

**Board of Selectmen
January 22, 2020**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul; and Kelley A. Collins, Town Administrator.

Mr. Duffy called the posted meeting to order at 5:32 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b).** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:05 p.m. **Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session.** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:26 p.m. **Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session.** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:36 p.m. During the immediately preceding Non Public Session, the Board voted that Victor Vinagro would be the Building Inspector/Shoreland Protection/Code Enforcement/Health Officer, and Land Use Supervisor, effective immediately and instructed the TA to advertise for a Deputy Building Inspector/Shoreland Protection Code Enforcement/Health Officer. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a).** Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:48 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Officer Jacob Boucher to \$21.44/hour, effective as of February 10, 2020. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (c).** Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:49 p.m. During the immediately preceding Non Public Session, Ms. Collins updated the Board regarding the potential redemption of tax acquired property. **Mr. Edwards 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. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 7 p.m. No decisions were made in the immediately preceding Non Public Session, and the Board reconvened in the conference room. Mr. Duffy led those present in the Pledge of Allegiance. Those now present included: Peter Kasprzyk; Donna Lane; John Kenney; Connie Twombly; Paul Romano (videographer); Ed Comeau (videographer); and Toni Bodah, Secretary. Joining the session in progress were Sgt. Mike Fenton; and Jim Miller.

1. Public Hearings: Sanbornville Water Precinct CDBG – Mr. Duffy opened the public hearing for the Proposed Water Improvement Project, for which informational packets were available. Mr. Duffy read aloud the following: Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. The public hearings will hear public comment on the following: This is a proposed application to the Community Development Finance Authority for a CDBG Public Facility Application for up to \$500,000 for water improvements to the Sanbornville Precinct Water System including the replacement of approximately 2.43 miles of old 1930's steel pipe that is susceptible to leaks and breaks on Wakefield Road, High Street, Meadow Street, Lovell Lake Road, Witchtrot Road, Burroughs Ave, School Street, Cedar Street and Cosmar Drive. This will result in a more efficient system with less water being pumped due to loss and less O&M costs due to repairs. The distribution main replacement includes appurtenances such as hydrants, valves and services. The majority of the residents in the Sanbornville Census Designated Place (CDP) are of low or moderate income. This project conforms with Wakefield's Housing and Community Development Plan's goal of: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and long-term goal.) Mr. Duffy then asked for public comment.

Mr. Kenney asked whether there is a plan that can be viewed. Mr. Kasprzyk advised that the engineering company is currently developing a plan. They will also develop an asset management plan. Mr. Kasprzyk reviewed the grants received in 2019 used to address the Rines Road loop. They have just been awarded a \$100,000 grant from the Groundwater Trust Fund for the next phase of this project. Mr. Kenney referred to the low pressure experienced at the top of High Street. He hopes the SWP will consider a pump station at the top of the hill to address that issue. Reference was made to the recent rate increase, with rates now at the upper end of the scale, and without which the SWP would not have been able to pay their bills. Well #3 was recently rehabbed, and they hope to rehab another well. In addition, the SWP hopes to create a web site for users of the system. The cost of a pump station is unknown. Mr. Kenney referred to 16 homes being affected for 40-50 years.

Ms. Twombly questioned whether the Rines Road loop project is completed. Ms. Lane stated that would be addressed in another public hearing this evening. There being no further public comments, Mr. Duffy closed the public hearing at 7:19 p.m.

Mr. Duffy opened the public hearing for the Residential Antidisplacement and Relocation Assistance Plan at 7:19 p.m., and read aloud as follows: This plan states in general that if the Town were to undertake a CDBG project which involved displacement and resulting relocation, they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan

outlines the measures they would take to find comparable housing for persons (or businesses) displaced and/or relocated. Ms. Lane stated that this project will not involve displacement or relocation, but must be included when seeking CDBG funds. Mr. Duffy asked for public comment. There being none, he closed the public hearing at 7:20 p.m.

Mr. Duffy opened the public hearing for Progress of Water Improvements Along Rines Road and Looping at 7:20 p.m., and read as follows: This is a progress update of water improvements including the installation of a 2,700 linear foot 8" watermain loop along Rines Road to the existing 6" watermain on Lovell Lake Road in order to eliminate and reduce water outages that the system customers have been experiencing. The following work was completed during the fall of 2019: *1850 linear feet of 8" watermain was installed from Route 109 along Fellows Road to Route 153, also along Rines Road from Pinewood Crossing to the Railroad. Temporary pavement was placed along the disturbed areas. *We anticipate completing the Railroad and Route 153 crossing this winter. This work will be directionally drilled or jack and bored. *The services, restoration of surfaces and final paving is anticipated to be completed in the spring of this year. Mr. Duffy asked for public comment. Mr. Kasprzyk advised Ms. Twombly that they were unable to complete the loop under the railroad tracks prior to deterioration of the weather. There being no other public comment, Mr. Duffy closed the public hearing at 7:25 p.m.

Mr. Paul moved to adopt the Residential Antidisplacement and Relocation Assistance Plan. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the submittal of the application and to authorize the Chair of the Board of Selectmen to sign and submit the CDBG application, and, upon approval of the CDBG application, authorize the Chair of the Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Kasprzyk advised that the Sanbornville Water Precinct will conduct a public forum in the Town Hall opera house on Monday, March 2, beginning at 6 p.m.

2. Appointments – None scheduled.

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

4. Unfinished Business

a) Heritage Commission CLG Grant Application – The Heritage Commission submitted an application for CLG grant funds, which the Board had previously agreed to support. Mr. Edwards moved to authorize the Chair to execute the CLG Grant application as presented. Mr. Paul seconded the motion, which passed 3-0.

b) 2020 Paving Contract - Ms. Collins advised that Town Counsel affirmed that the Board may enter into a multi-year contract without putting the project out to bid. Brock Mitchell, DPW Director, expects to realize considerable savings, as well as being able to address our projects earlier in the year. The Board agreed by consensus to allow Mr. Mitchell to negotiate for this service. The bid process was briefly discussed.

5. New Business

a) Facility Premise Agreement – The Board reviewed an application from the Gafney Library to utilize the Opera House for a Candidate's forum. **Mr. Edwards moved to approve the application, to include waiver of the \$200 fee, and to authorize the Chair to execute the agreement. Mr. Paul seconded the motion, which passed 3-0.**

b) Facility Premise Agreement – The Board reviewed an application from SCAMP to utilize the Opera House for a number of dates for meetings/rehearsals. Ms. Collins noted that SCAMP will need to address the insurance requirements as WPI no longer carries the liability insurance under which SCAMP operated. **Mr. Duffy moved to approve the requested use contingent upon evidence of proper insurance, and to waive the \$200 fee. Mr. Edwards seconded the motion, which passed 3-0.**

c) Review/Discuss 2020 Ambulance Rates – Ms. Collins shared a spreadsheet comparing 2019/2020 Medicare allowed rates and rates of COMSTAR's top 50 clients. Our rates were increased in 2018, having been increased previously in 2014. Ms. Collins provided suggested rates equal to 80% of the average rate in our region. **Mr. Duffy moved to adopt the revised rates as presented. Mr. Paul seconded the motion, which passed 3-0.**

6. Proposed Capital Reserve Fund Expenditures – None forthcoming.

7. Correspondence

a) WPI Cash on Hand Report – Provided for the Board's information.

b) Clearview Community TV Quarterly Report – Provided for the Board's information. Ms. Collins advised she has no new information with respect to a possible change in franchise fees by Spectrum.

c) Charter Communications – Charter has sent 2 notifications regarding changes to their line-up. Ms. Collins noted that she received 2 complaints today regarding services provided by Spectrum.

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

9. Administrative Matters

a) Town Administrator's Update

--Ms. Collins distributed the 2020 Warrant, which the Board reviewed to assign speaking assignments for the Deliberative Session. Ms. Collins will prepare material for the Board with notes. She referred to material to be available to the public. The Board agreed the public should have the Warrant, Default Budget, MS 737 and the 4-page summary of the Excel version of the proposed budget. Not only is the entire Excel budget over 30 pages, but the voters do not have line-item veto power. At the request of the Town Clerk, Ms. Collins also reminded the Board members of their required attendance at elections, including appointment of a pro-tem should they not be able to attend.

--Ms. Collins advised the Town is being asked by the Census Bureau to verify our boundaries. This project will be given to Victor Vinagro.

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

c) Building Permit Releases – None received.

d) Payment Manifests – Mr. Paul moved to approve PR #2 in the amount of \$92,583.22. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve AP #2 in the amount of \$82,150.67. Mr. Duffy seconded the motion, which passed 3-0.

e) Minutes – Mr. Paul moved to approve all minutes of January 15, 2020, as presented. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

Mr. Paul moved to approve the Non Public minutes of January 8, 2020, #'s 1,2,3,4 & 5, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the minutes of the January 8, 2020, public session, as presented. Mr. Edwards seconded the motion, which passed 3-0.

f) Selectmen's Work Session

--Mr. Duffy referred to a resident's request for a refund of building permit charges. Mr. Edwards stated that the previous Building Inspector used a specific method to calculate such costs. The current sitting Building Inspector is looking into a more affordable approach moving forward; however, we cannot go back at this point. Ms. Collins noted that the fee schedule has not changed; rather the application of the schedule is being adjusted. If the Board decides to refund the cost of one permit, it must review/refund all permits issued during the time in question. Mr. Edwards stated that the Building Inspector at that time applied the fee schedule as he saw fit. The current Building Inspector will re-evaluate that application moving forward.

Mr. Paul moved to adjourn at 8:14 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:


Mark P. Duffy, Chair


Richard C. Edwards


Kenneth S. Paul