

**Board of Selectmen  
January 23, 2013**

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

Also present were: Tom Beeler, *The Granite State News*; Jerry O'Connor (videotaping); Ed Comeau (videotaping); Jim Miller; Relf Fogg; Dave Mankus; Phil & Connie Twombly; Reuben Knisley; Bruce & Jennifer Rich; Nancy Spencer Smith; Valerie Ward; Cynthia Copeland, Strafford Regional Planning Commission; Mona Perreault; Ken Eyring; and Rosemary Landry. Joining the session in progress were Pam Judge; Tom Dube; and Ric Perreault.

Mr. Paul called the posted meeting to order at 7:05 p.m., at which time he led those present in the Pledge of Allegiance.

**1. Appointments**

**a) Cynthia Copeland, SRPC, re: Granite State Future Project** – Ms. Copeland distributed material to the Board members, which included information on various projects in which SRPC has been involved. She stated that the subject tonight is SRPC's regional master plan project. Ms. Copeland referred to a spreadsheet in which SRPC has categorized specific elements of Wakefield's Master Plan. SRPC is requesting that a Town staff member, or the Planning Board, review the spreadsheet to determine whether the Town agrees with this categorization.

Ms. Copeland then referred to comment cards that are being distributed around the area. Feedback from these cards has included the need for better parking and public transportation. SRPC representatives will be attending Wakefield events over the next few months to distribute these cards and are seeking other events to attend as well. Very few comments were generated from the "Comment Box" that was placed in various communities. SRPC is trying a different method of outreach.

Lastly, Ms. Copeland noted that if anyone is interested in participating in their process, SRPC is always looking for volunteers.

Mr. Kasprzyk questioned the cost to the community for participating in the Granite State project. Ms. Copeland advised that the costs are paid by Federal funding. She advised Mr. Edwards that the information on the matrix was taken directly from Wakefield's Master Plan. SRPC would be willing to work with the existing Master Plan or the updated plan, when available.

**b) Jim Miller, Clearview Community Television Services ("Clearview")** – Mr. Miller referred to the on-going process, working with the Board of Selectmen, to form a non-profit group to take over operation of the local community channel. The new non-profit is on record with the State. The process through the IRS may take up to a year to complete; however, they can begin operations as a non-profit. By-laws are established. They are currently operating under Policies & Procedures drafted some time ago by the Board of Selectmen, but these will be updated. Another part of the process is to execute a Memorandum of Agreement. The volunteer group accomplishing this work is comprised of Mr. Miller, Jerry O'Connor, Relf Fogg, Stan Lombara and Valerie Ward, with each having an area of expertise. Mr. Miller stressed that we need a clear document that spells out the expectations for each party involved, similar to that which the Town has with the Greater Wakefield Resource Center.

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To that end, a draft Memorandum has been prepared and supplied to the Board members for review. Mr. Miller stressed that the Board should require accountability. Mr. Paul referred to the suggestion that the Board of Selectmen's representative to the Clearview board be a non-voting position. Mr. Miller stated there are already 5 people involved, and it would be better (for voting purposes) to have an odd number of members. It is possible, however, to increase the membership of the Clearview board to 7. Mr. Kasprzyk noted that the Memorandum should refer to "channels" rather than "channel" as it is anticipated we will be getting a second community channel. Mr. Miller agreed.

Mr. Kasprzyk referred to Clearview's submitting a quarterly report to the Selectmen regarding written complaints received. Discussion followed regarding written complaints being more valid than verbal complaints. Mr. Kasprzyk wonders whether complaints submitted via email would be considered as written. Mr. Miller advised they would qualify as such. The suggested reporting structure was reviewed.

The Town has voted to establish a revolving account for franchise fees. Mr. Miller suggests that Clearview provide a quarterly budget for the Board of Selectmen's review, following which the Selectmen would release funds to Clearview. Mr. Kasprzyk questioned what would happen as expenses decrease as the fund balance grows. Mr. Miller believes it will take quite a while for that to happen. Funds in that revolving account could only be used for cable purposes. We may eventually need to consider how to handle "excess" funds. Mr. Fogg stated that the 5 founders have a vision of getting more townspeople involved as videographers. Hopefully that would utilize a good portion of those funds.

Mr. Kasprzyk noted that other towns are likely to provide funding to Clearview. Mr. Fogg noted that would depend on each town. Each town may decide to set up their own non-profit organization.

The suggested term of the Agreement is 60 months, and there is a Cancellation clause. In addition, Clearview would indemnify the Town of all liability. Mr. Miller anticipates that Clearview will eventually be able to provide the Selectmen with an annual budget in November of each year. Mr. Miller confirmed to Mr. Kasprzyk that any and all liability for hiring videographers would be the responsibility of Clearview.

Review continued of Exhibit A of the Agreement. Mr. Miller referred to the need to purchase equipment in order to operate an editing station. This equipment would belong to the Town. Clearview anticipates utilizing space to train residents in producing/filming programs. Recently, Clearview produced its first video regarding the 2013 warrant articles. This program was not designed as a debate, but rather as an informational resource. Each article is read aloud and discussed. Mr. Miller anticipates Clearview will produce other programming.

Mr. Miller hopes to get the Agreement finalized and executed, then looks forward to receiving franchise fees and moving forward from there. This issue will be discussed again at the February 13 Selectmen's meeting.

Mr. Rich referred to the importance of Clearview carrying liability insurance as a corporation. If Clearview does not have adequate protection, an issue will wind up on the Town's plate. Mr. Rich asked how much franchise fees will generate. Mr. Miller advised that the Town can assign a fee of 0% to 5% (of the television portion only of the cable bill). There are about 2500 subscribers in Wakefield. If the Town assigns a 2% fee, that might generate \$25,000 to \$35,000 per year.

Mr. Miller stressed that Clearview is not a watchdog group. Their purpose is to enhance the exchange of information. They do not plan to present one-sided views—they just want to provide information. Mr. Comeau stated that insurance is very important. He stated that he has attempted to have Brookfield get involved; however, Brookfield has decided to dissolve their cable committee. He will keep working on it. Mr. Miller added his hope to have all programming available on a website.

**c) Dave Mankus re: Marsh Road Property** – Mr. Mankus stated that he has been the conduit of communication among the various participants in this project. He has forwarded information to the Town Administrator from the owner of the Marsh Road property, in which she advises she does not intend to extend the term of the Purchase & Sale agreement. Neither is she interested in selling the property outright to the Town. The owner has communicated with the Society for the Protection of NH Forests and with Fish & Game regarding their possible purchase of the property. Therefore, the suggestion has been made that the Board of Selectmen recommend that L-Chip redirect the funds allocated to the Town of Wakefield for this project to the Society for the Protection of NH Forests. **Mr. Kasprzyk moved the recommendation that L-Chip redirect the funds allocated to the Society for the Protection of NH Forests. Mr. Paul seconded the motion, which passed 2-1.** Ms. Spencer Smith spoke on behalf of Moose Mountain Regional Greenways. She referred to the \$20,000 expended by the Wakefield Conservation Commission in its efforts to procure this property and announced that Moose Mountain Regional Greenways has voted today to contribute \$20,000 to the Wakefield Conservation Fund in order to make that fund whole. The Board expressed its appreciation.

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

--Mr. Comeau stated that the Marsh Road project should not have been handled this way, adding that it was unfair to everyone involved. He suggested establishing a committee to review the process so that everyone is heard before money is spent and everyone gets a chance to share information. Ms. Williams has a question out to Town Counsel as to what could be done at Deliberative Session. Perhaps the article can be "zeroed." Mr. Miller wondered whether to pull that article from the Clearview video. It would likely be easier to pull it than to explain the entire situation.

--Mr. Fogg received confirmation from Ms. Williams that everyone sworn into office in the Town of Wakefield swears the same oath. He stressed the need to understand what one is swearing to uphold and then to stick to that responsibility.

--Mona Perreault is a resident of Rochester. She advised that both Rochester and Dover have voted against the Granite State Future project. Ms. Perreault stated that the federal government will be paying for the project and suggested the Board carefully consider any commitment to be made.

--Ken Eyring of Windham also referred to the Granite State Future project. He has spent many hours reviewing the program, which he states is a federal program that comes with various mandates. Mr. Eyring distributed a chart of the structure/framework of the project.

--Rosemary Landry of Meredith stated she is familiar with the Granite State Future project in other towns. She does not believe that Wakefield would want to participate and thinks that ultimately we would lose property rights.

--Ric Perreault of Rochester stated that the Granite State Future project is an important issue for the Town of Wakefield. He does not believe the project is in the best interest of the residents of Wakefield.

--Ed Comeau advised that he is Brookfield's representative to SRPC. He stated that it is difficult to find information relating to the Granite State Future project; however, he has spent 6 months researching it. He has been advised that there would be no regional impact if we chose not to participate.

**3. Unfinished Business** – None forthcoming.

**4. New Business** – None scheduled.

**5. Proposed CRF Expenditures**

**a) Landfill Closure CRF \$315** and

**b) Landfill Closure CRF \$654.50** – Mr. Kasprzyk moved to approve both expenditures for invoices from Eastern Analytical, as presented. Mr. Paul seconded the motion, which passed 3-0.

**6. Correspondence** – None forthcoming.

**7. Unscheduled Matters/Public Comment #2** – None forthcoming.

**8. Administrative Matters**

**a) Liaison Reports** – Mr. Kasprzyk: The Heritage Commission expects the new heating system at the Heritage Centre to be installed next week. The Commission continues to work on plans and priorities for 2013. The first newsletter of 2013 will be coming out next week. The Vehicle Maintenance Committee will meet again on February 5 at 4 p.m. at the Public Safety Building. Fred Clough, Al Canney and Tim Eldridge visited the Wolfboro facility and will present their findings at the February 5 meeting. Mr. Paul: WPI is moving forward with Tier One, for opera house renovations, including a sprinkler system throughout the building. Much of the work was removed from the project in order to fit the budget. The Board agreed by consensus to allocate \$38,000 from the Town Hall Improvement CRF towards a sprinkler system for both the main floor and the opera house. Ms. Williams will check with LGC regarding the need for a builders' risk policy.

**b) Selectmen's Letter of Appreciation** – It was agreed that this month's letter would go to the Board and staff of the Wakefield Food Pantry.

**c) Administrator's Update**

--Ms. Williams had distributed notes for each warrant article. The Board assigned speaking roles for each article.

--The Board executed the 2013 Warrant and Default Budget.

--The Board executed the previously approved contract with Hales for property maintenance.

--Vachon Clukay provided their Scope of Services. This contract had also been previously approved, and Mr. Paul executed the Scope of Services.

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--As there are 5 Wednesdays this month, the Board agreed to meet at 3:30 p.m. on February 6, in order to sign AP and Payroll Warrants, as well as to attend to any other necessary business.  
--The Road Agent has shared information on the price for new vehicles—just for the Board’s information.

**d) Building Permit Releases – Mr. Kasprzyk moved to approve building permit releases for Cassidy on Scribner Hill Road and Knocke on Olde Pine Road. Mr. Paul seconded the motion, which passed 3-0.**

**e) Payment Manifests – Mr. Kasprzyk moved to approve Payroll Warrant #2 in the amount of \$61,560.68. Mr. Edwards seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve AP Warrant #4 in the amount of \$53,286.48. Mr. Kasprzyk seconded the motion, which passed 3-0.**

**f) Minutes – Mr. Kasprzyk moved to approve the minutes of January 9, 2013, as amended (corrected the AP warrant amount). Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Fogg announced that CROW will be inviting all Town candidates to Candidates’ Night, scheduled for February 4 at 7 p.m. at the Good & Tasty Restaurant.

There being no further business, the meeting adjourned at 8:43 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Peter M. Kasprzyk

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Richard C. Edwards