

**Board of Selectmen  
November 30, 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 6:17 p.m.

**Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy 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 6:21 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Joe Brabant to \$21.59/hour (Step 2). **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy 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 6:26 p.m. During the immediately preceding Non Public Session, the Board accepted the resignation of John Smith from the Transfer Station. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy 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 agreed by consensus to change the cap for unused earned time being rolled over into the following year from 48 hours to 80 hours, effective immediately.

No members of the public were present. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments** – None scheduled.

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

**3. Unfinished Business**

**a) 2023 Proposed Municipal Budget** – Many lines in the proposed budget have been changed due to application of the 2023 COLA, as well as updated electricity usage. **Mr. Fifield moved to accept all adjustments to costs in the proposed 2023 budget. Mr. Duffy seconded the motion.** It was clarified that this motion would not include application of the COLA to relevant lines. **The motion passed 3-0.**

The Board was advised that the 2.2% COLA (effective as of April 1, 2023) has been applied to all relevant wage lines. **Mr. Fifield moved to accept all COLA changes in the 2023 proposed budget as revised for the 2.2% COLA as of April 1, 2023. Mr. Duffy seconded the motion, which passed 3-0.**

General Government – Personnel Benefits: **Mr. Fifield moved \$60,000 for the Merit/Sick Pay line (01-41551-190). Mr. Duffy seconded the motion, which passed 3-0.**

**Mr. Fifield moved to accept the newly generated Personnel Benefits totals as proposed for the 2023 budget. Mr. Duffy seconded the motion, which passed 3-0. [Section total: \$1,712,187.]**

General Government – Land Use: Mr. Scala advised that the postage line (01-41911-625) had been proposed considering the off-setting revenue received by the Town. However, we must appropriate the anticipated expenditure. Therefore, he proposes this line be changed to \$4000. **Mr. Duffy moved the Land Use Postage Line at \$4000. Mr. Fifield seconded the motion, which passed 3-0. [Section total: \$18,602.]**

General Government – Insurance: **Mr. Duffy moved the Unemployment line (01-41961-250) at \$2861; the Workers Compensation line (01-41961-260) at \$62,551; and the Property Liability line (01-41961-520) at \$79,614. Mr. Fifield seconded the motion, which passed 3-0. [Section total: \$145,026.]**

Outside Agencies: The Budget Committee has been asked to review their decision to reconsider a request from CASA for \$1000. After discussion, no action was taken by the Board at this time.

Financial Affairs: The proposed bond for the Parks & Rec Community Center was discussed. The exact number has not been confirmed. No action was taken at this time.

Howie Knight has suggested that the Board consider a warrant article to revise the Elderly Exemption criteria. We will determine when that criteria was last revised. [2019]

Capital Reserve Articles:

Ambulance – **Mr. Duffy moved \$60,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.**

Transfer Station Heavy Equipment – **Mr. Fifield moved \$25,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.**

Bridge – The balance in this CRF is only \$184; however, we will receive another \$100,000 by the end of December. Bridges on Acton Ridge and in Union are coming up. Mr. Fifield stated we need to get pricing on the Union bridge and stop kicking that project down the road. We should have saved more money from our ‘windfall’ than we did. Mr. Scala will determine how much we have left in the Highway Block Grant. Mr. Fifield suggested using that balance and adding \$125,000 to this CRF. **Mr. Fifield moved \$125,000 for the Bridge CRF. Mr. Duffy seconded the motion, which passed 3-0.**

Fire Truck – Chief Nason has always had a schedule for appropriations/purchase; however, projected costs are much higher than anticipated. **Mr. Fifield moved \$95,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.**

Highway Truck – **Mr. Fifield moved \$75,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.**

Public Safety Building – Chief Fenton has presented 2 articles: the first is \$23,500 for the Fire side floor; the second is \$35,000 for the sally port. Each would require appropriations for 2 years. **Mr. Fifield moved \$58,500 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.**

Transfer Station Facility - Part of the balance in this fund will be used to complete the current building project. **Mr. Duffy moved \$25,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.**

Highway Heavy Equipment – Mr. Fifield moved \$25,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Town Hall Improvement – Mr. Scala advised the balance is about \$32,000. Mr. Edwards noted we should use a better shingle product this time—perhaps a metal shingle—so we will not need to do this again. Mr. Fifield referred to the condition of the front pillars, as well as the need for several mini-splits. Mr. Duffy moved \$50,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.

Police Vehicle – Mr. Duffy moved \$44,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.

Invasive Species ETF – Mr. Duffy moved \$34,525 for this ETF. Mr. Fifield seconded the motion, which passed 3-0.

Wastewater – Mr. Mitchell has proposed 2 articles, each for \$25,000: One for on-going maintenance, the other to continue with the anticipated major project, which ultimately will likely need to be bonded. Mr. Fifield moved \$25,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Technology – Mr. Duffy moved \$2500 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.

Parks & Rec Field Maintenance – Mr. Robinson is presenting 2 articles: the first for \$38,500 to upgrade the existing fields; the second for \$40,000 to construct a shade structure/bathroom facility/concession stand. The second is a 3-year project on the CIP. Would this structure be necessary once/if the new building is ready? Mr. Fifield noted we are already looking at a major project for Parks & Rec right now. Mr. Edwards suggested that the large project could include a bonus bathroom. Mr. Fifield suggested considering a shade structure on a smaller scale, eliminating the bathrooms. Mr. Duffy moved \$38,500 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.

Cemetery Maintenance – Mr. Fifield moved \$8000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Highway Road Projects – Mr. Fifield moved \$275,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Assessing Statistical Update – Mr. Duffy moved \$12,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.

GWRC – Mr. Scala advised the current balance is \$30,336. Although we usually add \$5000, he suggests we add \$10,000, since we are considering roof replacement. Mr. Fifield moved \$10,000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Union Station – This is a new CRF proposed by Chief Nason to replace the roof and overhead doors. Mr. Fifield moved \$23,000 for this CRF. Mr. Duffy seconded the motion. Mr. Fifield noted having a fire station near to residences results in lower insurance premiums. The motion passed 3-0.

Transfer Station Trucks – This is a new CRF proposed by Brock Mitchell. Mr. Edwards noted that we just purchased roll-off trucks and that department has a new pick-up. Perhaps a lower amount could be appropriated. Mr. Fifield moved \$5000 for this CRF. Mr. Duffy seconded the motion, which passed 3-0.

Bonnyman Road – Mr. Mitchell proposes a new CRF at \$500,000. Mr. Fifield referred to the multiple hearings regarding this road, including various proposals and much input. This will be a significant project, and we need to let the voters decide. Perhaps \$250,000 would be sufficient for initial repairs. He noted that if we call the new CRF 'Bonnyman Road' and the project is challenged, the funds

could not be used for other road projects. 'Road Renovation Projects' may be a better title. **Mr. Duffy moved \$500,000 for this CRF. Mr. Fifield seconded the motion, which passed 3-0.**

Mini-Split for Railroad Museum – Heritage has requested this \$7000 appropriation. **Mr. Fifield moved the \$7000 for a mini-split for the Railroad Museum. Mr. Duffy seconded the motion, which passed 3-0.**

Parks & Rec Expendable Trust Fund – Mr. Robinson proposes creation of this fund to address Town-owned boat launches on Great East Lake, Lovell Lake and Lake Ivanhoe. **Mr. Duffy moved \$10,000 for this ETF. Mr. Fifield seconded the motion, which passed 3-0.**

Sewer – Application of the COLA changed several lines within the proposed 2023 Sewer budget, which resulted in a revised total budget of \$135,568 and a user rate of \$11.74/thousand. **Mr. Duffy moved the \$135,568 2023 Sewer budget, as well as the rate of \$11.74/thousand. Mr. Fifield seconded the motion, which passed 3-0.**

Mr. Fifield referred to the Drew Mill Dam in Union. Mr. Scala advised that Richard House of Union Village Community Association will address the Board at their next meeting to seek support for a warrant article to raise matching funds for an L-Chip grant. It had been determined several years ago that since taxpayers' money cannot be spent on private property, it would not be legal to raise, appropriate and expend Town funds for this purpose. The Board will wait to see what information Mr. House provides.

**b) HVAC Maintenance Proposals** – Mr. Scala advised that the Public Safety Building is still under contract for this service. He would like to table this topic in order to obtain additional information. Ok!

#### **4. New Business**

**a) Encumbrance of 2022 Funds #1** – Capt. Beveridge has requested encumbrance of \$9157.14 from the New Equipment line (01-42201-740). **Mr. Fifield moved to approve this encumbrance request as presented. Mr. Duffy seconded the motion, which passed 3-0.**

**b) Encumbrance of 2022 Funds #2** - Chief Fenton has requested encumbrance of \$39,800 from the PSB Generator line (01-49091-201). **Mr. Duffy moved to approve this encumbrance request as presented. Mr. Fifield seconded the motion, which passed 3-0.** Discussion followed as to where the old generator would be used. School? DPW Building??

**c) Purchase Order \$ 13,750** – This represents the cost of new uniforms for the Fire/Rescue Staff. **Mr. Duffy moved to approve this purchase order as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**5. Proposed Capital Reserve Funds Expenditures** – None forthcoming.

#### **6. Correspondence**

**a) Letter of Appreciation** – Mr. Scala read aloud a letter prepared for Michelle MacDonald, Finance Clerk, which the Board and Mr. Scala then executed.

Conversation returned to the future of the existing generator at the Public Safety Building, which is a 3 phase generator. The new DPW building will only have one phase. Perhaps the generator should then go to the School, or consideration should be given to whether the new DPW building needs 3 phase.

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

**8. Administrative Matters**

**a) Town Administrator's Update**

--Parks & Rec will host their tree-lighting event on Friday evening, 6:30-8 p.m. On Saturday, they will host Breakfast with Santa in the Opera House from 9a – 2p.  
--There was a small issue at the disc golf course when players encountered a hunter in the woods. Fish & Game says all we can do is post the property. The Board agreed by consensus to list the Town of Wakefield as owner on all posting notices for this purpose.  
--Mr. Scala advised of an issue encountered when the mailing company sent out tax bills. It appears as though owners of multiple properties received bills for properties that are not their own. The situation has been rectified and corrected bills were mailed yesterday. Mortgage companies have also received corrected information, if applicable. As tax payments come in, Mr. Scala will advise the Board. The error did cost the Town 6 days; however, money is beginning to come in. This is the first problem we have encountered with this company. Mr. Duffy noted that although he owns one property, he received duplicate tax bills.

Conversation returned again to the DPW building. Mr. Edwards advised it will not require 3 phase power. Mr. Duffy expressed surprise that a building of that size would not include 3-phase power. Perhaps the existing PSB generator could be used at the proposed Community Center.

--Mr. Scala has a copy of the County Budget should any of the Board members wish to review same.  
--We are finishing up the budget preparation with a meeting with the Budget Committee to review proposed warrant articles. Mr. Fifield believes this meeting has been set for December 13.  
--Mr. Scala stated that the Town is fiscally strong. The Board used \$500,000 from the unassigned fund balance to offset the 2022 tax rate, bringing it to \$12.25/thousand. The unassigned fund balance is still at 14%, while DRA recommends it be between 5% and 17%.

**b) Building Permit Releases** – Mr. Duffy moved to approve a building permit release for Covino on Lovell Lake Road. Mr. Fifield seconded the motion, which passed 3-0.

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

**d) Previous Membership Appointment** – At the last meeting, the Board approved the appointment of Priscilla Colbath as an alternate to the ZBA. However, what was actually being sought was her appointment as an alternate to the Planning Board. As an elected Board, Planning Board is responsible for its own alternate appointments. Therefore, the appointment of Ms. Colbath to the ZBA is null and void. (One less thing for her to do!)

**e) Payment Manifests** – Mr. Duffy moved to approve PR #24 in the amount of \$136,030.66. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve PR #23 in the amount of \$110,022.09. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve PR #25 in the amount of \$139,460.34. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve AP #45 in the amount of \$109,988.03. Mr. Fifield seconded the motion, which passed 3-0.

**f) Minutes** – Mr. Duffy moved to approve the minutes of November 9, 2022, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the November 9, 2022, minutes of Non Public Session #'s 1,2,4,5,6 & 7, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the sealed minutes of November 9, 2022, Non Public Session #3, as presented. Mr. Fifield seconded the motion, which passed 3-0.

**g) Review of Sealed Non Public Minute** – Not this evening.

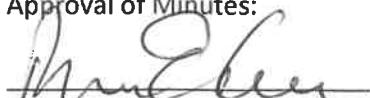
**h) Selectmen's Work Session**


Mr. Fifield attended the presentation at the Railroad Museum in Union this past Sunday. The area is really nice, and he hopes everyone will take the opportunity to visit it. The Town of Wakefield has much to proud of.

Mr. Edwards noted that the DPW building is coming along great. It should be winter tight in several weeks. He cautioned that winter has arrived and all should drive accordingly. **Mr. Fifield moved to adjourn at 8:56 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