

**Board of Selectmen
August 26, 2015**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly; Teresa A. Williams, Town Administrator (joined the session in progress); and Toni Bodah, Secretary.

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

The Board returned to public session at 7 p.m., at which time Mr. Edwards led all present in the Pledge of Allegiance. Those presented included: Mike Gingras, Highway Manager; Dave Mankus; Chief Ken Fifiield; Chief Todd Nason; Rhodes Haskell; Annette Perry; Denise Roy-Palmer; Beth Hayes; John & Anna McGuinness; Howie Knight; Tom Beeler, *The Granite State News*; Denny Miller; Donna Martin (videographer); and Ed Comeau (videographer).

1. Public Hearing re: RSA 31:95-b – Mr. Edwards stated that this public hearing will be rescheduled to a later date as additional information is required.

2. Appointments

a) Anna McGuinness re: Cost to Replace Eye Glasses – Mrs. McGuinness advised that on June 2 she fell coming up the front steps of Town Hall. She referred to a crack in the steps. Ms. Williams noted that it has yet to be determined that the crack caused the fall. She also stated that the Town’s insurance carrier indicates that no negligence has been proven on the Town’s part. Mr. McGuinness referred to code requiring a rail in the middle of the step. Mr. Paul referred to the railings located on both sides of the steps. He added that the Town Hall is an historical building. Mr. Paul reiterated his belief that cameras need to be installed at Town buildings for issues such as this. Mr. McGuinness believes that there is liability on the part of the Town, and he referred to the broken cement that the Town repaired (poorly, in his opinion) the very next day. Ms. Twombly remembers there having been a center railing. It was generally agreed the rail was likely removed when the ADA ramp was installed. Mr. Edwards does not believe that anyone is at fault; however, he noted that Mr. & Mrs. McGuinness are asking that the Wakefield taxpayers pay to replace the glasses. **Mr. Paul moved that the Town pay half the cost to replace Mrs. McGuinness’ eye glasses. Ms. Twombly seconded the motion, which passed 3-0.** Mr. & Mrs. McGuinness agreed to accept this offer. Ms. Williams confirmed that a check for \$159.50 will be processed for Mr. & Mrs. McGuinness during the Town’s next accounts payable process.

b) Mike Gingras, Highway Manager - Mr. Gingras advised the Board that he hopes to purchase a tractor (with a front end loader) and a mower arm. He has looked at several pieces of equipment and recommends the John Deere tractor. Mr. Gingras stated this equipment could be used for a number of different applications, rather than just mowing. The warrant article approved for purchase of a mower appropriated \$25,000. The capital reserve fund for highway heavy equipment has a balance of \$112,000. The mower arm costs \$14,708; the tractor costs \$42,255.97. Mr. Gingras noted the Town would be able to purchase additional attachments in the future. Ms. Williams suggested that the \$14,708 would come from the warrant article, while \$42,255.97 would come from the capital reserve fund. Mr. Miller would like the Board to consider allowing those on private roads to rent the mower on weekends. All agreed we would need to look into this considering the liability factor.

Discussion followed as to whether the tractor fits the definition of heavy equipment. Also discussed was the exact wording of the warrant article compared to discussion at Deliberative Session. Mr. Gingras advised Ms. Williams that an extended warranty is included in the total cost. **Mr. Paul moved to purchase the mower for \$14,708, as recommended by Mr. Gingras, with funds to come from the approved warrant article. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul moved to purchase the John Deere front end loader/tractor for \$42,256, as recommended by Mr. Gingras, with funds to come from the Highway Heavy Equipment capital reserve fund. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Gingras then requested that the Board reconsider the award made at a previous meeting to Custom Crushing for crushing and screening of material at the Highway facility. Mr. Gingras has made a number of unsuccessful attempts to contact Custom Crushing about our project. Just last week he heard from them and was advised they are attempting to combine the Wakefield project with projects in other towns. Mr. Gingras recommends that the Board reconsider the previous award and, instead, award the bid to William Benedetto, who can be on site within 1 week. Benedetto will do the entire pile for \$16,000, if the Town provides 1 operator/equipment to move the material. Ms. Williams will contact legal services at NHMA to determine whether this change is allowable. **Mr. Paul moved to rescind the bid award to Custom Crushing and to award the bid to William Benedetto, all dependent upon advice from NHMA. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Twombly referred to Summer Street, which the Sanbornville Water Precinct recently dug up and FR Carroll paved. One property now has a flooded driveway. Mr. Gingras noted that the culvert in that area was recently cleaned out, but he will check on the situation. Ms. Twombly noted there is a similar situation on the corner of Lamie Court and St. Anthony's Road. Mr. Gingras will check on this as well. Mr. Edwards suggested that Mr. Gingras inspect the recent work done by Maine DOT in Newfield to see what might be beneficial on Ballards Ridge Road.

c) PSB 2nd Floor Building Committee – Chief Fifield and Chief Nason, on behalf of the Committee, gave a PowerPoint presentation regarding plans to complete the 2nd floor of the public safety building. The presentation included a brief history of the property. From the outset, the intention was to complete the second floor; however, this effort stalled when an elaborate plan was developed. The new plan would address current heat loss, wear and tear on the boilers and would include installation of a sprinkler system for the entire building. Chief Nason spoke to the need to protect the \$2.4 million in equipment (just on the Fire side) and referred to the 8-9 month lead time necessary for replacement of such equipment. The Committee considered future needs—such as expanded EMS coverage—and the need to protect the Town's assets. Chief Fifield provided drawings of the suggested floor plan. Chief Nason added that this would allow for more efficient night coverage. Individuals would respond from the public safety building rather than from their homes. Chief Fifield stated that this plan would address the needs of the Police Department and Emergency Management for years to come, and he reviewed some of those needs. Chief Nason reviewed the needs of the Fire/EMS, all of which is being proposed was included in the original proposal.

Mr. Miller advised that the Committee would like the Board to consider breaking this project into 2 warrant articles: one for the construction, the other for the sprinkler system. According to Mr. Knight, the Committee has estimated that cost of construction at \$300,000 (including contingency funds), and the cost to sprinkle the entire building at \$100,000. The Committee recommends the cost of construction come from the Town's unassigned fund balance. Mr. Knight provided a spreadsheet showing balances and use of the unassigned fund balance over the past several years. As of 2014, the Town's unassigned fund balance was at 12.77% (DRA recommending between 8% - 14%). He believes this would still leave room for use of the unassigned funds balance to reduce the tax rate. The Committee recommends funding the sprinkler system through taxation.

Ms. Williams noted that the 2 could be combined in one warrant article, with wording to indicate the two funding sources. Much discussion followed regarding possible presentations and funding sources. Ms. Hayes asked whether there is an insurance requirement to sprinkle new construction. Ms. Williams received information indicating this would not be required. Chief Nason suggested it may make a difference when a second floor is considered fully occupied. Ms. Williams noted that input from public presentations may have a bearing on how the project is ultimately presented in the warrant. Mr. Paul spoke to the great working relationship between our Police and Fire/EMS departments.

3. Unscheduled Matters/Public Comment #1

--Mr. Comeau received confirmation that the Town of Wakefield received a letter from the Carroll County Commissioners regarding a public hearing on a \$2.6 million supplemental budget to be held on Wednesday, September 9, at 10 a.m. at Mountain View Nursing Home. He noted that a number of the Delegates would have preferred an evening meeting. Mr. Comeau personally believes the Commissioners should have attended a meeting in each of its towns, prior to conducting a public hearing, to provide details for use of these funds. He stated that the Town of Moultonborough has asked the Commissioners to provide this information, by letter or in person, and he hopes (and believes) that other towns will do likewise. Mr. Beeler stated that this is the result of 5 years of inefficiency. Ms. Williams will contact the Town of Moultonborough.

--Mr. Comeau advised that Chris Ahlgren of Wolfeboro has been appointed to replace Denny Miller as a County Commissioner.

--Mr. Mankus was advised that the County's supplement budget, if approved, would be considered when the tax rate is finalized this fall.

4. Unfinished Business – None scheduled.

5. New Business

a) Moose Plate Grant \$9990 re: RSA 31:95-b – Ms. Williams reminded the Board that WPI had applied for this grant through NH Division of Historical Resources. A grant of \$9990 has been awarded and will be used to refurbish a number of windows in Town Hall. 50% would be paid to the Town at the beginning of the project. Thereafter, copies of paid invoices will be submitted to the State for reimbursement. The life of the grant is 2 years. **Mr. Paul moved to accept the \$9990 grant from NH DHR. Ms. Twombly seconded the motion, which passed 3-0.**

b) Time Warner/Charter Communications Merger – DTC has recommended that the Town review its agreement with TWC to ensure they have met their obligations thereunder prior to finalization of their merger with Charter Communications. Ms. Twombly stated that Time Warner has not provided the live feed at the Paul School as they had agreed to do. Ms. Williams advised the Board of several recent complaints regarding Time Warner, as well as the fact that Time Warner has been completely unresponsive.

c) Sewer Abatement – The owner of 45 Meadow Street has advised that the property experienced a burst pipe over the winter. This was confirmed by the Sanbornville Water Precinct. The property was vacant during the winter, and it historically uses only a minimum of water/sewer. Therefore, the property owner has requested an abatement of \$167.46 of his 2015-1 sewer bill. **Mr. Paul moved to abate \$167.46 of the 2015-1 sewer bill for 45 Meadow Street, as requested. Ms. Twombly seconded the motion, which passed 3-0.**

d) Steve Petsche – Mr. Petsche has submitted his resignation from the Wakefield Fire Department. **Ms. Twombly moved to accept with regret the resignation of Steve Petsche. Mr. Edwards seconded the motion, which passed 3-0.**

e) Kim Proulx – Ms. Proulx has submitted her resignation as Assistant Tax Collector. **Ms. Twombly moved to accept with regret the resignation of Kim Proulx. Mr. Edwards seconded the motion, which passed 3-0.**

6. Proposed CRF Expenditures

a) Highway Construction CRF \$52,193.04 – This represents the cost to pave Canal, Summer, Church & Oak Hill. **Mr. Edwards moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

b) Highway Construction CRF \$263 – This represents the cost of a riser ring for High Street. **Mr. Edwards moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

c) Technology CRF \$1435 - This represents the cost of a computer for Parks & Rec. **Ms. Twombly moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

7. Correspondence

a) DES Inspection of Septage Lagoons – Provided for the Board's information.

b) Landfill Post Closure Inspection Report – Also provided for the Board's information.

c) NH DOT Highway Block Grant Aid – This aid is received each year and is paid in quarterly installments and deposited into the General Fund to offset the budget.

d) Gafney Library Summer Reading Program – The Board is thanked for use of the Opera House.

8. Unscheduled Matters/public Comment #2

--Mr. Comeau shared a working document outlining the grant review committee process. This could be used for review of any grant, especially competitive grants.

9. Administrative Matters

a) Town Administrator's Update

--Ms. Williams referred to the photograph on the back wall of the conference room that she would like to move to the foyer. She has other plans for photos in the conference room.

--The Chamber of Commerce is asking about installing their monitor in the hallway. Ms. Williams suggested it be placed over the old door to the Tax office. The Board agreed to have it place in that location for a 3-month trial period, with the understanding that it will be maintained by the Chamber.

--Discussion followed regarding the possibility of a kiosk for brochures. Maybe in the future....

--Time to spruce up the conference room!

--The Board approved the following meeting schedule to discuss 2016 budget requests with department heads: October 5, 6, 7 & 19th at 5, with October 21 being added if needed. The Board will also meet on November 16 to discuss capital reserves and warrant articles.

--Ms. Williams met with Peter Lachapelle of Waste Management. Our contract will expire in December, but it does include an option to renew for another 3 years. Costs have increased slightly. The Board agreed by consensus to extend the contract for a 3-year period.

--The company that previously hauled our plastic and mixed paper is out of business. Warren Winn is obtaining other estimates for this service.

b) Building Permit Releases – None received.

c) Payment Manifests – Ms. Twombly moved to approve PR #16 in the amount of \$85,327.80, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #18 in the amount of \$70,103.22, as presented. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #25 in the amount of \$108,530.09, as presented. Mr. Edwards seconded the motion, which passed 3-0.

d) Minutes – Ms. Twombly moved to approve the minutes of August 12, 2015, as presented. Mr. Edwards seconded the motion, which passed 2-0-1.

Mr. Paul has received 2 emails during this live broadcast. The first notes that the PSB capital reserve fund has funds available. The second notes that there is an ADA entrance to Town Hall via the connector.

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

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Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly