

**Board of Selectmen  
September 14, 2022**

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

Mr. Edwards called the posted meeting to order at 6:27 p.m. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:35 p.m. During the immediately preceding Non Public Session, the Board adopted a revised wage line for DPW Equipment Operator. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:49 p.m. During the immediately preceding Non Public Session, the Board voted to waive 2/3 of the penalty associated with redemption of Map 173, Lot 4, on the condition that the revised amount due is paid to the Town by noon on October 17, 2022. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:00 p.m. During the immediately preceding Non Public Session, the Board voted to hire Thomas McNulty as a fulltime patrol officer. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:06 p.m. During the immediately preceding Non Public Session, the Board voted to waive 2/3 of the penalty associated with redemption of Map 47, Lots 34 & 38, and Map 62, Lot 29, on the condition that the revised amount due is paid to the Town by noon on October 17, 2022.

Mr. Edwards led those present in the Pledge of Allegiance, including Jon Balanoff, Doug Stewart, Kerry Vachon and Hannah Stewart, AWWA; Police Chief Mike Fenton; and Peter & Christine Gosselin.

**1. Appointments**

**a) Chief Michael Fenton** – Mr. Scala referred to the Town undergoing a pay study for all employees due to inflation and staff retention. First to be addressed is the Police Department, as that department has lost the most personnel. A proposed revised pay chart was taken to the Budget Committee, where implementation received much support. Chief Fenton stated he is down 2 officers currently (having lost 5 over the past 18 months), with the biggest issue being rate of pay. Because they have operated most of the year with reduced staff, there are sufficient funds in the current budget to implement the revised pay chart as of October 3. Mr. Duffy noted we have not been able to catch up with Police Department pay rates, and he does not want to lose good officers. **Mr. Duffy moved to adopt the revised pay chart for the Police Department, to become effective as of October 3, 2022. Mr. Edwards seconded the motion, which passed 2-0.**

Chief Fenton then referred to Cruiser #3. He has checked with Cars for Kids, as directed, but this program does not really relate to a municipality. It was agreed that the Chief will move forward with the best price for scrapping this vehicle.

**b) Jon Balanoff, AWWA** – Mr. Balanoff introduced his AWWA Board members, as well as a YCC participant, then updated the Board on AWWA's 2022 programs. He provided information on the YCC projects, and reviewed the School Science Program, as well as the Septic Cost-Share Program. Discussion followed regarding a site in town that was unable to qualify for this program. Mr. Balanoff hopes to be able to identify less restrictive funding sources for this issue.

Mr. Scala referred to work the Town hopes to accomplish at the Lovell Lake boat launch. He will confer with Mr. Balanoff another time in hopes of contacting the appropriate individuals at the State level.

**c) Peter Gosselin re: Building Fees** – Mr. Gosselin noted that a list of fees was established in 2018 for building permits. He does not believe it needs to be increased; however, he would like to revise the commercial price. The fee is currently \$165 psf. He would like the Board to establish a fee for commercial unconditioned space (for storage, garages, etc.) at \$80 psf. Conditioned space would remain at existing levels. Discussion of Town fees and resources available to citizens and contractors. Mr. Gosselin compared fees of 8 other towns. He will produce a proposed fee schedule, and a public hearing will be scheduled for October 12.

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

**3. Unfinished Business**

**a) Waiver per Payment Plan Map 118 Lot 5** – Mr. Duffy moved to approve the waiver for Map 118 Lot 5 in the amount of \$698.74, in accordance with the relevant payment plan. Mr. Edwards seconded the motion, which passed 2-0.

**b) Waiver per Payment Plan Map 45 Lot 116** – Mr. Duffy moved to approve the waiver for Map 45 Lot 116 in the amount of \$670.64, in accordance with the relevant payment plan. Mr. Edwards seconded the motion, which passed 2-0.

**4. New Business**

**a) Selectmen's Deed for Redeemed Tax Acquired Property** – Mr. Duffy moved to execute the deed as presented for redemption of Map 95, Lot 19. Mr. Edwards seconded the motion, which passed 2-0.

**b) Purchase Order \$63,938 Hilltop Chevy** – This represents purchase of the new pickup truck for Highway. The old truck will go to Code/Building. **Mr. Duffy moved to approve the purchase order for \$63,938 as presented. Mr. Edwards seconded the motion, which passed 2-0.** Mr. Scala noted that the funds will come from the Highway Block Grant rather than from the capital reserve fund.

**c) Purchase Order \$23,415.61** – This represents purchase of Fire Department equipment in accordance with the Locality Grant previously accepted. **Mr. Duffy moved to approve the purchase order for \$23,415.61, as presented. Mr. Edwards seconded the motion, which passed 2-0.**

**d) Cemetery Maintenance Contract Extension** – The contractor and the Cemetery Trustees have agreed to extend this contract for another 2 years, in accordance with the current contract, for an additional \$1000/year. **Mr. Duffy moved to approve the 2-year extension of the cemetery maintenance contract, at an additional \$1000/year, as recommended by the Cemetery Trustees. Mr. Edwards seconded the motion, which passed 2-0.**

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

**a) Police Vehicle CRF \$35,579.85** – This represents payment for the new K9 cruiser, which will be outfitted via Fund 7. **Mr. Duffy moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

#### **6. Correspondence**

**a) Province Lake Association** – Mr. Scala read a note of thanks from PLA for payment of their 2022 appropriation. Mr. Scala referred to a ‘bloom’ on Province Lake, which occurs most years. Mr. Duffy noted that the water levels are low and the weather has been hot this summer.

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

#### **8. Administrative Matters**

##### **a) Town Administrator’s Update**

--Our State primary was held yesterday, with a 26% voter turnout (usually around 22%).

--We previously discussed the possibility of having a section of Route 109 designated as a low-salt area. This is a Class VI State road. Mr. Scala read aloud from some of the State’s paperwork. We would need to apply for such a designation; however, the result would be less plowing/more snow on the road. Mr. Scala will do some more investigating. Perhaps we could try it for a year.

--Angie Nichols, Wakefield’s Certified Tax Collector, was recognized at the recent conference of NH Tax Collectors’ Association for her 10 years of service. Congrats to Angie!

--Ambulance write-offs: YTD, \$18,266 has been written off, while \$153,819 has been received in revenue. This evening, Mr. Scala recommended the Board write off \$3567 in outstanding bills and send \$3880 to Experian. **Mr. Duffy moved to write off \$3567 in outstanding bills and send \$3880 to Experian. Mr. Edwards seconded the motion, which passed 2-0.**

--Next week we will pave the new boat trailer parking area near the Public Safety Building. The new signs will be placed as well. Coleman appears to be done with their work in that area.

--Mr. Scala shared a proposed schedule for the Board to meet with Department Heads to review the proposed 2023 budget. The Board agreed to the schedule, which will be posted shortly.

--Parks & Rec hosted another successful car show. The weather was perfect. Another job well-done! The annual golf tourney will be held late-September.

**b) Building Permit Releases** – Mr. Duffy moved to approve the release for Whitehouse on Desmond Drive. Mr. Edwards seconded the motion, which passed 2-0.

**c) Payment Manifests** – Mr. Duffy moved to approve AP #33, a void in the amount of \$16,032.80. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Duffy moved to approve AP #32 in the amount of \$227,302.14. Mr. Edwards seconded the motion, which passed 2-0.

**d) Minutes** – Mr. Duffy moved to approve the minutes of August 24, 2022, as presented. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Duffy moved to approve the minutes of August 24, 2022, Non Public Session #'s 1,2,3,4,5,6,7,9 and 10, as presented. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Duffy moved to approve the sealed minutes of August 24, 2022, Non Public Session #8, as presented. Mr. Edwards seconded the motion, which passed 2-0.

**e) Review of Sealed Non Public Minutes** – Saved for another meeting.

**f) Selectmen's Work Session**

Mr. Edwards referred to the 'new' ramps at the skatepark. We were able to locate nearly-new replacement pieces for \$4000, vs. an estimated cost of \$30,000 – \$80,000. Great job by Wayne Robinson, with assistance from Mr. Scala. In addition, the new dog park is nearly complete. The site work was done by the Town, using material that was available on Town property. Next step: fencing.

Mr. Edwards sends well wishes to Tom Dube, who had a bad fall earlier this week.

Mr. Duffy wants to take another look at the bridge in Union. He wonders if we can model it after the bridge on Canal Road. Mr. Edwards noted we may need to repair, or remove, some of the existing 'tunnel', then we could follow a similar plan as Canal Road. Mr. Edwards will discuss with Mr. Bean. It was noted that some attention will be given to the sidewalks in Union next week.

Mr. Duffy has questions regarding the proposed Parks & Rec building, noting some taxpayers have concerns, especially in view of a revaluation year coming. Mr. Edwards stated the project has been scaled down to around \$4.9 million. Meetings for this project are now being televised. The team is working on projected operating costs.

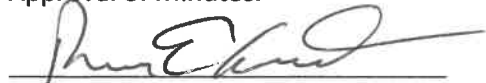
Mr. Edwards suggested sending a Letter of Appreciation to Lino Avellani for all he does. Mr. Duffy agreed.

Mr. Duffy moved to adjourn at 8:15 p.m. Mr. Edwards seconded the motion, which passed 2-0.

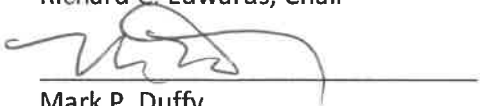
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Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:



Richard C. Edwards, Chair



Mark P. Duffy

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Kenneth G. Fifield