020, which includes matching funds for the Police Department to do e-ticketing from their vehicles. Mr. Duffy does not believe this expense is an appropriate use of the Technology Fund. Our only other cost would be to replace a laptop (for the Board of Selectmen) as our monthly lease for all desktops and servers are included in the operating budget. The Board agreed to raise \$2500.

--Town Hall Improvements CRF: \$10,000 appropriated in 2019. We will eventually need to replace the 2 furnaces, do roof work, repair the front façade, and address the flooring in the connector, which is falling apart. We also may have a rotted dormer, with a window falling out. Current balance is \$10,000, from which some funds will be expended to move the Finance Clerk into the other office. The Board agreed to \$10,000.

--Highway Construction Projects CRF: \$237,500 appropriated in 2019 (which was partially offset with Highway Block Grant funds). Mr. Mitchell proposes \$300,000 for 2020, \$53,000 to come from undesignated fund balance. Current balance is \$90,000, with at least 1 bill outstanding. The Board agreed to support \$300,000--\$247,000 to come from taxation, \$53,000 to come from the undesignated fund balance.

--Assessing Statistical Update CRF: \$5,000 was appropriated in 2019. Last year we did a full field review. It is likely that the Board of Assessors will not feel this is necessary again and are ok with \$5,000 again in 2020. The Board agreed.

--GWRC CRF: \$5,000 appropriated in 2019. The CIP committee recommends \$19,000. This building may need a new roof in 2021/2022. The Board agreed to support \$5000.

--Cemetery Maintenance CRF: \$5000 appropriated in 2019. Balance is \$13,582. This fund is typically used for more costly projects. Ms. Collins will obtain a list of what is needed.

--Miscellaneous: Mr. Paul advised that the Transfer Station Manager is working on draft revisions to the Transfer Station Ordinance. The language needs to allow the Board of Selectmen to amend handling commodities as the market dictates.

Ms. Collins noted it has been suggested that the effect on the tax rate be included with each warrant article. However, once the reval occurs, this information will no longer be accurate. She also noted that a petition warrant article is expected to increase the membership of the Board of Selectmen from 3 to 5.

Ms. Collins noted that the Board voted on the Parks & Rec budget prior to receipt of bids for park maintenance. That contract has now been awarded, so that line (01-45201-590) should be changed to \$23,400. **Mr. Paul moved to increase line 01-45201-590 to \$23,400, for a section total of \$186,076. Mr. Duffy seconded the motion, which passed 2-0.**

Ms. Collins noted that there was a typo in the sewer budget [sorry]. Line Maintenance/Supplies was listed as '\$15' but should have been '\$1500'. The correct bottom line should be \$120,452, resulting in a user rate of \$12.57/000. **Mr. Paul moved the proposed 2020 sewer budget at \$120,452, for a user rate of \$12.57/000. Mr. Duffy seconded the motion, which passed 2-0.**

5. Proposed Capital Reserve Expenditures – None scheduled.

6. Correspondence

a) GWRC Minutes & Financials – Provided for the Board's information.

b) Clearview Community TV Quarterly Report – Also provided for the Board's information.

7. Unscheduled Matters/Public Comment #2

--Mr. Comeau advised that Helen Farnum, project manager for Tamworth's regional recycling program, addressed a recent meeting of the Carroll County Commissioners and noted Ms. Farnum might be willing to speak to the Wakefield Board. It was agreed Joe Gore should be consulted.

--Mr. Miller noted that the School plans to replace its camera system and may have used equipment that could be used by the Town.

--Mr. Miller asked how the total for proposed 2020 warrant articles compares to 2019. Ms. Collins is not sure as the 2020 articles are still in draft form; however, they look to be more money. Perhaps she will have a better idea at the next meeting.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins recommended writing off 4 ambulance bills totaling \$5406, and sending 1 bill for \$1275 to Experian. Mr. Paul stressed the need for staff to increase their efforts to obtain social security numbers. Ms. Collins indicated that information must be obtained during transport.

She will ask whether that information can be requested at the administrative desk, but she believes it is unlikely. **Mr. Paul moved to write off 4 bills totaling \$5406 and to send 1 bill for \$1275 to Experian.**

Mr. Duffy seconded the motion, which passed 2-0.

--Ms. Collins asked whether the Board would be willing to increase the carry-forward earned time for firefighters from 48 hours to 96. Their earned time was increased due to 24-hour shifts. Regular employees carry over an equivalent of 6 sick days (48 hours). **Mr. Paul moved to allow firefighters to carry over 96 hours, as recommended. Mr. Duffy seconded the motion, which passed 2-0.**

--Ms. Collins received notice from the Planning Board for a Conditional Use Permit application, that will be heard on November 21. This involves use of 26 High Street as a day care center. She stressed the Planning Board should be cognizant of the municipal parking lot as the subject property has no off-street parking. The JW Garvin building utilizes the municipal lot, as do Town Hall employees and Gafney Library patrons. The Board agreed that Ms. Collins will draft a memo to the Planning Board for review.

--Ms. Collins shared a follow-up email received from Chuck Robbins, in which he makes a specific request for a warrant article. Ms. Collins will provide this email electronically to the Board.

--Ms. Collins advised she received a Right-to-Know request regarding a legal opinion rendered to the Board regarding the Heritage Commission's authority over the Garvin Building and covenants in that deed. Town Counsel advised the opinion falls under Attorney/Client privilege, unless the Board votes to waive that privilege. Mr. Duffy does not believe there is anything too alarming in that opinion. He advised that the Heritage Commission took 3 votes to adopt Secretary of the Dept of the Interior Guidelines for the Historic District, buildings that the Commission administers, and the Garvin Building. If the Board waives the Attorney/Client privilege, it could be giving away information in a potential Court case. Mr. Duffy will read through the opinion again. Ms. Collins will advise the requestor that release of this opinion may not be decided upon until the November 20 meeting. Ms. Collins will provide the opinion to Mr. Paul.

--As a result of the archeological study at Turntable Park, Ms. Wiggin was notified of an underground storage tank located on Town's and railroad's property. Horizon Engineering believes it is a fuel tank and has advised there is grant money available for testing. The railroad needs to be part of this conversation as the Town never supplied fuel in that park. It would be helpful to view Horizon's draft plan.

--Ms. Collins advised that CC Broadband received a grant and have asked that the various towns send requests for information to all Internet carriers in our area. Ms. Collins provided draft letters to both Spectrum and Consolidated for the Board's consideration, which the Board executed. **Mr. Duffy moved to authorize Ms. Collins to prepare similar letters to other carriers as may be appropriate. Mr. Paul seconded the motion, which passed 2-0.**

b) Tax Collector's Monthly Comparison – Provided for the Board's information.

c) Building Permit Releases – None forthcoming.

d) Petition for Pole License – **Mr. Paul moved to approve the Petition for Pole License for Dulko Circle. Mr. Duffy seconded the motion, which passed 2-0.**

Ms. Collins referred to the letter drafted to the State of NH regarding Turntable Park. No Federal money was used for the original purchase of the property; therefore, it could be sold.

However, the State is only offering a 25-year lease. We had hoped for a longer term, or, better yet, to be able to purchase the property. Mr. Duffy suggested we enter a lease ASAP, then pursue purchase.

e) Payment Manifests – Mr. Paul moved to approve PR #28 in the amount of \$98,068.33. Mr. Duffy seconded the motion, which passed 2-0.

Mr. Paul moved to approve AP #32 in the amount of \$944,740.71. Mr. Duffy seconded the motion, which passed 2-0.

f) Minutes – Mr. Duffy moved to approve the October 23, 2019, Non Public Session #'s 1-5, as presented. Mr. Paul seconded the motion, which passed 2-0.

Mr. Paul moved to approve the October 23, 2019, minutes of the public session as presented. Mr. Duffy seconded the motion, which passed 2-0.

g) Selectmen's Work Session

--Mr. Paul noted that when the contract (for the SWP's Rines Road loop) was awarded to Integrity Earth Works, he understood that award would allow communication to occur regarding the start and completion dates of the project. He now understands that Integrity has moved into the Transfer Station. Ms. Collins confirmed that Integrity's equipment had been staged in the Transfer Station; however, as a result of the recent pre-construction meeting, that equipment will be moved to the Highway Department, per Brock Mitchell. It is still unclear how access to the Transfer Station was achieved. Mr. Paul stressed that it is not the best time of year to begin this project. Ms. Collins advised work will begin on November 11 and that hot top will be hauled from Dracut MA. Ms. Paul is disappointed and will not sign off on anything. Discussion of cash flow followed.

At 8:34 p.m., Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – 'aye'; Mr. Duffy – 'aye'. The motion passed 2-0, and the Board entered Non Public Session (in the Town Administrator's office).

The Board returned to public session at 8:45 p.m. During the immediately preceding Non Public Session, the Board voted to waive an amount of the cost of redemption of a tax acquired property if said property is redeemed by January 6, 2020. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – 'aye'; Mr. Duffy – 'aye'. The motion passed 2-0, and the Board entered Non Public Session.**

The Board returned to public session at 8:46 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.44/hour for Officer Eddie Correia, effective as of December 2, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – 'aye'; Mr. Duffy – 'aye'. The motion passed 2-0, and the Board entered Non Public Session.**

The Board returned to public session at 8:47 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.64/hour for Stephen McMullen, effective as of

November 4, 2019. Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board entered Non Public Session.

The Board returned to public session at 8:48 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$18.49/hour for Chuck Cotton, effective as of November 4, 2019. Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board entered Non Public Session.

The Board returned to public session at 8:50 p.m. During the immediately preceding Non Public Session, Ms. Collins advised the Board of an eviction notice served with respect to tax acquired property. Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Duffy seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board entered Non Public Session.


The Board returned to public session at 9:10 p.m. During the immediately preceding Non Public Session, the Board discussed various scenarios to fill the vacancy of Building Inspector, which position will be re-advertised. Mr. Paul moved to adjourn. Mr. Duffy seconded the motion, which passed 2-0.

**Respectfully submitted,
Toni Bodah, Secretary**

Approval of Minutes:



Mark P. Duffy, Chair



Kenneth S. Paul

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Richard C. Edwards