

**Board of Selectmen
July 13, 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 6:36 p.m. **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 6:38 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Amber Marcoux, Welfare Director, to \$19.84/hour, effective as of July 11, 2022. **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 7:05 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Chuck Cotton to \$20.92/hour, effective as of July 11, 2022.

No public was in attendance. Mr. Edwards led those present in the Pledge of Allegiance.

1. Appointments – None scheduled.

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

3. Unfinished Business – None scheduled.

4. New Business

a) Primex CAP for Property Liability – Mr. Scala explained that in return for a 3-year commitment to carry property liability insurance through Primex, they are offering to limit the yearly increase to 9% for each of those 3 years. Discussion ensued regarding the potential increase in rates should we elect not to agree to this commitment. Mr. Scala read the following Resolution:

Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

Mr. Duffy moved to adopt the Resolution as read, to participate in the Primex CAP for Property & Liability insurance, to authorize the Town Administrator to execute documentation as representative of the Governing Body and to authorize the Chair to execute documentation on behalf of the Board of Selectmen. Mr. Fifield seconded the motion, which passed 3-0.

b) Primex CAP for Workers’ Compensation – This is a similar 3-year commitment for provision of Workers’ Compensation insurance. Mr. Scala read the following Resolution:

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex³ in each of year of membership shall be as then set forth in the Coverage Documents of Primex³.

Mr. Duffy moved to adopt the Resolution as read, to participate in the Primex CAP for Workers' Compensation, to authorize the Town Administrator to execute documentation as representative of the Governing Body and to authorize the Chair to execute documentation on behalf of the Board of Selectmen. Mr. Fifield seconded the motion, which passed 3-0.

c) Confirmatory Deed Map 45, Lot 132 – Mr. Scala noted that the Town had previously owned this property, at which time it was unclear as to whether it would support a septic system. Therefore, a restriction was placed on the relative plan. The property has since been sold, and the current owner has received confirmation that the property will support a septic system. His attorney has presented a confirmatory deed, removing that restriction, which deed has been reviewed/approved by our Town Counsel. This releases only Town covenants, and does not relate to any other covenants that may be associated with the property. **Mr. Duffy moved to execute the Confirmatory Deed for Map 45, Lot 132, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Expenditures – None forthcoming.

6. Correspondence

a) Cotton Valley Trail Committee – The CVTC requests that the Board of Selectmen deny any race permit requests for a large number of participants which includes use of the Cotton Valley Rail Trail, and enumerates reasons for said request. No such use has been granted by Wakefield's Board of Selectmen. Mr. Fifield believes this request may be a result of an event connected to the Town of Wolfeboro, which was not approved by the CVTC and was subsequently rescheduled.

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

8. Administrative Matters

a) Town Administrator's Update

--Mr. Scala advised that he has reached out to DoT regarding a potential low-salt area for Route 109. A study of the area would need to be completed. We are now in the system for this. Mr. Duffy noted that Route 153 near Province Lake is another area to consider.

--A new safety committee has been formed to work on training/policy for possible threats at Paul School. A policy will be in place by the end of August; training will occur throughout the year.

--There is a possible site to relocate the school buses behind Paul School (rather than at the Public Work Building). The Highway Department will assist in some of the site work. The Transportation Committee and School Board must approve this location.

--Our local fireworks display was a huge success. Although it was very busy, all cars were out within 15 minutes. Kudos to Wayne Robinson and his crew! All donations collected at the gate go towards the next year's fireworks event.

--Mr. Scala has reach out to Jim Gallagher regarding potential boat slip repairs needed at Town launches, as well as renewal of our lease for the Town beach. All in progress.

--Having reviewed year-to-date expenditures, Mr. Scala noted that Department Heads have been doing well, other than some permitting being higher than planned. Additionally, the legal line will track higher than last year, which was anticipated.

--The Highway Department has completed work on the new boat trailer parking area. We await one more sign, following which we can start to enforce 'no trailer parking' in the downtown area. Mr. Edwards suggested use of a flyer to be placed on windows of those vehicles who generally park in the no-parking areas. Mr. Scala noted that the lake host attendants are willing to hand out flyers, which will direct comments/questions to Town Hall.

--Mr. Scala will meet on Friday with Setronics regarding our security cameras. A mid-August installation is anticipated.

--Because our bond application was moved up, we have received the funds, which are now in the Town's account. Our first payment will be due in February 2023. Interest rate is 2.26% as a result of a 'buy-down' by the pool.

b) Tax Collector's Month/Year Comparison – Provided for the Board's information.

c) Treasurer's Reports for May – Provided for the Board's information.

d) Building Permit Releases – Mr. Duffy moved to approve the release for Colbath on North Desmond Drive. Mr. Fifield seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Duffy moved to approve PR #15 in the amount of \$111,336.68. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve AP #23 in the amount of \$144,905.84. Mr. Fifield seconded the motion, which passed 3-0.

f) Minutes – Mr. Fifield moved to approve the minutes of June 13, 2022, as presented. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the minutes of Non Public Session #'s 1,2,3,4 & 5, of June 13, 2022, as presented. Mr. Fifield seconded the motion, which passed 3-0.

g) Selectmen's Work Session

--Mr. Edwards gave a hats-off to Parks & Rec for their concert series at Turntable Park, which has been very well attended.

h) Review of Sealed Non Public Minutes – The Board reviewed sealed Non Public Minutes as follows:

July 10, 2019 #8 – No action; remained sealed

July 10, 2019 #6 – **Mr. Duffy moved to unseal these minutes; Mr. Fifield seconded the motion, which passed 3-0.**

July 10, 2019 #5 – **Mr. Fifield moved to unseal these minutes; Mr. Duffy seconded the motion, which passed 3-0.**

July 10, 2019 #7 – **Mr. Duffy moved to unseal these minutes; Mr. Fifield seconded the motion, which passed 3-0.**

July 10, 2019 #11 – **Mr. Duffy moved to unseal these minutes; Mr. Fifield seconded the motion, which passed 3-0.**

July 24, 2019 #8 – No action; remained sealed.

July 24, 2019 #9 – No action; remained sealed


July 24, 2019 #10 – No action; remained sealed.

July 24, 2019 #11 – No action; remained sealed.

Mr. Duffy moved to adjourn at 7:54 p.m. Mr. Fifield 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