

**Board of Selectmen
November 20, 2019**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul (joined the session at 6:46 p.m.); Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:36 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:51 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$16.68/hour for John Norton, effective as of December 2, 2019. **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 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:54 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.99/hour for Joe Gore, effective as of November 18, 2019. **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 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:55 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$16.93/hour for Amber Marcoux, effective as of November 4, 2019. **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 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:58 p.m. No action was taken during the immediately preceding Non Public Session. **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 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 7:02 p.m. During the immediately preceding Non Public Session, the Board voted that Victor Vinagro be in charge of the Land Use Department. Those now present included Jim Miller; Paul Romano (videographer); and a UNH Political Science Student. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments – None scheduled.

2. Unscheduled Matters/Public Comment #1

--Mr. Miller noted that last evening Clearview experienced its first live stream of a School Board meeting at the Paul School. From now on, all Town meetings will be live-streamed.

3. Unfinished Business

a) Right to Know Request for Legal Opinion – This request relates to a Legal Opinion provided by Town Counsel to the Heritage Commission. The Board members have now had an opportunity to review the Opinion in question. Mr. Duffy noted that the Heritage Commission does have some

authority over the Garvin Building, as covenants were in place when the Town sold the building. Ms. Collins provided a brief history of the situation whereby the covenants were not included in the most recent deed. Mr. Duffy stated the intent was always that the Heritage Commission would ensure retention of the historical integrity of the Garvin Building. Ms. Collins noted that the Town paid \$175/hour for the Legal Opinion. The Board must vote whether to waive the Attorney/Client privilege in this situation. **Mr. Paul moved to waive the Attorney/Client privilege of the Legal Opinion in this specific case. Mr. Duffy seconded the motion, which passed 3-0.**

b) Chuck Robbins' Request for Warrant Article – Mr. Robbins had previously asked the Board to include an article on the warrant regarding the position of Shoreland Protection Officer. Mr. Duffy is not in favor of the article and has discussed same with Mr. Robbins. Mr. Paul noted that we currently are under-staffed, and the Shoreland Protection Officer is doing all jobs in the Land Use Department. Eventually, this situation will be alleviated, and the Shoreland Protection officer will have a sufficient number of hours to address shoreland issues. Mr. Duffy does agree that our lakes are valuable assets to the Town. Ms. Collins noted we have received no interest in our solicitation for a part-time building inspector and questioned whether the Board wants to advertise this position as full-time. This would require revisiting several budgets with the Budget Committee. Mr. Edwards noted that business would likely drop off soon with winter approaching and suggested that hiring a full-time person could be delayed. Mr. Duffy expects it would create more interest if the position were full-time. The Board agreed by consensus to advertise this as a full-time position.

c) Continue Review of Draft Warrant Articles – Ms. Collins referred to the draft document as follows:

#8 & #8: Brock Mitchell believes we should continue to fund both the Highway Heavy Equipment CRF and the Highway Truck CRF at some level. The Board agreed to raise \$25,000 for each. [#ing will be corrected.]

#9: The Board agreed to raise \$5,000.

#10: Mr. Paul noted that the \$125,000 listed would cover paving and the retaining wall but does not include relocation of the scales. It was agreed to increase this to \$140,000. Mr. Paul noted there is also discussion about a flow meter at the wastewater facility to keep the septic trucks out of the transfer station. Another idea is to charge by the truck, regardless of how full that truck is.

#11: \$30,000 for Invasive Species.

#12: \$35,100 for Police Cruiser.

#13: As the Board did not support the \$9500 proposed for a key fob system at the Public Safety Building, this article for the Technology Fund was reduced to \$2500. Ms. Collins will inform Chief Ventura.

#14: \$10,000 for Town Hall Improvement.

#15: \$300,000 for Highway Construction Projects, with \$53,000 to come from the unassigned fund balance. The remainder (\$247,000) will be partially offset by State Highway Block Grant funds. Anticipated projects for 2020 include culverts and paving on Ballards Ridge Road, Oak Hill Road, Stoneham Road, and road preservation as funds allow.

#16: \$5000 for Assessing Statistical Update.

#17: \$5000 for Greater Wakefield Resource Center Building.

#18: To discontinue the Public Safety Phase 2 CRF. The current balance in this fund is approximately \$6000, which would drop into undesignated fund balance.

#19: To establish a PSB CRF for capital maintenance and improvements. \$6000 of the \$25,000 appropriation to come from undesignated fund balance.

#20: To establish a DPW Building CRF and appropriate \$25,000 for same.

#21: Operating Budget – to be determined.

#22: Petition to increase the Optional Veteran's Tax Credit from \$500 to \$750 (maximum allowed by the State). The Town currently has \$138,500 in veteran's tax credits. This would increase by \$69,250 if the article passes, which equates to \$0.06 on the tax rate.

Ms. Collins has heard that we will receive a petition to increase the membership of the Board of Selectmen from 3 to 5. She has also heard we will be asked to include the tax impact of each article on the warrant. The Board has the authority do this without a petition. However, that impact can change as property values change, so she is not in favor of including the impact on the warrant. Ms. Collins will cite the anticipated impact of each at Deliberative Session. Ms. Collins estimated that the 2020 budget and warrant articles would have a \$0.14 impact on the tax rate. Mr. Edwards noted we will likely be able to buy some of that increase down via use of the undesignated fund balance. **Mr. Paul moved to recommend all articles as discussed above, except the article for the Operating Budget and the petitioned warrant article. Mr. Edwards seconded the motion, which passed 3-0.**

4. New Business

a) Redemption of Tax Acquired Property – Ms. Collins presented a Selectmen's Deed for redeemed tax acquired property, known as Map 8, Lot 23. The redemption amount was \$4334, and the Board executed the deed as presented. Ms. Collins advised she has provided redemption information for 3 other properties as well.

5. Proposed CRF Expenditures

a) Highway Heavy Equipment \$53,000 – This represents purchase of a grader. **Mr. Duffy moved to approve the \$53,000 expenditure from the Highway Heavy Equipment CRF as presented. Mr. Paul seconded the motion, which passed 3-0.**

b) Invasive Species ETF \$7500 – This represents the amount the Board agreed to appropriate for Balch Lake Improvement Assoc. **Mr. Edwards moved to approve this \$7500 expenditure to BLIMP as presented. Mr. Duffy seconded the motion, which passed 3-0.**

c) Highway Road Projects \$1668.30 – This relates to 2019 paving projects. **Mr. Edwards moved to approve the \$1668.30 expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

6. Correspondence

a) Charter Communications – 4 notifications from Charter were presented for the Board's information.

b) Wakefield Planning Board – This is notification from the Planning Board of a conditional use permit application for installation of a solar grid on Stoneham Road.

7. Unscheduled Matters/Public Comment #2

--A visiting political science major from UNH advises she is present at a municipal meeting as part of her curriculum, and she finds it very informative!

--Mr. Miller referred to the earlier discussion of the effect of the proposed warrant budget and warrant articles on the 2020 tax rate. He noted that the proposed school budget has increased by \$600,000, without warrant articles. Mr. Miller thinks it is too bad that the Board must utilize the undesignated fund balance to offset increases at the school. He stated that the Town continues to be frugal, but the voters will be adversely affected.

8. Administrative Matters

a) Town Administrator's Update

--December meeting schedule: Our regular schedule would have us meet on December 11 and December 25. The Board agreed instead to meet only on December 18, with the understanding that a second meeting can be scheduled if necessary.

--Connector lobby: The Board agreed to allow the sale of tickets for a fundraiser (First Congregational Church handbell concert) in the lobby, as long as emergency exits/equipment are not blocked.

--The GWRC Board has postponed its appointment with the Board until the December meeting.

--Ms. Collins was authorized to take a day off on Friday, December 13.

--Ms. Collins referred to the discussion at a previous meeting regarding the Heritage Commission applying for a CLG grant and Moose Plate grant. Ms. Wiggin has suggested it may be more efficient for the Board to authorize Ms. Collins to execute paperwork as necessary, rather than working around the Board's meeting schedule. **Mr. Duffy moved to authorize the Town Administrator to execute grant documents for the Heritage Commission as necessary, on the condition that the Board receives said documents via email prior to her signing same. Mr. Paul seconded the motion, which passed 3-0.**

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

c) Building Permit Releases – Mr. Edwards moved to approve the building permit release for Colbath on Robinhood Road, as presented. Mr. Paul seconded the motion, which passed 3-0.

d) Payment Manifests – Mr. Paul moved to approve AP #34 in the amount of \$108,751.76. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve PR #29 in the amount of \$87,067.81. Mr. Edwards seconded the motion, which passed 3-0. In response to a question from Mr. Edwards, Ms. Collins reviewed the process by which the Town collects funds for the School via tax payments and various scenarios for passing those sums over to the School. She noted the importance of all components of setting the tax rate being submitted in a timely fashion so that the tax rate is set in time for the Town to collect taxes in order for the Town to make timely payments to the School, as well as collect sufficient funds in order to pay the County by the deadline.

e) Minutes – Mr. Paul moved to approve the public minutes of November 6, 2019, as presented. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

Mr. Paul moved to approve the November 6, 2019, minutes of Non Public Session #'s 1-6, as presented. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

f) Selectmen's Work Session – It was suggested that the Board review the building permit fee schedule. Ms. Collins noted that the recent issues related to a math formula to determine square footage to be used. She will obtain information from Victor Vinagro for the Board's review. Ms. Collins added that the Board held a public hearing in late-summer 2018 to change the fee schedule. After review and clarification of the existing schedule, another public hearing would be required to make any changes.

Mr. Duffy moved to adjourn at 8:08 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