

**Board of Selectmen
August 28, 2013**

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

The posted meeting was called to order at 6:30 p.m. by Mr. Paul. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) and (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’; Mr. Paul – ‘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. Paul led those present in the Pledge of Allegiance. Those present at this time included: Tom Beeler, *The Granite State News*; Jerry O’Connor (videotaping); Ed Comeau (videotaping); Bruce Rich; Russell Hunt, PSNH; and Mr. & Mrs. Lutz Wallem, Quest Energy Solutions.

1. Appointments

a) Russell Hunt, PSNH – Mr. Hunt stated that there are various rebates available as incentives for consumers to purchase more energy efficient equipment. Originally, these rebates were only available for residents (which program is nearly depleted). Now there are also rebate programs for businesses. In fact, the Town of Wakefield recently qualified for a \$4225 rebate for the boiler purchased for the Greater Wakefield Resource Center. That check is expected by the end of the week. Mr. Comeau asked where the rebate money comes from. Mr. Hunt advised that some of the funds come from the Greenhouse Gas Initiative, while others come from funds collected on each electric bill.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business

a) Maple Street Bridge – A preliminary estimate of \$704,000 to replace the Maple Street Bridge has been received from the State of NH. The Town’s share would be \$176,000. In past years, the process was for the Town to pay for the project, with reimbursement coming from the State up to 10 years later. The current process would require the Town to raise its 20% share (plus 2% per year for inflation), then submit an application for State Bridge Aid. A contractor has already contacted the Road Agent and Ms. Williams to review the project and has offered insight of work that would be necessary, as well as grants that might be available for some of that work. That contractor’s estimate for the project was \$375,000. It was noted that the State may have more concern regarding the historical aspect of the bridge. Mr. Paul noted that we will need to discuss this potential project during the budget season to determine how much to put aside. He suggested that the Road Agent provide a priority list.

4. New Business

a) CAI Technologies – GIS Services Maintenance Agreement – CAI has submitted a renewal of our current GIS maintenance services agreement at the same cost of last year (\$500). **Mr. Paul moved to approve the GIS maintenance services agreement renewal with CAI Technologies as presented, at \$500 per year. Ms. Twombley seconded the motion, which passed 3-0.**

b) Electricity Supply – Ms. Williams had provided some information she had received during her search for alternate suppliers. She has learned that there are brokers who will conduct research to determine the best supplier for our needs. Ms. Williams questioned whether the Board would like to utilize the services of such a broker or whether they would prefer that she do the research on her own.

The cost of a broker is paid by the energy supplier. There are 8-9 different suppliers in the state. Estimated total savings is approximately \$400-\$500 per year for all Town accounts.

Mr. Lutz Wallem, representing Quest Energy in Auburn, MA, was in the audience. He advised that he served as Chair of Lincoln's Energy Conservation Committee, which group was responsible for saving \$15,000 for that town in 2009. Mr. Wallem stated that PSNH's rate has been as high as 9.54/kw; however, the current rate is 8.62/kw. This rate will be renegotiated with the PUC in December. Some smaller firms guarantee their rates for 6 months, while others change their rates each month. It is beneficial to secure a certain rate for a longer period of time through a contract. Mr. Wallem estimated that the Town could likely secure a rate of 8.3-8.4/kw, which is not as much of a savings as it would have been at one time.

Mr. Paul stated that the Board members will consider this information from various brokers before deciding how best to move forward.

5. Proposed CRF Expenditures

a) \$46,657.40 Bridge Construction – This expenditure represents final payment for work done on the bridge on North Wakefield Road. **Mr. Paul moved to approve the expenditure as presented. Ms. Twombly seconded the motion.** Mr. Edwards stated that the Road Agent has had discussions regarding replacement of the guardrails. **The motion then passed 3-0.** This project is now complete and weight limit signs should be removed soon.

6. Correspondence

a) NH DOT re: FY 2014 Highway Block Grant Aid – According to NH DOT, the Town of Wakefield is eligible for \$116,138.06 through April 2014. These funds are received in 4 payments, with the possibility that the last payment will be adjusted in either direction.

b) Jackie Keating – Ms. Twombly read aloud a note received from Jackie Keating in which Ms. Keating offers thanks to the efforts of both the Highway Department and the Transfer Station personnel.

c) Patricia & John Kuech re: Need for Parks & Rec Van – Mr. & Mrs. Kuech are summer residents at Lake Forest, and they encourage the Town to consider purchase of a small van for use by Parks & Rec, especially for use on senior trips. Mr. Edwards noted that Town may be able to procure a used small bus through the school district.

d) Granite United Way re: Energy Conservation Plan – This organization provided information on town energy success stories in Carroll County in an effort to encourage energy conservation.

7. Unscheduled Matters/Public Comment #2

--Mr. O'Connor referred to the Town having previously replaced a bridge on Pine River Pond Road with a culvert and wondered whether this could be done in other areas. The culverts seem to be less expensive. He referred to the high estimate for work on the bridge on Canal Road. Reference was made to the historic value of that bridge and it being placed on the National Register. The cost to preserve is high. He noted we may have more leeway on Maple Street once the dam upstream is removed.

8. Administrative Matters

a) Liaison Reports – Ms. Twombly: Heritage Day was very successful.

Board of Selectmen
August 28, 2013
Page 3

The old bell (previously removed from the grammar school) has been placed at the freight house. It had been housed at the Grange for a time. Work at the Grange is progressing well. Ms. Twombly was not able to attend the Planning Board meeting; however, that board is working to ensure that the people understand the proposed warrant articles.

Mr. Edwards: He confirmed that he attended Heritage Day, where he presented a certificate to the Commission for its 20th anniversary. Mr. Edwards was struck by the amount of work that has gone into development of the railroad area in Union. He enjoyed participating in the Hymn to Wakefield! Ms. Twombly referred to her husband's efforts to view a steam engine that used to run on the Wolfeboro line that is now housed in MA, which he hopes might be moved to Union.

Mr. Edwards reminded us to contact Scott at the PD in order to sign up for the gun safety class to be held in October. The PD will host a get together in memory of Officer Henry Blanton and his wife, Ruthie. Please check the bulletin board for more information. Given the increase of property crimes and drugs, we are encouraged to report anything suspicious to the PD. Contact PD if you want them to check your property during the winter months or if you are interested in starting a neighborhood watch group. Fish & Game will be conducting a hunter safety course on September 5. Two officers are due to graduate from the police academy, with 2 more to start the next session.

The Highway Department is doing lots of mowing. They are also taking care of a breakdown of equipment and cutting a number of trees. The crew has been applying calcium chloride to dirt roads, performing ditching and addressing washouts. A big "Get Well" to Al Canney, who is recovering from surgery.

Mr. Paul: The new website is up and running!

b) Selectmen's Letter of Appreciation – The Board agreed to send this month's letter to yours truly. (Thank you! ~tb)

c) Administrator's Update

--At a previous meeting, it was noted that the County sometimes stores vehicles at the Public Safety Building, and the question of liability was raised. Ms. Williams has confirmed that any County vehicles parked at the PSB are fully covered by the County's insurance.

--Ms. Williams questioned the status of the salt shed project. Mr. Edwards stated that he would have something to report at the next meeting.

--Ms. Williams contacted Kate Miller regarding the status of the Time Warner Cable contract renegotiation. Ms. Miller advised she had been in communication with the TWC representative and was hopeful that she would have more information to share next week.

--Chief Fifield and Ms. Williams met with All State Insurance, who provides similar coverage to Aflac. The Board had no problem with an All State representative offering coverage to Town employees.

--The cost of providing a cell phone for the Building Inspector has been investigated; however, in the meantime, the Building Inspector has procured his own cell phone. Would the Board consider paying an allowance towards that plan, rather than purchasing another phone and adding same to the Town's plan? It would cost about \$50 per month to include a smart phone on the existing plan. The auditor has confirmed use of a particular line in the budget.

Mr. Paul moved to approve a \$30/month allowance to W. David Stephen for cell phone use, to be paid from the existing budget. Mr. Edwards seconded the motion, which passed 3-0.

--Ms. Williams had provided a summary of information regarding the Town's benefits package and suggested conducting a separate meeting to work on the personnel policy. This session will take place on Monday, September 16, at 3 p.m.

--Given the upcoming preparation of the 2014 budget, Ms. Williams suggested consideration be given as to best use of the current mailroom space. Storage space is needed; however, it also might be appropriate to relocate the Finance Clerk space. We may need to consider rental space for storage. Mr. Edwards stated the possibility of holding all meetings in the Opera House and utilizing the conference room for storage. Mr. Beeler noted that every town in NH must have the same problem with storage space. He stated that NHMA should be able to assist. Mr. Rich questioned the need for a second restroom on the main floor, adding that space could be used for storage. Mr. Edwards does not believe that amount of space would be worth the work involved to convert. Perhaps a trailer could be used. Chief Fifield suggested a future, small, off-site building be considered. Discussion followed regarding the availability of space in the second floor of the Public Safety Building. However, there is a plan in place for that area. We really should evaluate all available space.

--New website, same address! Ms. Williams is looking for feedback. The site is being maintained in-house.

--Chief Nason is ready to look for a new fire truck. He usually uses the same contacts and requests proposals, rather than seeking sealed bids. Mr. Paul is comfortable with that process; however, an announcement should be posted alerting vendors that we are in the market for a new truck.

--The Road Agent received 2 bids for salt at the same price. He would like to continue with the established vendor (International Salt). **Mr. Paul moved to accept the bid of International Salt and to authorize the Town Administrator to execute the contract. Mr. Edwards seconded the motion, which passed 3-0.**

--Turntable Park Trail: Work has begun beyond the basketball court, and the area is blocked off. Ernie Brown is asking if the trail can be run from the blocks to the current trail. The trail work began at Route 16 and is progressing in. Ms. Twombly is comfortable with the extended trail as long as the putt-putts can still use the trail. Chief Fifield stated that the blocks do not interfere with use of the walking/bike trail. Neither would it interfere with the use of putt-putts. Mr. Edwards wonders who will monitor the path and keep it clean. Mr. Paul suggested a plan be developed for the Board's review.

--Wood Chipper: DRA has advised that it is up to the Trustees of the Trust Funds as to whether the Town can use the established capital reserve fund to purchase the wood chipper. If the Board would like to move forward with the purchase, the Trustees will meet to consider whether use of the CRF is appropriate. The purchase price is \$8500; the rental price is \$175/day. It was estimated that the pay-off period could be 4-5 years, during which time parts would be needed and maintenance would be required. Mr. Paul suggested that the Road Agent provide more information for anticipated use of the chipper. He has no problem with the purchase if the anticipated use supports it. Mr. Edwards noted his belief that Longmeadow is doing away with the rental of chippers, and the Highway Department would need to go elsewhere to rent that equipment. Mr. Paul agreed the purchase is worth considering. Mr. Rich advised that the Trustees will meet and provide an opinion.

--The GWRC recently had its septic system pumped and is asking whether the Town would consider reimbursing them for a portion (or all) of that cost. Mr. Paul noted they should check with the Town prior to incurring a large expense for which reimbursement will be requested. However, this (\$360) is a fairly small amount.

**Board of Selectmen
August 28, 2013
Page 5**

The Board agreed by consensus to reimburse the GWRC \$360 for the septic pumping. Mr. O'Connor referred to a line in the municipal budget for the GWRC. Ms. Williams stated that line was created to replace/repair clapboards.

--The CIP Committee met in June and has contacted various boards regarding projects to be included in that plan. Several projects at Town Hall have been completed; however, renovations on the main floor remain outstanding. We should be thinking of projects that will exceed \$20,000 that should be included on the plan.

d) Sewer Warrant 2013-1 – The Board executed the warrant in the amount of \$21,433.40.

e) Building Permit Releases – Mr. Edwards moved to approve the building permit release for Caramello on Veazey Cove Road. Ms. Twombly seconded the motion, which passed 3-0.

f) Payment Manifest – Mr. Edwards moved to approve AP #37 in the amount of \$46,160.06. Mr. Paul seconded the motion, which passed 3-0.

g) Minutes – Mr. Edwards moved to approve the minutes of July 24, 2013, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Williams presented the completed audit of 2012 accounts to the Board. She will ask Tammy Webb to come in to review the results and will check to see if the information can be posted on the website.

A brief discussion followed regarding current year revenues and the status of the equipment stored at the Transfer Station. Ms. Twombly was impressed with how the recent auction of tax acquired property was conducted, at which all eligible properties were sold.

There being no further business, the meeting adjourned at 8:50 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly