

**Board of Selectmen  
September 28, 2022**

**Present:** Richard C. Edwards, Chair; Kenneth G. Fifield; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary. Also present was Angie Nichols, Tax Collector.

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 (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 7 p.m. During the immediately preceding Non Public Session, the Board reviewed a list of properties in jeopardy of being deeded for non-payment of property taxes, and the process involved with establishing payment plan agreements. At this time those also present included Larry Moody; Brock Mitchell; Relf Fogg; and Dana Dodge. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments**

**a) Larry Moody re: Bonnyman Road** – Mr. Scala referred to a letter just received from an attorney representing certain Bonnyman Road residents, in which potential litigation against the Town is indicated. Therefore, under advice from Town Counsel, the Board of Selectmen will not comment tonight on the Bonnyman Road project. Mr. Fifield stated that it is the Town’s intent to move forward with this project and to include an article on the Town warrant regarding same. We must make sure all issues are solved before moving forward. Mr. Moody stated that all have been waiting for a plan, and the cost for the project will continue to increase.

Mr. Edwards stated that the voters need to approve the project, following which a detailed plan can be developed. Mr. Moody has read in Selectmen’s minutes that we don’t have a plan; however, he sees the project listed on the CIP at \$500,000. Mr. Fifield explained that the Town has a rough idea of the anticipated cost and hopes to put the entire project on the 2023 warrant. However, that may not be possible.

**b) Dana Dodge, Palmer & Sicard** – Mr. Dodge would like an opportunity to provide the Bord with a quote for HVAC preventative/maintenance programs for the Town. The Town currently has a company to address issues as they arise, rather than an actual maintenance plan, although we do have a generator maintenance contract. Mr. Dodge stated they would inspect all equipment, make recommendations for repairs—the contract could be tailored to the needs of the Town of Wakefield. Mr. Fifield questioned whether this service would ultimately need to be put out to bid since the Town does not currently have such a service. Mr. Scala confirmed that we would need to put out an RFP. It was agreed Mr. Scala would contact Mr. Dodge to arrange to meet/view equipment at various locations.

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

**3. Unfinished Business** – None scheduled.

**4. New Business**

**a) Highway Safety Grant Agreement \$9302.12** – This grant covers various patrols and equipment, with varying match requirements and is applied for each year.

Mr. Fifield moved to accept the Highway Safety Grant for \$9302.12, and to authorize the Chair to execute that agreement. Mr. Edwards seconded the motion, which passed 2-0.

**b) Bulletproof Vest Partnership FY 2022** – These funds will partially reimburse the Town for purchase of qualifying bulletproof vests. Mr. Fifield moved to accept the Bulletproof Vest Partnership as presented. Mr. Edwards seconded the motion, which passed 2-0.

**c) Bids for Transfer Station Concrete Work** – Two bids were received and opened as follows: CMJ Enterprises @ \$26,000; William P. Davis Excavation @ \$59,900. Mr. Mitchell advised that the Town has worked with CMJ successfully on several projects. Mr. Fifield moved to accept the bid of CMJ Enterprises LLC in the amount of \$26,000. Mr. Edwards seconded the motion, which passed 2-0.

**d) Surprise!** – Mr. Fogg presented Brock Mitchell with a Certificate of Appreciation from the Conservation Commission for his efforts and assistance on the Harmony Drive project. The entire DPW crew was very helpful in improving the road into the conservation property. Mr. Fogg noted that Priscilla Colbath contributed time and advice on the project. Mr. Mitchell confirmed to Mr. Scala that no road classification signs are necessary on that road.

Mr. Edwards stated that he received correspondence regarding the Board's previous discussion regarding littering issues. It was agreed that signs would be erected at the Transfer Station to encourage use of tarps so that trash is less likely to wind up on the roads. We will attempt to educate the public. Mr. Mitchell advised that 'No Littering' signs usually refer to a fine, which the Town has not established. Mr. Fifield believes we can purchase 'No Littering' signs that refer to the State RSA. Mr. Mitchell added that the 'No Boat Trailer Parking' signs are ready to go up.

**e) Purchase Order \$72,000** – This relates to equipment for the new sewer pump stations, funds for which will come from ARPA funds. We are buying parts and equipment now to avoid an increase in costs. Mr. Fifield moved to approve the purchase order to purchase materials for the pump stations to save the Town money, in the amount of \$72,000. Mr. Edwards seconded the motion, which passed 2-0.

#### **5. Proposed Capital Reserve Fund Expenditures**

**a) Security Cameras \$2967** – This expenditure relates to security cameras at Town Hall. Mr. Fifield moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.

**b) Landfill Closure \$6781.56** – This relates to required landfill monitoring. Mr. Scala will determine for how much longer we must monitor this site. Mr. Fifield moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.

#### **6. Correspondence**

The Board executed a Letter of Appreciation to Lino Avellani, which Mr. Scala read aloud.

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

**8. Administrative Matters**

**a) Town Administrator's Update**

- Budget Season! The BoS/Department Head meetings are underway. Increases are being seen in the fuel and electricity lines, as well as the cost of other materials.
- The security camera project is complete, except for one camera that needs a license to operate.
- Mr. Scala has communicated with Jon Balanoff regarding contacts at the State for work at the Lovell Lake boat launch. He has reached out to both contacts indicated and is waiting to hear back from them.
- Mr. Mitchell is waiting to hear back from NH DOT District #3 regarding sidewalks in Union.
- Mr. Scala read a DPW update from Brock Mitchell, including:
  - Concrete for the new building is to be poured tomorrow;
  - Boat parking lot to be paved tomorrow;
  - Bid for Transfer Station concrete was approved earlier this evening;
  - Transfer Station has purchased a waste oil furnace so we will not need to pay to remove waste oil; and
  - We have been receiving parts daily for the pump station project; however, some parts will take a little longer.
- Trick-or-Treating will take place on Halloween, October 31, 2022, 5-8 p.m.

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

Mr. Fifield moved to approve the building permit release for Knight on Sparhawk Terrace. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Fifield moved to approve the building permit release for Gottschalk on Gold Coast Drive. Mr. Edwards seconded the motion, which passed 2-0.

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

**d) Payment Manifests** – Mr. Fifield moved to approve PR #20 in the amount of \$102,856.33. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Fifield moved to approve AP #35 in the amount of \$200,572.84. Mr. Edwards seconded the motion, which passed 2-0.

**e) Minutes** – Review of the September 14, 2022, minutes was tabled until the appropriate membership is present.

**f) Review of Sealed Non Public Minutes** – This was tabled until a full Board is present.

g) Selectmen's Work Session

Mr. Edwards referred to it being a busy budget season. He also noted the PSB roof looks great and may be finished tomorrow. There were no leaks during this week's rain ☺. The DPW building is coming along. The foundation is up and walls should be poured tomorrow. Parks & Rec is starting to feel some of the hits of our economic issues. Costs for trips, etc., have increased.

Mr. Fifield stated that Planning Board has been fairly busy, including a site walk on Donahue Road this Saturday. [Mr. Scala advised Mr. Fifield that this site walk has been cancelled.] Tower projects continue.

**Mr. Edwards 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. Edwards – 'aye'. The motion passed 2-0, and the Board immediately entered Non Public Session.**

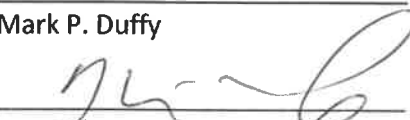
The Board returned to public session at 8:02 p.m. During the preceding Non Public Session, the Board authorized an increase for Emily Hope to \$17.56, effective as of October 3, 2022. **Mr. Fifield moved to adjourn at 8:02 p.m. Mr. Edwards seconded the motion, which passed 2-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
Richard C. Edwards, Chair

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Mark P. Duffy

  
Kenneth G. Fifield