

**Board of Selectmen
October 12, 2022**

Present: Richard C. Edwards, Chair; Kenneth G. Fifield; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:15 p.m. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, 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 adopted new wage lines for Planning Administrator and Building Inspector; voted to authorize an increase for Victor Vinagro to \$32.90/hour (Step 7); and voted to authorize an increase for Peter Gosselin to \$30.50/hour (Step 4), all effective as of October 17, 2022. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, 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 authorized an increase to \$20.36, Step 2 for David Ouellette, effective as of October 17, 2022. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:39 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$24.15/hour for Stephen McMullen, effective as of October 17, 2022. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:58 p.m. During the immediately preceding Non Public Session, the Board reviewed a list of properties in jeopardy of being deeded to the Town for non-payment of taxes. Those now present included Peter Gosselin, Building Inspector; and Victor Becker and Fred Guldbrandsen, Greater Wakefield Resource Center. Mr. Edwards led all in the Pledge of Allegiance.

Public Hearing re: Building Permit Fee Schedule – Mr. Edwards opened the public hearing and invited Mr. Gosselin to review his proposed changes to this fee schedule. Mr. Gosselin referred to the permit application that brought to his attention the need for changes, the cost for which would be over \$24,000, just for a storage facility. In addition to adding ‘Garages’ to the list with Porches/Decks/Sheds @ \$55 psf, Mr. Gosselin suggests adding a line for ‘Commercial Structures/Buildings’ at \$80 psf for un-conditioned space (unheated). He would also change the Commercial Building permit Fee to \$30 flat fee, plus \$5/thousand value (rather than \$10). A brief discussion followed regarding the difference between residential and commercial permits/inspections. If this revised schedule is adopted, the permit fee referred to earlier would be reduced to \$6600. In response to Mr. Fifield, Mr. Gosselin indicated that Wakefield’s permit fees are at the top of the scale compared with surrounding towns; however, some towns have other fees that come into play. He added that these fees per square foot are lower than the actual building costs.

Mr. Gosselin has also reduced the permit fee for swimming pools and has eliminated the fee for removal of a Stop Work Order, as he doesn't actually issue them to begin with. The fees for Chimney/Vent & Fireplace Permits and Burner Replacement have been removed as they are handled by the Fire Department. He suggests the cost to produce copies be \$0.50/page.

There being no comment from the public, Mr. Edwards closed the public hearing at 7:15 p.m. **Mr. Fifield moved to accept the revised fee scheduled as recommended, to be effective as of October 17, 2022. Mr. Edwards seconded the motion, which passed 2-0.**

1. Appointments – None scheduled.

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

3. Unfinished Business – None scheduled.

4. New Business

a) Bids for GWRC Roof Project – Responses to the Town's RFP for this project were opened by the Board as follows:

Triple Construction	\$70,246
JJS Universal	\$55,800
Innovative Const	\$42,275
DeSalvo Const	\$45,524
JB Roofing	\$71,225

Mr. Fifield noted that realistically the Board should consider bids from Innovative and DeSalvo, noting we now have experience with DeSalvo. There is currently about \$30,000 in the relevant capital reserve fund. Mr. Edwards stated we would need another \$20,000 to ensure coverage of all costs, including the cost of disposal. He asked Mr. Becker whether he would be willing to contact these two bidders to determine whether their quotes would be held until after voting in March 2023. Mr. Fifield noted the 2 bids are not far apart and both were presented professionally. If DeSalvo will not hold the bid until spring, perhaps Innovative may be willing to do so. Mr. Becker agreed to call the reps from Innovative and DeSalvo. **Mr. Fifield moved to narrow the field to Innovative and DeSalvo, with the condition that Mr. Becker will contact those companies to verify their quotes will be held until after the budget process. Mr. Edwards seconded the motion, adding his hope that the job could be accomplished in May 2023. The motion passed 2-0.**

b) Tax Deed Waivers – The Board referred to a list of properties in jeopardy of being deeded to the Town for non-payment of taxes. **Mr. Fifield moved to waive the deeding process, per recommendation of the Town Administrator, of the following properties: Map 175, Lot 5; Map 163, Lot 4; Map 8, Lot 9-MH001. Mr. Edwards seconded the motion, which passed 2-0.**

Mr. Fifield moved that deeds to the following properties will be processed if timely payment is not received by the Tax Collector: Map 34, Lot 4; Map 196, Lot 19; Map 92, Lot 3; Map 208, Lot 13; Map 73, Lot 19; Map 46, Lot 5; and Map 94, Lot 70. Mr. Edwards seconded the motion, which passed 2-0.

c) Town Report Printer – Quotes for printing of the Town's Annual Report were received as follows: RC Brayshaw @ \$1393; Minuteman Press @ \$1481.81; and The Country Press @ \$2732, plus delivery costs. The Town has worked successfully with both of the lower bidders (Brayshaw and Minuteman). **Mr. Fifield moved to accept the bid of RC Brayshaw in the amount of \$1393. Mr. Edwards seconded the motion, which passed 2-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Security Devices \$63.93 – This represents the cost of signs advising the public of our video cameras. **Mr. Fifield moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

b) Security Devices \$4148 – This represents final payment for the security cameras installed at Town Hall. Mr. Edwards noted that the cameras have already been of benefit relating to an issue in front of Town Hall. **Mr. Fifield moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

6. Correspondence – None forthcoming.

7. Unscheduled Matters/Public Comment #2

--Mr. Guldbrandsen saw the video relating to the Town Hall incident, adding that it was great that the cameras worked.

8. Administrative Matters

a) Town Administrator's Update – In his absence, Ms. Bodah read a report prepared by Mr. Scala:

--The parking area for trucks with trailers is complete, with 'No Trailer Parking' signs up downtown. We'll be ready for the 2023 season, when we hope to have the parking area lined.

--The Board has met with most department heads regarding the 2023 budget. We have a few outstanding areas relating to insurances and retirement and hope to have those numbers soon. We also expect to have the official cost of living percentage, which will be passed along to the Board for discussion.

--Brock has completed most of the road work he had planned for this year. His team is gearing up for winter, getting trucks and sanders ready for service.

--Mr. Scala continues to update the pay studies and will get the data to the Board for review and changes, if needed.

--We will need to consider appropriations for capital reserve funds. Requests have started to come in slowly from department heads.

--Would the Board entertain writing a letter regarding the need for improved cell phone coverage in East Wakefield? This request comes from State Rep Lino Avellani. **Mr. Fifield moved to execute the letter prepared regarding the need for improved cell phone coverage in East Wakefield. Mr. Edwards seconded the motion, which passed 2-0.**

--Mr. Fifield moved to execute Selectmen's Deed for redemption of Map 47, Lot 34; Map 47, Lot 38; and Map 62, Lot 29, as presented. **Mr. Edwards seconded the motion, which passed 2-0.**

b) Building Permit Releases – Mr. Fifield moved to approve the building permit release for Lejeune on Vachon Drive. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Fifield moved to approve the building permit release for WBT III 2011 Family Trust on Allagash Road. Mr. Edwards seconded the motion, which passed 2-0.

c) Treasurer's Reports for August – Mr. Fifield moved to accept the reports as provided. Mr. Edwards seconded the motion, which passed 2-0. Mr. Edwards noted that these reports do not require the Board's acceptance.

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

e) Payment Manifests – Mr. Fifield moved to approve AP #37, a void in the amount of \$696.29. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Fifield moved to approve AP #38 in the amount of \$455,531.10. Mr. Edwards seconded the motion, which passed 2-0.

The Board also executed a Notice of Election for the Town Clerk. Voting day is November 8 at Town Hall.

f) Minutes – Mr. Fifield moved to approve the minutes of September 27, 28 & 29 and October 3, 4, and 5, 2022, as presented. Mr. Edwards seconded the motion, which passed 2-0. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Fifield moved to approve the minutes of September 28, 2022, Non Public Session #'s 1 and 2, as presented. Mr. Edwards seconded the motion, which passed 2-0.

g) Review of Sealed Non Public Minutes – Postponed to a future meeting.

h) Selectmen's Work Session

Mr. Edwards noted that the recent Parks & Rec meeting was televised and more information is available on the proposed new building. That group is working hard to reduce the costs while still meeting the needs of the community. Mr. Edwards noted we are in good shape with all Town departments—he is receiving many good comments from people on the streets.

Mr. Gosselin referred to the many comments being received regarding the container home on Sandy Pond. The permit application was accompanied by a 50 page engineering report, and his department is working hand-in-hand with those engineers.

Mr. Fifield moved to adjourn at 7:55 p.m. Mr. Edwards seconded the motion, which passed 2-0.

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Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Richard C. Edwards, Chair

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Mark P. Duffy



Kenneth G. Fifield