

**Board of Selectmen
January 8, 2020**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:20 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:22 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$17.95/hour for Bridget Passariello, effective as of January 13, 2020. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, the and the Board immediately entered Non Public Session.

The Board returned to public session at 6:24 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$18.49/hour for Thomas Lyle, effective as of December 30, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, the and the Board immediately entered Non Public Session.

The Board returned to public session at 6:28 p.m. During the immediately preceding Non Public Session, the Board reviewed information relative to pending litigation. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, the and the Board immediately entered Non Public Session.

The Board returned to public session at 6:32 p.m. During the immediately preceding Non Public Session, the Board agreed by consensus not to grant an extension of a waiver related to redemption of tax acquired property. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, the and the Board immediately entered Non Public Session.

The Board returned to public session at 6:44 p.m. During the immediately preceding Non Public Session, the Board agreed to conduct 2 interviews for the position of Building Inspector/Co-Code Enforcement/Deputy Health Officer. Mr. Duffy called for a recess at this time. The meeting reconvened at 7 p.m. in the conference room. Those present at this time included: Victor Becker, Martha Borsh, Annette Marshall and Joe Kenney, Greater Wakefield Resource Center; Connie Twombly; Joe Gore; Sgt. Michael Fenton; and Paul Romano (videographer). Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments

a) Victor Becker re: Potential Grants for Greater Wakefield Resource Center – Mr. Becker stated he has been on the GWRC Board for 3 years. He spoke to the activity at/through the Center, specifically the tremendous number of meals distributed to Wakefield residents through the meals-on-wheels program. Those meals are prepared by Ossipee Concerned Citizens and are distributed by volunteers coordinated by the GWRC. In addition, senior meals are prepared/served at the GWRC, which meals are subsidized by the State. No income is generated from the meals-on-wheels program (other than an occasional donation).

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The GWRC processes the applications for these meals and organizes the drivers/deliveries. Over 11,000 senior meals were served on site in the past year. 20% of the budget income comes from the State; 9% of this budget income comes from the \$3 charged to each participant. 7% is generated by the recipients of those meals through various fundraising efforts. In addition, income is generated via rental of the hall. Office space rental also generates income; however, the only office rental space is fully-occupied. Therefore, the only way to increase rental revenue is to increase the rent, or the rental space. Mr. Duffy suggested that the GWRC Board calculate the actual cost of providing rental space, including utilities, etc. Ms. Collins noted that the Town contributes \$15,000 to AWWA, which organization rents office space at the GWRC. If the rent is raised, AWWA's appropriation request to the Town of Wakefield will likely also increase.

Mr. Becker stated they have developed a number of new fundraising efforts; however, these events have been very labor intensive and have not generated significant income. Mr. Duffy noted that originally, other communities were to be involved with use of the building. Mr. Becker advised they currently receive financial support from Milton, and they intend to reach out to Rochester and Middleton. He noted that it has always been the goal that GWRC would become financially independent. They are making steps in that direction; however, it is taking significant time. Mr. Becker suggested that if the renovation of the second floor were completed, as well as renovation of Pike's Hall, significant progress could be realized. Mr. Edwards noted that events in the Town Hall Opera House were never well-attended, so it is unlikely that it would be different for Pike's Hall. Mr. Becker noted that events at Pike's Hall could begin with dinner downstairs, then move to the hall for entertainment. He confirmed that programs run by WPI in the Town Hall Opera House were actually a net loss. Use of the Opera House was important to the mission; however, it did not generate much money. Additionally, WPI has had no success finding an individual to organize events in the Opera House since the passing of Ed Morrison.

Mr. Duffy questioned the type of grants the GWRC is considering. Mr. Becker noted that the elevator has been installed and estimated it will cost \$400k-\$500k to complete the renovations. Funding could come from 3 sources. It is possible that the NH Preservation Alliance would offer 50% funding to establish a financial plan and generate budget numbers. In addition, they have been encouraged to apply for an L-Chip and a Northern Borders grant. Mr. Becker is seeking the Board's support this evening for the GWRC's applications for these grants. Mr. Edwards questioned what strings are attached to these grants. Mr. Kenney stated that the Northern Borders grant would require a match. Ms. Collins added that the L-Chip involves a 20-year stewardship agreement, during which time the Town would not be able to sell the building without paying back the grant. Mr. Kenney confirmed the stewardship agreement associated with the L-Chip grant. He noted, however, that the benefit would be that the cost of renovation would not be coming from the local taxpayers. The building is on the National Register of Historic Places, so 'strings' will always be involved. Whether the Town decides to protect this structure or sell it, it would be more valuable if completed. Mr. Kenney spoke to the large number of volunteers involved with the center.

The possibility of a public hearing being required was considered. Ms. Collins noted a public hearing is scheduled for January 22 for the Sanbornville Water Precinct CDBG grant. In addition, the Board has supported the Heritage Commission's application for 2 other grants in 2020. The result could be significant grant administration in one year. Mr. Kenney noted that the Northern Borders grant is very user-friendly, while the L-Chip is very regulatory. Mr. Edwards would want to review the grants before offering support. Mr. Paul agreed that the second floor would need to be completed in order to generate additional income; however, he questioned whether tenants would be available once the renovations were complete.

Mr. Kenney confirmed to Ms. Collins that the Northern Borders grant would involve a 50% match. Ms. Collins stressed that the Board must decide if it will commit to holding onto this building for another 25 years. Mr. Edwards questioned whether it would be better for the GWRC to own the building outright. Ms. Collins noted they likely would not be eligible for CDBG funds. Mr. Kenney stated that down the road, the GWRC could take over the building and referred to the possibility of requiring an agent for CDBG funding. He also spoke to the memories attached to the facility. Mr. Kenney believes the relationship with the Town should continue, as the building will always be part of the Town.

Mr. Kenney stated that the technical assistance grant would be through NH Preservation Alliance and could move along quickly. Applications for the other 2 grants would occur in late spring. He would expect at that time to present 2 applications for the Board of Selectmen's review/approval or denial. The BoS will have opportunities to say 'no' at many intervals. Mr. Duffy suggested more information be provided for the Board's consideration at its next meeting. Mr. Kenney noted that if the Town does not want to pursue grants with long-term commitments, and if GWRC were approved for the Northern Borders grant, we would be able to hold that grant for a number of years. It may be possible to address less expensive projects in order to give the Town time to get through other projects first. He understands that the Board of Selectmen needs to consider whether to commit to another 20 years of stewardship.

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

3. Unfinished Business

a) Town Warrant – Ms. Collins advised that the DRA is still reviewing the proposed warrant, and Town Counsel has completed his review. As part of his review, Town Counsel has recommended some changes to several zoning articles. Although the Planning Board did not request Town Counsel's review, his comments will be forward to the Planning Board for their consideration. The Budget Committee will conduct a public hearing on the proposed 2020 Town budget on January 14. Ms. Collins will have the following draft documents available: Town Warrant; MS 737; and Default Budget (which is \$300,000 less than the proposed operating budget). The draft warrant could change should additional petitions be received. The Board will contact Ms. Collins with any questions regarding any of these documents prior to the January 14 public hearing. The Default Budget and the Warrant will be brought to the Board for signatures after the January 14 public hearing.

b) Transfer Station Ordinance – The Board had previously received the revised ordinance, which would need to be included on the warrant. This document was revised by Joe Gore and Ken Paul and was reviewed by Brock Mitchell. A few typos were noted. A final document will be prepared, approval for which will be included on the warrant.

c) Turntable Park – Ms. Collins advised that Chris Gamache and the Commissioner are seeking a day meeting in order to view Turntable Park. Ms. Collins will attempt to schedule this meeting for Monday, January 27 at 2 p.m.

4. New Business

a) 2020 Paving Contract – Ms. Collins explained that Brock Mitchell feels he could lock into a better price for 2020 projects, and have our projects addressed earlier, if we were to enter into a multi-year contract with R&D Paving.

It was agreed that Ms. Collins will confirm with Town Counsel that the Board may do so legally. This topic will be tabled until such time as advice is confirmed by Town Counsel.

5. Proposed CRF Expenditures

a) Wastewater CRF \$39,900 – This represents provision and installation of force main piping, etc. **Mr. Edwards moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

6. Correspondence

a) Charter Communications – More changes for the Board’s information.

b) Gilmanton Planning Board – We are advised of an application for a wireless facility.

c) GWRC – Minutes and a financial report were presented for the Board’s information.

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

8. Administrative Matters

a) Town Administrator’s Update

--Ms. Collins recommended writing off 2 ambulance bills: one for hardship; the second being an invoice that was sent to Experian, and which the elderly patient insists was paid. **Mr. Paul moved to write-off 2 ambulance bills totaling \$157.57, as recommended. Mr. Edwards seconded the motion, which passed 3-0.**

--The IRS has reduced the mileage reimbursement rate to \$0.575. **Mr. Paul moved to approve the mileage reimbursement rate at \$0.575. Mr. Duffy seconded the motion, which passed 3-0.**

--On January 22, the Board will conduct a public hearing for a CDBG grant for the next phase of the Sanbornville Water Precinct’s project.

--Wayne Robinson and Chief Ventura have collaborated on a parking ordinance for the Town beach. Mr. Robinson would like to restrict parking to residents only. Town Counsel advises such an ordinance can be established through a BoS public hearing. Mr. Paul suggested the word ‘resident’ should be changed to ‘taxpayer’. The draft ordinance is tied to a transfer station permit; however, one does not need to be either a taxpayer or a resident to obtain same. Mr. Edwards spoke to the need for more parking in the downtown area. The Board is willing to pursue a parking ordinance for the Town beach. Mr. Robinson and Chief Ventura will be asked to attend a meeting in order to discuss in more detail, following which a public hearing can be scheduled. Mr. Paul questioned whether such an ordinance should include all Town beaches.

--Pond Road Turn-around Easement: A mylar was not included for recording with the original easement. A new easement was signed by the Board for recording.

--Ms. Collins has drafted a letter to Medicare regarding Section 111 Mandatory Reporting. Teresa Williams was the Town’s designee (which must be changed), and we need to update the Town’s current insurance provider. **Mr. Paul moved to approve the letter to Medicare as drafted by Ms. Collins. Mr. Duffy seconded the motion, which passed 3-0.**

--Victor Vinagro received a 4-page complaint regarding guns being shot on private property. Mr. Vinagro has forwarded the complaint to Chief Ventura, as well as to DES (regarding a question of potential water pollution). This is a serious complaint which should involve the Police Department. Sgt. Fenton (in the audience) advised the matter is being investigated.

b) Tax Collector's Monthly Comparison – Provided for the Board's information.

c) Building Permit Releases – None received.

d) Petition for Pole License – Mr. Edwards moved to approve the Petition for Pole License on Meadow Street, as presented. Mr. Paul seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Edwards moved to approve AP 2020 #1 in the amount of \$860,781.12. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP 2019 #41 in the amount of \$133,200.72, as presented. Mr. Paul seconded the motion, which passed 3-0.

f) Minutes – Mr. Paul moved to approve the minutes of the December 18, 2019, public session, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the minutes of the December 18, 2019, non-public session #'s: 1, 1a, 2, 3, 4 and 5, as presented. Mr. Duffy seconded the motion, which passed 3-0.

g) Selectmen's Work Session – It was noted that all plowing, including dirt roads, is going well.

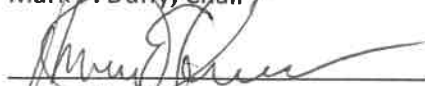
Mr. Edwards moved to adjourn at 8:32 p.m. Mr. Paul seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul