

**Board of Selectmen
April 8, 2015**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards 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’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:45 p.m., at which time Mr. Edwards called for a recess. He called the meeting back to order at 7:03 p.m. and led those present in the Pledge of Allegiance. Those present included: Tom Beeler, *The Granite State News*; Jim Miller (videotaping); Nate Fogg; Warren Winn; John Blackwood; Annette Perry; Chief Ken Fifield; Ruben Knisley; Ed Comeau (videotaping); and Donna Martin (videotaping).

1. Public Hearing re: Revision of Transfer Station Ordinance – Mr. Edwards opened the public hearing and directed the audience members to the draft revised ordinance (proposed changes marked in red). Mr. Winn is present to answer questions.

Ms. Perry referred to the proposed use of clear bags and questioned how much they would cost, as she currently purchases 10/\$1. Mr. Winn stated that the Town of Milton charges \$7.50 for a roll of 25.

Mr. Knisley wonders whether this is fair to those local businesses already selling bags. He questioned when these changes would take effect and suggested it should have been voted on at Town Meeting. Ms. Williams explained that an ordinance is established by vote of the Board of Selectmen, not by Town Meeting. Mr. Knisley would prefer to use his black bags.

Mr. Fogg asked whether individuals would be allowed to purchase bags from their choice of vendors, or must they be purchased through the Town. Mr. Edwards expects the Town would purchase bags for use by residents, possibly to be resold by area businesses.

Mr. Knisley referred to the current traffic pattern and the need for a parking spot for those purchasing permits (and bags).

Mr. Blackwood does not see why it would make a difference where the bags came from. There was no disagreement to this statement.

Mr. Miller has done some research. He commends Mr. Winn and the Board in looking for ways to economize and keep down taxes. Disposal costs are up, while revenues are down from recyclables. Mr. Winn confirmed that disposal costs have increased by \$9000 from 2013 (due to increased tonnage), while revenues are down by \$9000 from 2013—an \$18,000 swing. Mr. Miller questioned how to get the people behind the recycling effort. When asked, Mr. Winn advised he is not aware of any on-going educational efforts. He also advised Mr. Miller that he has no way to determine how much trash comes in from Brookfield (the only other Town whose residents may utilize the Wakefield facility). Mr. Miller questioned whether most people actually realize that recycling is mandatory and can result in fines if not done. He stated that he has observed significant commercial traffic into the Transfer Station.

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Mr. Winn confirms there are in excess of 10 commercial haulers. He further noted that some of these haulers separate trash, but not 100%, and estimated the tonnage they bring in to have a cost of \$10,000.

Mr. Miller is not sure it is a good idea to have the Transfer Station staff in the bag selling business. In any event, such a change would require a transitional period. Further, the ordinance should include language to allow the attendants to use their discretion—we do not want to turn people away with black bags in the event they might not be aware of the clear bag requirement. Mr. Miller stated we need to get a handle on where the trash is coming from. There also should be on-going education for the public. Mr. Miller distributed a one-page fact sheet taken from information in the Transfer Station ordinance. This (or something similar) could be given to each individual utilizing the Transfer Station over a period of one month in an effort to educate the public. An announcement could also run on the PEG channel. Following the educational period, a police officer could be on duty for several weekends for enforcement.

Discussion followed regarding the process via which Brookfield residents obtain permits. These permits are issued by the Town of Brookfield so that Brookfield can realize those profits. Mr. Miller stated that the attendants should be allowed to weigh any vehicle bringing in an unusual amount of household trash. This data should be kept, to include the sticker number. Over the course of a year, the Town may be able to identify those hauling in large amounts of trash, including commercial businesses. Mr. Blackwood stressed that the Town should not subsidize the businesses. Rather these businesses should be required to have dumpsters.

Ms. Perry noted that she recently observed 6 vehicles at the Transfer Station that were not displaying stickers (2 of which were on out-of-state vehicles). Mr. Knisley wonders whether the Town could monitor in-coming cars via cameras. Mr. Edwards stated that the attendants need to check for stickers, which should be displayed. The Town could allow 1 month for the individual to obtain a valid sticker, with no access thereafter.

A brief discussion followed comparing a pay-per-bag program to the mandatory use of clear bags. Mr. Edwards referred to the increased revenue the Town could realize if it were to sell the clear bags. It was stated that the Town must be more firm with those utilizing the Transfer Station. Mr. Miller would like to see more and better signs at the Transfer Station in reference to recycling, as well as closings, etc.

There being no further comments, Mr. Edwards closed the public hearing. The Board then reviewed the proposed changes as follows:

Schedule A, I.A.5 – Slash would be added to the list as acceptable with no fee. The diameter of acceptable tree limbs would be increased to 26” (from 5). Mr. Winn advised that the chipper is brought in once each year and can handle up to 30”. Concern was expressed that the larger wood would be more likely to contain nails.

IV Policies, B Safety #5 – Utilizers of the Transfer Station have created an area to leave items that they believe others may want; however, this actually accumulates into unusable material that

must be added to the bulky. This will be changed to read, "Removal of items from the Facility or 'dump picking' is prohibited."

IV Policies, C Separation of Materials – The recommendation is to add language requiring use of clear bags for household trash. Mr. Paul stated this is a matter of enforcement. Mr. Winn noted that some people with trash compactors have expressed concern with such a change. Mr. Edwards referred to the opportunity for the Town to increase revenues from the sale of clear bags. Perhaps the Board should consider increasing the permit fee to offset operation costs. Mr. Paul has no problem with the use of clear bags, noting individuals should be able to purchase same wherever they wish. He suggested this could be effective as of July 1, 2015.

VI Unacceptable Materials, A General # 1 – Trunks and limbs over 26" in diameter would not be acceptable (previously the limit was 5").

Schedule A, I.B.4 – The cost for depositing asphalt shingles and construction deris/demo would increase from \$0.05/pound to \$0.07/pound.

Schedule A, I.C – Leaves, yard waste, brush and slash was removed from this section (acceptable burn pile materials) and moved to new sections.

Schedule A, I.D – Category IV Brush Pile – A new section identifying acceptable materials for the brush pile.

Schedule A, I.E – Category V Compost Pile – A new section identifying acceptable materials for the compost pile.

Mr. Edwards moved to accept the revisions to the Transfer Station Ordinance as presented, with the requirement for using clear bags to be effective as of July 1, 2015, and all other provisions effective immediately. Mr. Paul seconded the motion, which passed 2-0.

2. Appointments

a) Warren Winn re: Proposed Purchase of a Loader – Mr. Paul shared a quote he obtained from CAT for a loader. Mr. Winn noted that no special action regarding emissions is required with a CAT. Discussion followed comparing the CAT, Bobcat and CASE models. Mr. Winn would be happy with the CAT. Mr. Blackwood noted that from a maintenance view, the Bobcat is much more difficult than a CAT. Mr. Paul stated that we should consider a larger machine if the Highway Department would utilize it as well. Mr. Winn noted that a larger machine would not fit into the trailers when loading/packing materials. **Mr. Edwards moved to authorize purchase of the CAT loader in the amount of \$29,750. Mr. Paul seconded the motion.** Mr. Paul noted that the Department Head should review the information to ensure this is the right machine. **The motion then passed 2-0.**

3. Unscheduled Matters/Public Comment #1

--Ms. Williams suggested that since Mr. Fogg is present, as well as Mr. Winn, perhaps the Board should allow them an opportunity to discuss their plan for the Transfer Station retaining wall.

Mr. Fogg distributed a draft plan developed by him and W. David Stephen. Mr. Edwards suggested inclusion of a perimeter drain. Mr. Paul wonders whether there would be room for a 4th container. Discussion of processing of shingles (shingles go out, and then come back as agraphalt, which can be used by the municipality). Ms. Williams noted that if this is being built for paper, but we may be moving the paper container (eventually), does this still make sense? Mr. Winn stated that it does make sense as a different container would be brought up. Mr. Paul will work with Mr. Fogg, Mr. Stephen and Mr. Winn on this plan.

4. Unfinished Business

a) Review of Sealed Non Public Minutes – The Board reviewed 5 sets of sealed non-public minutes as follows:

8/31/10 – **Mr. Paul moved to *unseal* these minutes. Mr. Edwards seconded the motion, which passed 2-0.**

4/11/12 – **Mr. Paul moved to *unseal* these minutes. Mr. Edwards seconded the motion, which passed 2-0.**

5/25/11 – **Mr. Paul moved to *unseal* these minutes. Mr. Edwards seconded the motion, which passed 2-0.**

6/22/11 – **Mr. Paul moved to *unseal* these minutes. Mr. Edwards seconded the motion, which passed 2-0.**

11/9/11 – No motion. Minutes remain sealed.

5. New Business

a) FEMA Grant \$7500 – Ms. Williams stated that the law has changed to allow us to include any grant application up to \$10,000 as an agenda item, rather than requiring us to conduct a public hearing. Chief Fifield stated the grant would allow the Town to update the Hazard Mitigation Plan, which must be updated every 5 years. The purpose of the plan is to reduce the risk of exposure in the event of various hazards/situations. The grant funds would be matched by time/labor. **Mr. Edwards moved to approve the FEMA grant application in the amount of \$7500. Mr. Paul seconded the motion, which passed 2-0.**

b) Town Hall Renovation Change Orders #8, #9, #10 – CO #8 is a credit of \$40 relating to painting. **Mr. Edwards moved to approve Change Order #8 as presented. Mr. Paul seconded the motion, which passed 2-0.**

CO #9 is an increase of \$768 relating to electric work. **Mr. Edwards moved to approve Change Order #9 as presented. Mr. Paul seconded the motion, which passed 2-0.**

CO #10 is an increase of \$75 relating to replacement of ceiling tiles. **Mr. Edwards moved to approve Change Order #10 as presented. Mr. Paul seconded the motion, which passed 2-0.**

c) Job Description for Part-time Maintenance Position – Ms. Williams presented a draft job description for this approved position but questioned to whom the individual should ultimately report. The Board members agreed the individual should report to the Road Agent. Mr. Paul noted that more projects could be accomplished by this individual if funds are pooled from the existing budgets of other departments for various projects. Discussion as to what type of work is expected by this individual.

When preparing the 2015 budget, Ms. Williams had estimated up to 12 hours per week at around \$16 per hour. It was agreed to add “ability to climb a ladder,” “knowledge of OSHA regulations,” and “possession of basic tools” to the job description. Rate of pay will be \$15 - \$20 per hour, depending upon capabilities. **Mr. Edwards moved to approve the job description as amended, as well as the range of pay. Mr. Paul seconded the motion, which passed 2-0.**

6. Proposed CRF Expenditures

a) Technology Fund \$548.25 – This represents half the cost for a wireless line for Bluetooth for the Fire Department. **Mr. Edwards moved to approve this \$548.25 expenditure as presented. Mr. Paul seconded the motion, which passed 2-0.**

b) Town Hall Improvements CRF \$6,352 – This represents the final billing for the main floor renovations project. Ms. Williams confirmed that the project has been completed to our satisfaction. **Mr. Edwards moved to approve this \$6,352 expenditure as presented. Mr. Paul seconded the motion, which passed 2-0.**

c) Police Vehicle CRF \$23,968 – This represents the purchase of the 2015 Ford Interceptor. **Mr. Edwards moved to approve this \$23,968 expenditure as presented. Mr. Paul seconded the motion, which passed 2-0.**

7. Correspondence

a) Christopher Sherrill Request – Mr. Sherrill has requested permission to create a footpath from his property into Stonehedge Cemetery, where his wife is now buried. The 2 properties abut one another. The Town’s insurance company has no issue with liability. If the Board agrees with the request, Ms. Williams will advise the Cemetery Trustees. **Mr. Edwards moved to approve Mr. Sherrill’s request, assuming that the Cemetery Trustees also approve. Mr. Paul seconded the motion, which passed 2-0.**

b) Freight House of Heritage Park Railroad Museum – Bill Gaver provided a status report for the Board’s information.

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

9. Administrative Matters

a) Appointments to Various Commissions – Mr. Edwards moved to appoint Pam Wiggin as a member to the Heritage Commission for 3 years. **Mr. Paul seconded the motion, which passed 2-0.**

Mr. Edwards moved to appoint Steve Brown as a member to the Conservation Commission for 3 years. Mr. Paul seconded the motion, which passed 2-0.

Mr. Edwards moved to appoint Dave Tinkham as an Alternate to the Conservation Commission for 3 years. Mr. Paul seconded the motion, which passed 2-0.

Mr. Edwards moved to appoint Tom Dube as a member to the Conservation Commission for 3 years. Mr. Paul seconded the motion, which passed 2-0.

b) Administrator's Update

--This past Monday, the Town of Ossipee began quarterly meetings with State Representatives. It was confirmed that this Board would be interested in meeting with the reps on a quarterly basis. Ms. Williams will attempt to arrange this for our next meeting. Mr. Comeau suggested that meeting on Wednesdays would work as long as there is no session during that day (for the Representatives).

c) Building Permit Releases – None forthcoming.

d) Payment Manifests – Mr. Paul moved to approve AP #10, a void in the amount of \$1044.45. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Paul moved to approve AP #9 in the amount of \$738,846.76. Mr. Edwards seconded the motion, which passed 2-0.

e) Minutes – Mr. Edwards moved to approve the minutes of March 25, 2015, as presented. Mr. Paul seconded the motion, which passed 2-0.

There being no further business, the meeting adjourned at 9:10 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly