

**Board of Selectmen
August 10, 2022**

Present: Richard C. Edwards, Chair; Mark P. Duffy; Kenneth G. Fifield; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:04 p.m. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘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 immediately preceding Non Public Session, the Board voted to hire Dean Nason as a certified call FF at \$20.32/hour. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:06 p.m. During the immediately preceding Non Public Session, the Board voted to hire John Nason as a certified call FF at \$20.32/hour. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:19 p.m. During the immediately preceding Non Public Session, the Board voted to advise the owners of properties associated with 3 tax payment plans that the subject properties will be deeded to the Town in October 2022 if all amounts due are not paid in full prior to that time. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:42 p.m. During the immediately preceding Non Public Session, the Board voted to adopt the figures of a revised wage chart for the Police Department and to establish a date of implementation with the Budget Committee. The Board also authorized an increase for Officer Matthew Martino to \$25.92/hour (Step 8). **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:46 p.m. During the immediately preceding Non Public Session, the Board voted to hire David Landry as a parttime patrol officer at the hourly rate of \$20.60. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’; Mr. Edwards – ‘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 discussed a property with a failed septic on Heath Road.

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Those now present included: Victor Becker and Fred Guldbrandsen, GWRC; Natalie Leroux; Brock Mitchell; Robert & Rose Baxter; Chief Mike Fenton; Relf Fogg; Joshua Fuller, with David Landry joining the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

1. Public Hearing re: RSA 31:95-b – Mr. Edwards opened the public hearing, scheduled to consider unanticipated funds from the State of NH. Mr. Scala explained that the funds are in addition to the regular Highway Block Grants received by the Town each year. The Town will receive \$115,840 in August 2022, and \$100,047 in December 2022 from the State's surplus. The December funds must be used for bridge work. Mr. Fifield noted that the Board has considered using both of these grants for bridge work, specifically the bridge in Union. We would likely still be short about \$200,000 and could possibly make up that difference using the undesignated fund balance. Mr. Fifield would like to address the Union bridge in 2023.

Mr. Edwards asked for public comment. Robert Baxter stated this is great news, adding that the entire Town will benefit from addressing the Maple Street bridge. Mr. Fogg questioned whether there are any criteria from the Federal government regarding use of these funds. Mr. Scala advised there are no strings attached to the August funds; and he will check into this issue regarding the December funds. Rose Baxter asked whether there is any guarantee that these funds will be used for the Maple Street bridge. Mr. Edwards stated the use would only change in the event of an emergency. Mr. Mitchell stressed that the December funds are specifically for bridges, while the August funds could be used for another purpose. Mr. Scala clarified that use of these funds is ultimately up to the Board of Selectmen. As no other comments were forthcoming, Mr. Edwards closed the public hearing at 7:15 p.m.

2. Appointments

a) Natalie Leroux re: Pedestrian Safety in Sanbornville Village – Ms. Leroux lives on Witchtrot Road and walks through the village daily, seeing walkers, runners, bicycles, strollers, skateboards, etc. She has observed that many drivers do not slow down when encountering these other modes of transportation. The Town of Kennebunk Maine recently implemented a town-wide campaign to address a similar issue. Ms. Leroux also noted that the sidewalks on Meadow Street are not in great shape and that we lack a number of marked crosswalks. Drivers do not stop at the crosswalks we do have. Ms. Leroux suggested somehow reminding drivers that it is a State law to stop for pedestrians in a crosswalk.

Mr. Edwards noted that Meadow Street is actually a State road, so the Town cannot just erect signs. Ms. Leroux referred to the Town of Kennebunk, their police department and the community working together. Mr. Fifield noted that the Police Department might be willing to conduct a speed study, adding that the Chief might be willing to step up enforcement. He suggested that Ms. Leroux meet with the Chief at the Public Safety Building. Mr. Duffy added that the line of site is difficult on much of Witchtrot Road, adding there likely is no room for sidewalks or walking paths along that road. Mr. Fifield would like to avoid sign-overload.

Mr. Edwards questioned what section of the Meadow Street sidewalks are not in good shape. Ms. Leroux referred to the sidewalks from the Pub to the School, some of which are covered in sand and noting in places they are non-existent. Chief Fenton referred to a dangerous area near the medical office. Mr. Scala referred to a hole in front of Longmeadow.

Mr. Mitchell noted that both Profile Bank and Longmeadow must address the sidewalks that are actually part of their driveways. He added that the Town does not have the equipment to maintain sidewalks. Mr. Edwards agreed that existing crosswalks should be repainted; however, the Town cannot do so on State roads. Chief Fenton advised that the speed trailer is rotated and has been on Witchtrot Road this summer. It will be moved to Meadow Street with the start of school approaching. Chief Fenton suggested consideration of lighted signs similar to those in the historic district.

Mr. Leroux asked whether crosswalks have ever been painted at the Poor Peoples Pub intersection. Mr. Fifield stated this has never occurred, adding that there are certain requirements to install a crosswalk. He again suggested that Ms. Leroux have a discussion with Chief Fenton. Chief Fenton might also communicate with NH DOT.

b) Fred Guldbrandsen re: GWRC Roof – Mr. Guldbrandsen noted that the roof was scheduled to be replaced in 2021. Part of it is really ‘cooked’. He stressed that the GWRC needs direction. Mr. Scala suggested that the Town put out an RFP, noting he is unsure of the amount of available funds. Mr. Edwards stated that the Board needs to have this information during budget preparation. As no information has been supplied, only \$5000/year has been appropriated. Mr. Becker stated that the information has been included on the CIP and was scheduled for 2021. Mr. Scala determined that the CRF balance is \$30,387. It was agreed that the Town would put out an RFP for this project. Mr. Guldbrandsen noted that many shingles are on the ground. He is unsure whether water is getting in. Mr. Edwards does not expect \$30,000 to be sufficient, so we will likely need another appropriation for the next budget (which season is just gearing up). Mr. Guldbrandsen noted there are some minor soffit issues which could be addressed when the roofers are on site.

c) Chief Fenton re: Cruiser Purchase – Chief Fenton clarified this cruiser will be the K9 vehicle rather than Animal Control. Chief proposes using \$41,500 from the Police Cruiser CRF, with the remainder coming from the Police Detail Fund. Mr. Fifield explained that the previous chief was not going to use this purchase for a K9 vehicle, so insufficient funds were appropriated. Chief Fenton believes the better use is as a K9 vehicle, which requires additional funds. **Mr. Duffy moved to utilize \$41,500 from the Police Cruiser CRF for this purchase. Mr. Fifield seconded the motion, which passed 3-0.**

Mr. Duffy moved to utilize \$11,493.85 from the Police Detail Fund for this purchase. Mr. Fifield seconded the motion, which passed 3-0.

d) Chief Michael Fenton re: Purchase Order – Chief Fenton presented a purchase order in the amount of \$35,579.85 for purchase of the new cruiser. **Mr. Duffy moved to approve the purchase order as presented. Mr. Fifield seconded the motion, which passed 3-0.**

3. Unscheduled Matters/Public Comment #1

--Mr. Baxter advised there is a broken storm window laying on the porch roof at the GWRC, which could be knocked down by wind. He is not insured to remove same. Mr. Scala tried unsuccessfully to locate this broken window. Mr. Guldbrandsen will check into it. Mr. Edwards suggested that the Highway Department may be able to address this.

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--Ms. Baxter referred to the difficult traffic pattern at Routes 16/153 near the farmers' market, in which area the traffic goes too fast. Mr. Fifield advised that the State is currently conducting a study in that area to determine whether traffic lights would be appropriate and to address the speed.

--Mr. Fogg stated that the Conservation Commission has voted to recommend the appointment of Joshua Fuller as an alternate and wonders whether the Board would be willing to consider that appointment this evening. Mr. Fuller provided some background information and noted he is also interested in the Agricultural Commission (which currently is not active). **Mr. Duffy moved to appoint Joshua Fuller as an alternate to the Conservation Commission, as recommended [for a term through March 2025]. Mr. Fifield seconded the motion, which passed 3-0.**

--Mr. Landry referred to his having submitted his letter of resignation from the Wakefield Police Department in July. He had an amazing exit interview with Mr. Scala and expressed his continued love for this community. The citizens and Board have always been supportive. However, the Town needs to re-think about what constitutes adequate salaries for its police officers. Something needs to change or there will be continued resignations, which is ultimately harmful for the community. Mr. Fifield stated that Mr. Landry brings up a pertinent and timely issue. Chief Fenton has been working extremely hard this summer on a wage study and is trying to increase pay for his staff, which Mr. Fifield expects the town will support. However, there is a process to follow with many factors—i.e., COVID, inflation, etc. Other departments have similar concerns about retaining employees. The Board wants the pay to be right, but there is much involved. He hopes that employees will be patient as we try to institute change. The Board must also balance with the people who pay our bills. This change cannot be accomplished overnight. Mr. Fuller noted that the State of NH has not increased the minimum wage since 2009, as inflation continues to rise. Mr. Edwards noted that the Board is in the process of trying to make things right for all employees, as well as for the taxpayers.

4. Unfinished Business – None scheduled.

5. New Business

a) Public Safety Building Roof Replacement Bid Opening – Chief Fenton provided 7 sealed bids for the Board to open and take under advisement as follows:

Cobalt Construction Management @ \$117,820

Triumph Roofing Inc @ \$88,500

Innovative Roofing @ \$84,300

Triple Construction @ \$119,278

JB Roofing Systems LLC @ \$81,895

Peter DeSalvo Contracting @ \$85,898

JMS Roofing LLC @ \$104,303

Mr. Edwards referred to there being 4 competitive bids. Chief Fenton will take that into consideration during his review. That CRF is also planned to be used to address the sally port.

b) Relf Fogg – Mr. Fogg asked to be given time to update the Board regarding the Union Meadows project. He has addressed the Conservation Commission regarding use of metal as the finished product around the outside of the building. It would increase the structural durability while reducing maintenance issues. He wants the Board to be aware of this change. Peter Gosselin has indicated this use would require improved anchoring (which was done last week).

This change does not increase the overall cost of the project, and any savings would be used up in the anchoring. The Board had no issue with this change. The Conservation Commission will decide upon color. The entry road was discussed. Mr. Fogg suggested 25-30 loads of fill, estimating the cost to be \$12,500, plus the cost to lay it down. This would be paid from the Conservation's undesignated fund. Mr. Fifield noted that stronger is better on the building. He thought there was a plan to update the parking lot and road. Mr. Fogg has addressed 120' of the parking area and 25' of the road. However, the road is actually 200' and was not included in the RFP. Mr. Fogg believes it is in the Town's best interest to improve the road as we are encouraging use of this area. The Board was in agreement to change the siding to metal if the Commission is in agreement. Mr. Fifield stated that the Board will need to look at the numbers to address the road, which he really believed was part of the RFP.

6. Proposed Capital Reserve Fund Expenditures

a) Invasive Species ETF \$3000 – This represents payment to Pine River Pond for their lake host program, as previously approved. **Mr. Duffy moved to authorize this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

b) Invasive Species ETF \$10,000 – This represents payment to BLPOA, as previously approved. **Mr. Duffy moved to authorize this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

c) Invasive Species ETF \$7500 – This represents payment to Balch Lake Improvement Assn, as previously approved. **Mr. Duffy moved to authorize this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

7. Correspondence

a) Province Lake Association – PLA encourages the Board to abide by DES rules and regulations during the work on Bonnyman Road, which will protect the integrity of Province Lake. Mr. Mitchell confirmed that the engineering firm is well aware of DES regulations.

b) AWWA – AWWA expresses the same concerns as Province Lake Association.

c) Clearview Community TV Quarterly Report – Provided for the Board's information.

d) Cornerstone VNA – Cornerstone VNA thanks the Board for the 2022 appropriation.

8. Unscheduled Matters/Public Comment #2

--Mr. Baxter stated that a warranty should be considered as part of the roof proposal for the PSB.

9. Administrative Matters

a) Town Administrator's Update

--We received a reimbursement check from FEMA for \$12,601.72 (not unanticipated).

--Clean-up of a property in Union has begun and should be complete within several days. The property owner will be billed and/or the property may be lien.

--Union Sidewalks: We should set a time with Brock Mitchell and Mr. Edwards regarding repairs/replacement. We have about \$100,000 available. We should tour the site and develop a plan. Mr. Mitchell stated this area is in NH DOT District 6 and must meet ADA rules. We must come to terms with the State regarding the overall project. Discussion followed as to whether these funds were earmarked by the State to be used strictly for sidewalks. We will go as far as available funds take us.

--The new 2023 Chevy for the Highway Department will be available for pick up this month. The current DPW truck will go to the Transfer Station. The Transfer Station truck will be used by Code/Bi. First payment on the new truck will be due April 2023 @ \$14,296.

--Bonnyman Road Update: Mr. Mitchell spoke with Mr. Brooks today. He is working on the plan but all agree we do not have funds available this year. Therefore, we will not develop an active plan and obtain quotes that would likely change by spring. We will have a rough idea by the end of the year in order to budget for 2023 (or later if the Board should so decide). Mr. Scala noted that the Budget Committee expects detail on this project as well as plans for other roads. Mr. Mitchell stated that the Bonnyman Road project should be a separate warrant article as it will be a big job.

--Heritage Day is scheduled for August 20, 10a to 4p at the Union Station. This will include a dedication of the Cobbler House. The Commission hopes the Board of Selectmen will be represented at this event. Mr. Duffy plans to attend.

b) Building Permit Releases – None received.

c) Tax Collector's Month/Year Comparisons – Provided for the Board's information.

d) Treasurer's Reports for June – Provided for the Board's information.

e) Payment Manifests – Mr. Duffy moved to approve PR #17 in the amount of \$109,991.29. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve AP #27 in the amount of \$162,182.98. Mr. Fifield seconded the motion, which passed 3-0.

f) Minutes – Mr. Duffy moved to approve the minutes of July 27, 2022, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the minutes of July 27, 2022, Non Public Session #'s 1,2,3 & 4, as presented. Mr. Fifield seconded the motion, which passed 3-0.

g) Review of Sealed Non Public Minutes - Saved for a future meeting.

h) Selectmen's Work Session

Mr. Duffy reiterated details of Heritage Day on August 20. Also, he spoke with Victor Vinagro regarding use of his personal vehicle for Town business, as well as the cost of maintenance. Mr. Vinagro recently had some work done on his vehicle and is asking whether the Town would be willing to pay 2/3 of that cost. Mr. Fifield is not in favor of use of personal vehicles when at all possible and hopes we will not be in this position in the future.

However, he believes the Town should assist with maintenance costs in this case. Mr. Duffy agreed. Mr. Edwards was advised funds would come from the Code/BI budget. Mr. Edwards sees no reason for this to reoccur in the future since that department will have use of a Town vehicle. **Mr. Fifield moved to honor Mr. Vinagro's request for assistance with the cost of maintenance for his vehicle [Town's share being \$2110]. Mr. Duffy seconded the motion, which passed 3-0.** This department will now have use of 2 vehicles, but the SUV should be used whenever possible.

Mr. Fifield met with public safety departments regarding wage line revisions. The Fire Department states they are in good shape, although they have manpower issues and small equipment issues. Both departments indicate calls for service have dramatically increased since the pandemic.

Mr. Edwards advised that Parks & Rec has been putting much effort into a proposal for the multi-generation facility for next year's vote. The proposed building style has been changed to accommodate the wishes of the voters. This part of the project is currently being funded by donations. It is anticipated their meetings will be televised soon.

Mr. Edwards noted that it is nice to have an audience tonight! **Mr. Fifield moved to adjourn at 8:59 p.m. Mr. Duffy seconded the motion, which passed 3-0.**

Respectfully submitted,
Toni Bodah, Secretary

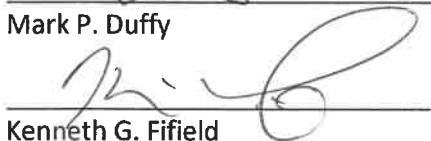
Approval of Minutes:



Richard C. Edwards, Chair



Mark P. Duffy



Kenneth G. Fifield