

**Board of Selectmen
September 11, 2013**

Present: Richard C. Edwards, Vice Chair; Connie M. Twombley; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Those also present included: Ed Comeau (videotaping); and Tom Beeler, *The Granite State News*.

Mr. Edwards called the posted meeting to order at 7 p.m. and led those present in the Pledge of Allegiance, as well as in a moment of silence in honor of the events of September 11, 2001.

1. Appointments – None scheduled.

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

3. Unfinished Business

a) Ms. Twombley referred to the gathering held earlier this day at the Public Safety Building in honor of Henry and Ruthie Blanton. It was a very nice affair, with many good memories and photos shared.

4. New Business

a) Fee Schedule – While viewing the current fee schedule, Ms. Williams referred to our tax maps, which can currently be purchased in paper form. We now have the ability of providing these maps as shape files, which is preferred by many. These files come on a disk from Cartographics to the Town. If offered for sale to the public, the Assessing Technician would need to “burn” a copy of the disk. The Board should consider whether they want to release information in this form and, if so, at what cost to the consumer. The current fee schedule does have other information available in disk form at costs ranging from \$25 to \$50. **Ms. Twombley moved to approve release of shape files and to charge \$25 for each such disk. Mr. Edwards seconded the motion, which passed 2-0.**

5. Proposed Capital Reserve Expenditures – None forthcoming.

6. Correspondence

a) AWWA re: Information on Fireworks – Linda Schier confirms receipt of information forwarded to AWWA regarding the potential effects of fireworks on our lakes. AWWA was already aware of this information and will be sharing it with the various lake associations in the spring.

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

8. Administrative Matters

a) Administrator's Update

--Ms. Williams has begun meeting with department heads regarding 2014 budget requests. She will schedule meetings between the Board of Selectmen and Department Heads for early October.

--Because of a lack of funds, we were not able to accomplish as much renovation in Town Hall/Opera House this year. WPI would like to apply for L-Chip funds again. Our application last year was not approved. This application is due in Concord by Friday morning. Ms. Williams advised that the grant is supported via real estate transfer taxes.

There was confusion as to whether matching funds would be required; however, neither WPI nor the Town has funds available to use as a match. WPI would like to apply for \$103,000. Ms. Twombly referred to several issues in the attic raised by the Building Inspector that need to be addressed. Ms. Williams noted that those issues would not be part of this current grant application; however, she will confirm that WPI is aware of these issues. **Ms. Twombly moved to execute the Acknowledgement Form for application of L-Chip funds, as presented. Mr. Edwards seconded the motion, which passed 2-0.**

--The Police Department received a grant last year for new radios. Now the radio frequency needs to be updated, and another grant is available to fund the cost to make those changes. This is a Federal grant through the Department of Safety Homeland Security. There would be no cost to the Town. **Mr. Edwards moved to approve the grant application as presented. Ms. Twombly seconded the motion, which passed 2-0.**

--An E911 representative has been working with Cindy Bickford and Cheryl Labrie to update our maps. The E911 representative will attend the September 25 Selectmen's meeting for further discussion. Both Chief Fifield and Chief Nason will be invited to attend, as well. The maps and recommendations are available for review in the Town Administrator's office. Hopefully the Board members will have an opportunity to review this information prior to the September 25 meeting.

Mr. Edwards stated that he has plans and ideas ready to review with the Road Agent for the salt shed. Ms. Williams will ask the Building Inspector whether engineered plans would be required for this project. Mr. Edwards stated the building is really a foundation with a roof, and the roof comes pre-engineered by the suppliers. If a plan is needed, Mr. Edwards estimated it would cost less than \$500. He should be ready to discuss this project in more detail at the September 25 meeting.

b) Building Permit Releases – None forthcoming.

c) Payment Manifests – Mr. Edwards moved to approve the warrant for AP #40 in amount of \$724,019.73. Ms. Twombly seconded the motion, which passed 2-0.

d) Minutes – Mr. Edwards moved to approve the minutes of August 28, 2013, as presented. Ms. Twombly seconded the motion, which passed 2-0.

Ms. Williams noted that she has been conducting department head meetings every other month. The next such meeting is in October, at which time an All State representative will address those present. These meetings have resulted in greater communication among department heads. Also, Ms. Williams has been communicating with Primex regarding estimates for property liability and workers' comp insurance. She has also been working on potential revisions to the personnel policy. The Board will meet on September 16 at 3 p.m. to discuss the personnel policy.

Mr. Edwards noted that the Chamber of Commerce is planning a block party in East Wakefield (Woodman Village).

There being no further business, the meeting adjourned at 7:32 p.m.

**Board of Selectmen
September 11, 2013
Page 3**

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly