

**Board of Selectmen  
March 11, 2020**

**Present:** Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul; and Toni Bodah, Secretary

Mr. Duffy called the posted meeting to order at 6:30 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 6:37 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$14.95/hour for David “Chip” Ouellette. **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 6:49 p.m. During the immediately preceding Non Public Session, the Board voted to hire John Smith as a part-time Transfer Station attendant at the rate of \$13.65/hour. **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 6:59 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$22.93/hour for Joe Gore. **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 7:01 p.m. During the immediately preceding Non Public Session, the Board received updated information regarding pending litigation.

Those now present included Brock Mitchell, DPW Director; Joe Gore, Transfer Station Manager; Margot & Brian MacArthur; Kelly Mowers; Victor Vinagro, CEO; Connie Twombly; Sgt. Mike Fenton; Ken Fifield; and Cyrus Hiraldo (videographer). Mr. Duffy led all present in the Pledge of Allegiance.

Mr. Duffy thanked all volunteers who participated in yesterday’s Town election.

**1. Appointments**

**a) Brock Mitchell, DWP Director** - Mr. Mitchell noted that funds were included in 2020 budget to fix the furnace at the Highway garage, which is 40 years old and currently being ‘nickled and dimed’. The outside boiler is also on its last leg. But at least we made it through the winter! Some upgrades have been done at the Wastewater facility; however, Mr. Mitchell referred to the importance of installing a restroom and having running water. He is obtaining estimates for installation of a well and septic system. Mr. Mitchell recommended converting part of the existing garage as office space with a restroom. The Board was in agreement. Mr. Paul was advised there is an eye wash station at the Transfer Station. He would like to see one at the Wastewater facility as well. The tractor could be housed outside under cover.

## Board of Selectmen

March 11, 2020

Page 2

Mr. Paul noted the funds would come from Fund 2 and/or the relevant capital reserve fund. Many of the recent upgrades are underground and not visible.

**b) Margot & Brian MacArthur** - The MacArthurs provided printed information as well as displayed architectural drawings. The existing ADA ramp needs to be replaced. The architect's plan encroaches onto the Town's property by about a foot. The MacArthur's attorney has suggested entering into an easement or a lot-line adjustment. Mr. MacArthur anticipates their building permit will be denied, and they will appeal to the ZBA. Mr. Paul questioned whether there is a ZBA exception for ADA accessibility. Mr. Vinagro is unsure. The Board is generally in support of some sort of easement as long as the property owners accept liability for any accidents. Mr. MacArthur added that they plan to replace some doors and windows. They have met with the Heritage Commission. The windows to be replaced were actually made in the 1990's and are not historical.

**c) Kelly Mowers re: Wakefield Marketplace** - Ms. Mowers displayed drawings of the Wakefield Marketplace at the corner of Wakefield Road and Route 16. She would like to determine the best location for a permanent sign at the marketplace and would like to try use of a banner to make that determination. Initially, the banner would be placed across the front of the roof shingles on the Wakefield Road side. Thereafter, the banner would be moved to the side facing Route 16. The Marketplace is open on Saturdays, Memorial Day through Columbus Day weekend from 9-3. The Zoning Ordinance allows them, with Board of Selectmen approval, to put a banner for 15 days, then remove it for 30 days, then put back up for another 15 days. She is seeking permission to leave the banner up for 30 straight days.

Mr. Vinagro stated that Ms. Mowers could get a roof sign via Special Exception. However, she is not sure which side would generate the best publicity. Therefore, she is seeking the Board's permission for a banner (under Article 21.F.9 of the 2019 Zoning Ordinance). If obtained they will then need a variance to be allowed to leave the banner up for 30 days. Ms. Mowers advised Mr. Duffy that the banner would be representative of the final sign. Ms. Mowers noted that even though the banner would be up for 30 days, the business is only open on Saturdays. After 30 days, she would have the banner moved to the other side of the building to see how the public reacts. Mr. Paul asked whether Ms. Mowers has the property owner's permission. Ms. Mowers stated she has attempted unsuccessfully to reach the property owner. **Mr. Edwards moved to grant permission for use of the banner as long as written permission is obtained from the property owner. Mr. Duffy seconded the motion, which passed 3-0.**

### **2. Unscheduled Matters/Public Comment #1**

- Mr. Duffy welcomed Ken Fifield, newly elected member of the Board of Selectmen.
- Ms. Twombly thanked Ken Paul for all his years of service to the Town of Wakefield.

### **3. Unfinished Business**

**a) Sanbornville Water Precinct** - The SWP has withdrawn its most recent CDBG. They anticipate re-applying later in the year.

**b) Job Descriptions for Building Inspector and Deputy** - The Board members would like more time to consider and would also like input from Victor Vinagro.

**4. New Business**

**a) DTC Agreement** - DTC represents the Town on the Eversource abatement application relating to 2018 property taxes. Eversource has now filed an abatement relating to the 2019 property taxes. **Mr. Edwards moved to confirm to DTC to include the 2019 abatement in our current fee agreement. Mr. Paul seconded the motion, which passed 3-0.**

**b) Facility Use Agreement – Lions Club** - The Lions Club is requesting use of the conference room on Pride Day for their annual fundraiser and, further, are requesting that the \$200 fee be waived. **Mr. Paul moved to authorize Mr. Duffy to execute the Agreement and to waive the \$200 fee. Mr. Edwards seconded the motion, which passed 3-0.**

**c) Request to Use Town Sound System** - 3 area Churches will use the opera house on March 29 for a joint service. Pastor Ron Boyd has requested permission to run the Town's sound system. The system is both complicated and expensive. Cameron Currier, who operates the system for SCAMP, has agreed to operate the system for the event. Thank you, Cam, and Pastor Ron will be advised.

**d) Facility Use Agreement - Gafney Library** - The Library has requested use of the Opera House on July 11, 2020, and has requested waiver of the associated fee. **Mr. Edwards moved to approve the use as requested, to authorize Mr. Duffy to execute the Agreement and to waive the associated fee. Mr. Paul seconded the motion, which passed 3-0.**

**e) GWRC Lease with Gafney Library HiSet** - Mr. Edwards moved to approve the lease as presented and to authorize Mr. Duffy to execute same. **Mr. Paul seconded the motion, which passed 3-0.**

**f) Homeland Security \$6000 Grant** - The Fire/Rescue Department has been approved for a \$6000 Warm Zone EMS grant for equipment, 100% funded. **Mr. Edwards moved to accept the grant and to authorize Mr. Duffy to execute documents as necessary. Mr. Paul seconded the motion, which passed 3-0.**

**5. Proposed Capital Reserve Fund Expenditures**

**a) Town Hall Improvements CRF \$1645** - This represents the cost of work on the heat in the Assessing office. **Mr. Edwards moved to approve this expenditure. Mr. Paul seconded the motion, which passed 3-0.**

**b) Town Hall Improvements CRF \$255** - This is the cost to switch telephone lines in the newly renovated Finance office. **Mr. Edwards moved to approve this expenditure. Mr. Paul seconded the motion, which passed 3-0.**

**c) Town Hall Improvements CRF \$575** - This represents the final cost of replacement of the counter in the new Finance office. **Mr. Paul moved to approve this expenditure. Mr. Duffy seconded the motion, which passed 3-0.**

**d) Town Hall Improvements CRF \$675** - This represents the cost for electrical upgrades in the new Finance office. **Mr. Paul moved to approve this expenditure. Mr. Edwards seconded the motion, which passed 3-0.**

## **6. Correspondence**

**a) NH DoT** - The Interim Bridge Inspection Report of Red Listed Bridges was provided for the Board's information. These bridges are posted as recommended.

**b) GWRC** - The GWRC provided "Talking Points" on upcoming grants. The Board members were in agreement to support a grant without a 20-year stewardship commitment. A letter to the GWRC will be drafted for the Board's signature.

**c) Charter Communications** - The price of Mi Plan Latino will increase soon.

## **7. Unscheduled Matters/Public Comment #2**

--Ms. Twombly asked the status of hiring a Town Administrator. Mr. Duffy stated the position has been posted in-house for 10 days, which term will expire on March 13. Ms. Twombly asked about the next step. Mr. Duffy advised that the Board is considering a proposal from MRI, but have yet to decide. Mr. Paul briefly reviewed the process used by MRI in such situations.

## **8. Administrative Matters**

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

--The Board executed the MS 232, which will be uploaded to the DRA portal next week.

--**Mr. Paul moved to authorize Mark Duffy to execute the Audit letter with Vachon Clukay as presented. Mr. Edwards seconded the motion, which passed 3-0.**

--The voters approved the revised Transfer Station ordinance. A public hearing on the fee schedule has been advertised for March 25.

--A property owner has requested that the Town take ownership of its property as it does not have the funds to pay the property tax bill. The Board agreed to allow the regular process to unfold, including the lien process and deeding, if necessary.

--The Tax Collector received an email from an individual whose property has been liened. Apparently, past tax bills were not received as the owner had moved and had not provided a new address to the Town. Said owner is asking that the Board of Selectmen waive penalties and interest; however, this is a function of the Board of Assessors, to whom this request has been forwarded.

--Pride of Wakefield volunteers have asked to replace the outside planters with something black that requires less maintenance. The Board would like to see a photo first. The Pride would also like to replace our exterior light bulb with a chandelier. They are willing to determine whether there would be a need to update the existing electrical. The Board was not inclined to agree to a chandelier but would be willing to view a photo of a non-dangling light fixture, appropriate for a historical building. The Pride also asked about activating the outside spigot. Discussion included past drainage issues. Wayne Robinson will be contacted regarding the status of the spigot. And, lastly, the Pride would like to spruce

**Board of Selectmen**

**March 11, 2020**

**Page 5**

up the front entrance. [Note: No painting was suggested by the Pride—only cleaning.] Existing structural issues were briefly discussed. It was decided to refer the planters to Wayne Robinson.

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

**c) Building Permit Releases** - None received.

**d) Payment Manifests** - Mr. Edwards moved to approve AP #6, a void in the amount of \$6144.95. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #6 in the amount of \$954,683.51. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #6 in the amount of \$87,595.62. Mr. Duffy seconded the motion, which passed 3-0.

**e) Minutes** - Mr. Edwards moved to approve Non Public minutes of February 26, 2020, sessions 1-11, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve Non Public minutes of March 3, 2020, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve public minutes of February 26, 2020, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve public minutes of March 3, 2020, as presented. Mr. Paul seconded the motion, which passed 3-0.

**f) Selectmen's Work Session**

Mr. Paul (outgoing Board member) would like to continue to utilize his laptop as a member of the Board of Assessors, unless the Board of Selectmen requires it.

Mr. Edwards referred to Wayne Robinson, Parks & Rec Director, recommending last year to change Alyssa Hall's job title from Program Coordinator to Assistant Director. Mr. Edwards shared a proposed job description. Mr. Robinson is just seeking the Board's agreement to change the job title. **Mr. Paul moved to change Alyssa Hall's job title to Assistant Director, with no change in pay right now, knowing it may change in the future. Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Edwards referred to Mr. Robinson's proposal to limit parking at the Town Beach. He proposes requiring Transfer Station permits, which taxpayers can obtain, to allow for parking at the beach. Chief Ventura agrees. A public hearing would be required for adoption of a parking ordinance. A feasibility study is out to bid for a community center/highway garage. The lease for the Town Beach will soon expire. Mr. Robinson will be meeting with NH DES.

