

**Board of Selectmen
February 26, 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 5:50 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (e). 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 5:57 p.m. No action was taken during the immediately preceding Non Public Session. **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 6:02 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$30.15/hour for Cynthia Bickford. **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 6:10 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$22.34/hour for Michelle MacDonald. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards 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 6:13 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.86/hour for Arlene Fogg. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards 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 6:17 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$61,112/year for Wayne Robinson. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards 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 6:19 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$8/hour for ballot clerks. **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 6:21 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.73/hour for Arron Lavoie.

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 6:25 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$26.09/hour for Brad Beveridge. **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, 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 agreed to schedule 2 interviews for a vacancy. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:45 p.m. During the immediately preceding Non Public Session, the Board discussed the upcoming vacancy in the position of Town Administrator. **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 6:59 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$24.85/hour for Seth Garland. Those now present included Neil Rowe; Larry Moody; Brock Mitchell; Connie Twombly; Relf Fogg; and Cyrus Hiraldo (videographer). Mr. Duffy led all in the Pledge of Allegiance.

Mr. Duffy recognized Kelley Collins for her service to the Town of Wakefield as Town Administrator. Ms. Collins' last day with the Town of Wakefield will be February 28, 2020. On behalf of the Board of Selectmen, Mr. Duffy presented Ms. Collins with a token of their appreciation and allowed her to skip this evening's meeting!

1. Appointments

a) Neil Rowe & Larry Moody re: Bonnyman/Towle Farm Road Traffic – Mr. Rowe distributed printed material to the Board, which he then proceeded to read aloud. He cited the conditions of Bonnyman Road, noting that it is too narrow for 2-way traffic. Mr. Rowe expressed concerns for safety of land owners, pedestrians and vehicles. Mr. Paul interjected, asking whether Mr. Rowe will be proposing to eliminate Bonnyman Road and having the Town take over Towle Farm Road. Mr. Rowe responded that is close to what he will propose. Mr. Paul would prefer to eliminate Bonnyman Road, although it would require the support of all residents in that area. Mr. Rowe continued with his recitation. He referred to the percentage of taxes paid to the Town by waterfront/water access properties compared to the rest of the properties. Mr. Rowe noted that Towle Farm Community Corp (“TFCC”) is currently taking a number of Towle Farm residents to court for non-payment of road maintenance fees.

He suggested that Bonnyman Road be 1-way in, while Towle Farm would become 1-way out. Mr. Duffy stated that the Town cannot take Towle Farm Road without the support of the voters. Mr. Rowe noted that the current Court case may determine ownership of Towle Farm Road. If it is owned by TFCC, perhaps the Town would be interested in taking over ownership. Mr. Mitchell advised that prior to the Town taking over a road, that road is generally brought up to Town specs. He referred to the amount of work and materials that would be required, estimating such a project could cost \$150,000 to \$300,000. Mr. Mitchell is not against the idea; however, he stressed there are many steps involved before such a decision could be made. He also noted that the results of the current Court case could actually result in additional lawsuits. Mr. Mitchell agreed with Mr. Paul that it would be best to eliminate Bonnyman Road entirely.

Discussion followed regarding run-off into Province Lake. Mr. Duffy noted that Route 153 is likely the biggest contributor to run-off, causing poor water quality. In response to Mr. Edwards, Mr. Moody stated that the ownership of Towle Farm Road is still in question, despite Court rulings from the past. Mr. Edwards agrees that it would be best to give Bonnyman Road back to the abutters, then make improvements to Towle Farm Road. Mr. Duffy stated that the first step is to get the property owners on each road to agree to such a plan.

Mr. Moody referred to upcoming mediation in the current Court case. He suggested it might be helpful at the mediation to be able to say that the Board would be willing to take over Towle Farm Road, if the Court allows. Mr. Duffy stated that such a project would involve much deed research (which Mr. Moody states he has accomplished). Mr. Paul added that a plan and/or survey would be required. Property owners with mortgages may need permission from their banks to participate in such a plan. Mr. Rowe expressed concern about increased assessments/taxes if Bonnyman Road were given to the abutting property owners.

The Board was generally in support of the concept. Mr. Duffy suggested that Mr. Rowe and Mr. Moody send letters to all abutters to get their opinions. Mr. Paul suggested that Mr. Rowe contact the Assessing office to get an estimate of the effect on property taxes. Mr. Fogg does not believe the assessments would significantly increase. Mr. Duffy reiterated that the Board is interested in the concept; however, much leg work by Mr. Rowe and Mr. Moody would be necessary. Thereafter, approval by the voters would still be necessary. He noted that auxiliary roads branching off Towle Farm Road would need to be separated from Towle Farm Road. Various utility lines/poles may need to be considered.

b) Relf Fogg (for Jim Miller), Clearview Community TV re: Equipment Proposal – Mr. Miller had previously provided a proposal for purchase of new equipment. Mr. Fogg noted that the current equipment is 6-7 years old. The proposed purchase would result in the need for less manpower and better quality productions. It would also allow for remote use. Mr. Edwards asked whether the project could be done in phases and questioned whether there is a concern about draining the [franchise fees] account. Discussion followed regarding enhancement of productions vs. use of the funds. Mr. Fogg stressed that the funds are generated to be able to upgrade the system. He stated that the Town owns the channel; Clearview provides the operational service.

Once this equipment is purchased, we will not have to do so again for a number of years. Mr. Duffy asked about the timeline. Mr. Fogg advised it will take some time to finalize necessary paperwork. Mr. Duffy expressed concern about security, especially given the ability for remote access. Mr. Fogg advised it would be an encrypted unit. Mr. Duffy would encourage Smart Card access. Mr. Paul stated this would be a great step forward. Mr. Duffy would be interested in discussing (at a future time) concerns regarding the future of franchise fees. **Mr. Paul moved to approve the project as proposed. Mr. Edwards seconded the motion, which passed 3-0.**

2. Unscheduled Matters/Public Comment #1

--Mr. Fogg thanked Mr. Paul for stepping up to the plate as a member of the Board of Selectmen.

3. Unfinished Business – None scheduled.

4. New Business

a) Solicitation for Removal of Sludge at Wastewater Facility – This project has been advertised. Mr. Mitchell suggested it may be possible to put this sludge into our own lagoons, rather than having it hauled to Berwick. Mr. Paul stated his belief that because our sewer system includes commercial lines, the product cannot be deposited into the Town's lagoons. However, all agreed that Mr. Mitchell will conduct some research. Perhaps regulations have changed.

b) Sanbornville Water Precinct CDBG – For the 2019 CDBG, Kelley Collins and Mark Duffy were authorized to sign claims. This will need to be amended given Ms. Collins' departure. **Mr. Paul moved to appoint Mark Duffy, BoS Chair, as the individual authorized to sign claims for the SWP CDBG, and to authorize Mr. Duffy to execute the Authorization form. Mr. Edwards seconded the motion, which passed 3-0.**

c) Town Administrator Search – MRI Proposal – The Board members agreed that the first step is to post the vacancy in-house for 10 days.

d) Boston Post Cane – Mr. Duffy noted that, sadly, we have recently lost Doris Hickey, most recent holder of the Boston Post Cane honor. We will attempt to schedule a visit to the new recipient, Richard Nelson, on March 14 at 10 a.m. The search for a plain cane that can be engraved will continue.

e) Facility Use Agreement First Congregational Church – The FCC has requested use of the opera house for March 29, and has further requested that the \$200 fee be waived. **Mr. Edwards moved to approve the Facility Use Agreement as presented by the FCC, and to authorize Mark Duffy to execute the agreement on behalf of the Board. Mr. Duffy seconded the motion, which passed 3-0.**

f) Sewer Abatement Request – 38 Meadow Street was connected to the Town's system as of October 29, 2019. Meters were read on November 18, 2019 and reflect 6 months' usage. Therefore, the property owner is requesting an abatement on the most recent sewer bill. The new total due would be \$60.41 and \$203.22 would be abated. **Mr. Paul moved to approve the abatement request for 38 Meadow Street in the amount of \$203.22 (for a final amount due of \$60.41). Mr. Edwards seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Police Vehicle CRF \$33,876.95 – This expenditure reflects purchase of the vehicle approved in the 2019 budget. **Mr. Paul moved to approve the \$33,876.95 expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.**

6. Correspondence

a) WPI Cash on Hand Report – Provided for the Board's information.

7. Unscheduled Matters/Public Comment #2

--Mr. Paul advised he has discussed with Brock Mitchell preparation of an RFP to bridge companies to remove the Maple Street Bridge entirely. Mr. Mitchell has discussed this with several companies. The snowmobile club would need to make adjustments.

--Mr. Fogg advised that the Conservation Commission is working with Town Counsel to develop conservation easement deeds as discussed with the Board at a previous meeting. In addition, the Commission has increased interest in Conservation Camp, which means the budget line is a little short. He will discuss possible use of Fund 3 undesignated funds with the Finance Clerk.

8. Administrative Matters

a) Town Administrator's Update

--Revision of Building Inspector, etc., and Deputy Building Inspector, etc., Job Descriptions: Ms. Collins has provided the Board members with updated job descriptions. This topic was tabled until the March 11 meeting in order to allow the Board more time to digest.

--Mr. Mitchell added that the furnace at the Highway Garage may not last the season. Mr. Edwards stated that the parking lot at the public safety building needs a little work. Mr. Mitchell is aware.

--2019 Audit Governance Letter: **Mr. Paul moved to authorize Mark Duffy to execute the Governance Letter as presented as BoS Chair. Mr. Edwards seconded the motion, which passed 3-0.**

b) Treasurer's Reports January – Provided for the Board's information.

c) Building Permits Releases – None forthcoming.

d) Payment Manifests – Mr. Paul moved to approve PR #5 in the amount of \$87,623.36 as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #4 in the amount of \$59,430.87 as presented. Mr. Paul seconded the motion, which passed 3-0.

e) Minutes – Mr. Edwards moved to approve the Non Public minutes of February 12, 2020, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the minutes of the February 12, 2020, public session, as presented. Mr. Duffy seconded the motion, which passed 3-0.

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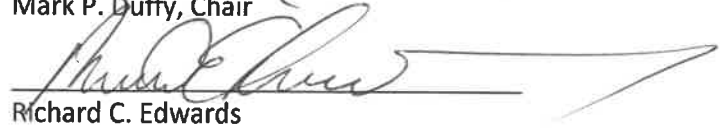
Mr. Paul moved to adjourn the meeting at 8:29 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul