

**Board of Selectmen
December 9, 2015**

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

Mr. Edwards called the posted meeting to order at 7 p.m. and led those present in the Pledge of Allegiance. Those also present included: Ed Comeau (videographer); Donna Martin (videographer); John Tucker; Dave Guttadauro; Pat Smith and Luther Ellis, Town of Milton; Jim Miller; and Tom Beeler, *The Granite State News*.

1. Appointments

a) John Tucker – Representing the Evergreen Valley Snowmobile Club, Mr. Tucker is present to make his annual request to have the Jersey barriers on Maple Street separated to accommodate the grooming machine. **Ms. Twombly moved to approve the request. Mr. Paul seconded the motion, which passed 3-0.** Ms. Williams will advise the Highway Manager. Mr. Paul suggested that the Highway Manager determine that the barriers meet current standards with respect to reflectors, etc.

b) Pat Smith, Public Works Director, and Luther Ellis, Transfer Station Supervisor, Town of Milton – Mr. Smith and Mr. Ellis had been invited to discuss the operation of the Milton Transfer Station. Mr. Paul noted that Wakefield's subcommittee had visited a number of facilities and discovered that the Milton facility definitely addresses issues outside the box. Mr. Smith stated it has taken over 20 years to get where they are. They now have 4 compactors at the facility and 2 40-yard containers—2 for MSW. The traffic flow is one-way. There are mixed fiber containers at the end of the MSW and are hauled out as revenue. They also have a container for co-mingled material. By owning their own containers, they have increased the tonnage from 1 to 7 and do all their own hauling. They have a step system for their concrete wall. They have closed containers for aluminum cans, which also produce revenue. Mr. Smith referred to a number of containers they own and their use for same.

In 2009 Milton passed a warrant article (a copy of which Mr. Smith provided) to establish a revolving fund, under 31:95-h. All revenues generated at their facility go to the revolving fund, which is used for facility operations. He has been able to reduce the operating budget by about \$30,000, but still must budget for wages, etc. Tipping fees and maintenance of equipment are covered under the revolving fund. The Town of Milton charges \$0.08/pound for weighed material. A fee of \$5 per year is charged for permits. No sticker, no entrance. Permit stickers must be displayed on the windshield.

The facility has a fulltime position, a part-time driver at 20 hours per week, and 2 part-time attendants—one at 16 hours per week, the other at 30 hours per week. Mr. Smith purchased the first roll-off truck for \$15,000. In 3-4 years he had generated \$80,000. He then sold the truck for \$7500 and bought a new truck. NRRRA advises where the best price for disposal can be found. NRRRA also provides any information one could ask for.

Mr. Paul asked about enforcement. Mr. Smith noted that any change is met with some amount of resistance, with there being 2 sides to every story. So, he purchased Go-pro cameras with instructions to the staff to turn on the camera whenever an issue begins to arise. Mr. Smith stressed a number of times the need to be consistent, no matter what.

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Mr. Smith confirmed to Ms. Williams that they do not take apart any bulky items, as they don't have the manpower or the storage space. His philosophy is "nothing left on the ground" at the end of the day. Porcelain goes directly into the demo container.

Mr. Paul asked about the process to utilize clear/white bags. Mr. Smith referred to this being an ordinance of the Board of Selectmen in order to reduce MSW and, thereby, increase recyclables. The bags are purchased by the residents at the Transfer Station—\$7.50 for a roll of 25 bags. Residents are asked to open any black bags brought in. If they refuse, they cannot dispose of the bag. Mr. Smith again referred to consistency and signage.

Mr. Smith advised they also sell (at cost) compost bins. In addition, they also promote Earth Day clean-up, with over 100 people participating this past year. No cash is handled at the facility. Instead they use the Square app on the cell phone, with the funds going directly to the revolving account. Although Milton does not host a household hazardous waste collection, it does utilize the two collections offered at Turnkey. Discussion followed as to where Milton purchased their containers.

Mr. Miller stated that the subcommittee found Milton to be one of the most innovative facilities visited. He referred to the dual protection offered by use of Go-pros. Mr. Miller spoke to the advantages of owning our own equipment, establishment of a revolving account and use of clear bags. He did note that the Town of Wakefield handles considerably more trash than the Town of Milton. Mr. Miller referred to the advantages of having additional compactors. Mr. Smith clarified that they do allow local businesses to dispose of trash; however, private haulers are not allowed in. Mr. Ellis confirmed that a contractor must have a letter from the property owner, and that owner must have a valid permit.

Mr. Paul referred to their public works department. Mr. Smith stated he has 2 fulltime staff members who plow and shovel in winter and who mow town grounds, fields, parks, and cemeteries in the summer. In addition, there are 5 more fulltime staff members and 2 part-time staff members in the summer for various building maintenance. In total there are 12/13 employees for 3 departments. Mr. Smith advised Mr. Edwards that his position is now mostly one of managing, although he also plows snow. It is a salaried position, ranging from 40-50 hours per week in the summer to 80-100 hours in the winter. Milton is also gaining a solar garden, which will take about 5 acres of the landfill and which will produce revenue for the Town. The solar company will maintain the cap. Mr. Smith offered whatever assistance he can provide to the Wakefield Board in the future.

c) Dave Guttadauro – Mr. Guttadauro referred to the Town of Wolfeboro having opened part of its downtown area to snowmobiles and suggested Wakefield do likewise. He has spoken with Chief Fifield and various business owners, all of whom support the idea. He proposes opening the area from Lovell Lake, along the Café side of Meadow Street, to Turntable Park. The NH Bureau of Trails is ready to assist if the Board and the Snowmobile Club support the effort. This would certainly benefit local businesses. The snowmobiles would use the sidewalk area, with a 5mph speed limit and a relatively early evening closing of the trail. Mr. Paul stated that the Club must provide insurance and must keep snowpack on the sidewalk, or it would be demolished. Mr. Guttadauro stated he will seek property owners' permission to loop around 2 telephone poles. He is looking into relocating the stop sign near the funeral home.

2. Unscheduled Matters/Public Comment #1

--Mr. Miller noted that the Town Hall interior just keeps improving! Kudos to the Board of Selectmen and Ms. Williams!!

3. Unfinished Business – None scheduled.

4. New Business

a) NH DRED Grant re: RSA 31:95-b – Chief Nason requests that the Board approve this grant for the purchase of protective clothing and equipment for fire fighters. The total project cost is \$4109.12, 50% of which would be reimbursed to the Town. Since this grant is less than \$10,000, it does not require a public hearing. **Ms. Twombly moved to approve the grant under RSA 31:95-b. Mr. Paul seconded the motion, which passed 3-0.**

b) Encumbrance of 2015 Funds – Chief Nason has requested the Board encumber \$2000 from the Forest Fire Equipment line to be used towards the previously approved DRED grant. **Ms. Twombly moved to approve the encumbrance of \$2000 from the 2015 Forest Fire Equipment line. Mr. Paul seconded the motion, which passed 3-0.**

The Gafney Library has requested encumbrance of \$12,500 relating to the 2015 warrant article for their architectural and fundraising plans. They provided a revised contract for the remainder of the project. **Ms. Twombly moved to approve the encumbrance of \$12,500 from the relative warrant article, as requested by the Gafney Library. Mr. Paul seconded the motion.** Under the warrant article, the Town had an obligation of \$15,000. The Town will not have to expend the remaining \$2500 appropriated in that 2015 warrant article. **The motion then passed 3-0.**

c) Investment Policy – The Board is required to review/approve this policy each year. No changes were recommended. **Ms. Twombly moved to approve the Investment Policy as presented. Mr. Paul seconded the motion, which passed 3-0.**

d) Fund Balance Policy – The Board is also required to review/adopt this policy annually. No changes were recommended. **Ms. Twombly moved to approve the Fund Balance Policy as presented. Mr. Paul seconded the motion, which passed 3-0.**

e) Fire Department Purchase Order \$5129.01 – Chief Nason is requesting purchase of a pump and connectors for the ambulance. **Ms. Twombly moved to approve the purchase order in the amount of \$5129.01. Mr. Paul seconded the motion, which passed 3-0.**

f) Bids for Provision of Annual Town Report – Five quotes for provision of the report were received as follows:

Country Press - \$1350
Minuteman Press - \$1692.13
Select Print Solutions - \$1346
Alphagraphics \$1883.10
RC Brayshaw & Co - \$1693

Mr. Edwards moved to award the bid to Select Print Solutions at \$1346, assuming that there would be no additional cost for delivery of the product. Mr. Paul seconded the motion, which passed 3-0.

g) Draft Transfer Station Ordinance – Mr. Paul advised that the ordinance review committee determined it would be best to keep our recycling program “as is.” The committee had the biggest issue with temporary permits and commercial haulers. Mr. Paul noted that it all comes back to enforcement. He personally would recommend the elimination of temporary permits. The property owner should take care of trash disposal, rather than a tenant who is not familiar with our facility and practices. Ms. Williams stated that moving the Board’s next meeting, originally scheduled for December 23, to December 30, would allow us time to advertise for a first public hearing, with the possibility of a second public hearing on January 13, if necessary. **The Board agreed to cancel the regularly scheduled meeting for December 23 and instead to meet on December 30, on which date a public hearing on the proposed Transfer Station Ordinance will be conducted.** Schedule A will not be considered at that time. The Board briefly discussed Schedule A, which should not contain a reference to green glass.

5. Proposed Capital Reserve Fund Expenditures

a) Landfill Closure \$4150 – This represents the cost for mandatory testing. **Ms. Twombly moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

b) Town Hall Improvement \$10,840 – This represents a portion of the cost to address the drainage issue. Mr. Edwards stated that the contractor has done a great job. Ms. Williams agreed; however, she advised that we now have a water problem in the elevator shaft—perhaps totally unrelated. A nearby catch basin will be jet-flushed next week. Perhaps one or more of the Board members could stop by and take a peek. **Ms. Twombly moved to approve the \$10,840 expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.**

c) Town Hall Improvements \$1450 – This represents the cost to repave the walkway. Discussion followed as to the height of the bottom step, which appears to be off by about $\frac{3}{4}$ ". **Ms. Twombly moved to approve the expenditure as presented. Mr. Edwards seconded the motion, which passed 2-1.**

d) Invasive Species \$1875 – This is the appropriation for Pine River Pond for 2015. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) GWRC – A potential renter of the facility would like to serve beer and wine for the event. According to the management contract, the GWRC must obtain the Board of Selectmen’s approval before authorizing such a use. **Ms. Twombly moved to approve the request as received. Mr. Paul seconded the motion, which passed 3-0.**

b) PLT – As anticipated, PLT will not be able to write insurance after June 10, 2016. Ms. Williams has received one bid and expects a second in January.

7. Unscheduled Matters/Public Comment #2

--Mr. Miller received confirmation that the Town would receive the annual report in PDF form for the website.

--Mr. Miller advised that the Transfer Station Ordinance Committee has no more meetings scheduled. If the Board would like to assign additional duties, the committee will schedule meetings as necessary. Mr. Paul believes it would be good for the committee to explore fees charged by other towns in preparing to develop Schedule A.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Williams reconfirmed that the Board will meet on December 30, rather than on December 23.

--The Board members agreed to hold Deliberative Session on Saturday, January 30, 2016, beginning at 1p.m.

--Ms. Williams presented a proposed contract from Robert Saunders for mandatory landfill testing. This contract would cover testing through 2017. **Mr. Paul moved to approve the contract with Robert Saunders as presented. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Paul anticipates having Mr. Saunders provide an estimate for redesign of the transfer station facility.

--The Board reviewed documentation relating to FSA servicing (\$6.25/member), HIPPA and billing services and rates, all relating to provision of health insurance for 2016. Mr. Edwards executed documentation as necessary.

--Ms. Williams referred to the warrant article to establish a contingency fund previously discussed. She clarified that this is not a non-lapsing article. Rather, if approved, it would lapse at the end of 2016 if unused. A similar article would need to be approved each year. A contingency line can no longer be included in the operating budget and must be presented as a warrant article to the voters. The Board members were in agreement not to move forward with this warrant article since it must be included each year as a warrant article.

b) Building Permit Releases – Mr. Paul moved to approve the building permit release for Provitola on South Cove Road. Ms. Twombly seconded the motion, which passed 3-0.

c) Payment Manifests – Ms. Twombly moved to approve PR #26 in the amount of \$72,408.40, as presented. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to approve PR #27 in the amount of \$77,383.66, as presented. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #33 in the amount of \$535,743.18, as presented. Mr. Edwards seconded the motion, which passed 3-0.

d) Minutes – Ms. Twombly moved to approve the minutes of November 16, 2015, as presented. Mr. Paul seconded the motion, which passed 3-0.

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

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly