

**Board of Selectmen  
November 13, 2013**

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

Mr. Paul called the posted meeting to order at 6:20 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Edwards – ‘aye’; Mr. Paul – ‘aye’.** **The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7 p.m. Those present at this time included: Tom Beeler, *The Granite State News*; Jim Miller; Donna Martin (videotaping); Ernie Brown; Steve Brown; Nate Fogg; Monique & Harry Wood; Valerie Ward; and Ed Comeau (videotaping). Mr. Paul led all present in the Pledge of Allegiance.

**1. Appointments**

**a) Monique Wood & Valerie Ward** - Ms. Wood and Ms. Ward presented 4 beautifully restored and preserved record journals covering the years 1924-1982. The funds to accomplish this work were available through the State Library from sales of the moose conservation license plate. According to Ms. Wood, these journals are the only source of information for events during the given time frame and are very important to Wakefield’s history. The records are kept by the Town Clerk in a special safe. The public can access these journals through the Town Clerk’s office. Ms. Wood shared photos of the record books prior to being preserved. She suggested thanking our State legislature for implementation of this program. In addition, these journals will be accessible electronically through the Wakefield Library. Ms. Ward will check to see if this information could be downloaded to the Town’s website. Ms. Ward noted that the moose plates are still available at an extra cost of \$30, which funds go to historical and conservation projects. It was uncertain whether the Town would be able to apply for additional funds through this program. Mr. Paul noted that funds to accomplish this project had been removed from the Town Clerk’s budget by the Board of Selectmen a number of years ago. As Town Clerk, Ms. Wood did not give up and found this grant to do the project—a job well done!

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

--Mr. Ernie Brown works with the Wakefield/Brookfield TRAC. He previously sought (and received) a letter of support from this Board for the project, as part of an application for a \$30,000 state grant. TRAC managed to raise more than the matching funds required. The first phase of this 2-phase project covers from Turntable Park to Route 16. The Heritage Commission had voiced concerns about preserving the rail. Therefore, the ¾ mile trail is located partially within the rails and partially alongside the rails. The second phase, from the Miss Wakefield Diner to Brookfield, is on hold for now. There are sufficient funds to complete the project. Mr. Brown confirmed to Ms. Twombly that the trails can be used for walking, hiking, bicycling, snowmobiling, skiing, etc. He confirmed to Mr. Miller that it is hoped this trail will ultimately connect to the Cotton Valley Trail in Wolfeboro. Additionally, the State is working to resolve a possible issue with stone dust causing the rails to separate. Although the State contract does not list 4-wheelers, Mr. Brown is not concerned with their using the trail.

Mr. Brown advised that Moose Mtn Regional Greenways is developing signage for the trail. A kiosk is set up at Turntable Park. Working is being done on a map of hiking and snowmobile trails. A sign that has already been created does not meet Wakefield’s regulations.

Mr. Brown hopes to be able to remedy that situation. Mr. Brown confirmed to Ms. Twombly that the track is owned by State's Bureau of Trails.

### **3. Unfinished Business**

**a) E911 Data Capture** – Mr. Paul moved to accept the maps as presented. Mr. Edwards seconded the motion, which passed 3-0.

**b) Lower Level Renovations** – Mr. Fogg presented the one bid received: Tier One Construction in the amount of \$7300. When preparing specs for the project, the Building Inspector had estimated the cost for material and labor to be \$3000. Mr. Edwards and Mr. Paul wonder whether the Building Inspector would be willing to do the work. Ms. Williams confirmed that the funds are likely available within the 2013 budget, as long as no other big issues arise. In late November it will be determined whether this project can be done with 2013 funds. **Mr. Edwards moved to allow W. David Stephen to do the lower level renovation project for \$3000, or to put the project back out to bid if Mr. Stephen declines the opportunity. Ms. Twombly seconded the motion, which passed 3-0.**

**d) Newfield Road Status** – As requested, the Road Agent estimated the cost to address issues on Newfield Road at \$173,760. Residents of Newfield Road had asked that the Board include an article on the Town warrant to upgrade Newfield Road to a Class V road. Discussion included whether a petitioned warrant article would include any funding. **Mr. Edwards moved that the Board not include a warrant article to reclassify Newfield Road, other than as a petitioned warrant article. Ms. Twombly seconded the motion, which passed 3-0.**

### **4. New Business**

**a) Highway Safety Grant re: RSA 31:95-b** – This is an unanticipated grant in the amount of \$3900 which would be used for additional patrols during commuting hours on certain days each month. This grant only becomes available in the fall of each year and, therefore, cannot be raised and appropriated as part of the operating budget. **Mr. Edwards moved to accept the grant as presented, under RSA 31:95-b. Mr. Paul seconded the motion, which passed 3-0.**

**b) Winter & Inclement Weather Policy** – Ms. Williams has developed this policy using examples received from other towns. **Mr. Edwards moved to accept the Winter & Inclement Weather Policy as presented. Mr. Paul seconded the motion, which passed 3-0.**

**c) NH Fish & Game Boat Access Program** – The Town's boat launch at Lovell Lake is in need of repair. AWWA has some funds available; however, Linda Schier has learned of a program through Fish & Game, whereby they lease the property and manage/maintain the boat launch. Ms. Schier provided a copy of such a lease between the City of Franklin and NH Fish & Game. Ms. Williams noted that the Town currently leases the land for the Town beach from the State of NH. Mr. Edwards wants to be sure that the Town has control over who uses the launch area. Ms. Williams will discuss this in more detail with Ms. Schier.

**d) NH Workforce Housing Laws** – A private group, not in favor of workforce housing laws, is seeking position statements from various boards of selectmen. This issue was tabled.

**5. Proposed CRF Expenditures** – None scheduled.

**6. Correspondence**

**a) Ron Gould re: Acton Ridge Road** – Mr. Gould has raised some concern regarding maintenance on Acton Ridge Road. The Road Agent is aware and will address the issue.

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

--Mr. Miller advised that ClearView now has additional volunteers (yay!), and all Town Budget Committee meetings are on line. The School Budget meetings will be up in a few days. ClearView's website now allows viewing on cell phones and tablets. Discussion followed regarding sound quality issues. Mr. Paul believes part of the problem is with Town equipment. He hopes ClearView can assist the Town to upgrade the microphones. Mr. Miller would be interested in feedback from the Board regarding the videos posted.

**8. Administrative Matters**

**a) Administrator's Update**

--The State has set our tax rate for 2013 at \$12.28 per thousand. This is a \$0.33 increase over 2012's rate. Tax bills will likely be received next week. This rate reflects less than a 3% increase, which, in part, relates to a reduction in the overall valuation of property in town.

--Ms. Williams reminded the Board that we are scheduled to meet on November 18 at 5 p.m. to review outstanding budget items.

--Ms. Williams has reminded all departments that the deadline for encumbering 2013 funds is fast approaching.

--GWRC has requested that the Town consider paying 2 invoices for them. One relates to a sewer pump control; the other relates to a zone switching relay. The management agreement indicates that the Town takes care of the outside, while GWRC takes care of the inside (other than capital expenses over \$1000). The Board agreed by consensus that it would not pay for the sewer pump control, but that it would pay for the zone switching relay, if it was part of the original boiler problem.

--The Board has previously agreed to continue with Property Liability Trust for property liability coverage. The Board executed the renewal confirmation. Ms. Williams has advised Property Liability Trust that we will not continue with their coverage for workers' compensation.

--The Board **will not** meet on November 27 (Happy Thanksgiving!); but it may meet on November 25, if necessary.

**b) Building Permit Releases** – Mr. Edwards moved to approve the building permit release for Larrabee on Sunset Road. Mr. Paul seconded the motion, which passed 3-0.

**c) Pole License** – Mr. Paul moved to approve the pole license agreement for Davis Road. Ms. Twombly seconded the motion, which passed 3-0.

**d) Payment Manifests** – Mr. Edwards moved to approve AP #48 in the amount of \$747,873.90. Ms. Twombly seconded the motion, which passed 3-0.

**Board of Selectmen  
November 13, 2013  
Page 4**

**Mr. Edwards moved to approve Payroll Warrant #24 in the amount of \$82,809.31. Mr. Paul seconded the motion, which passed 3-0.**

**e) Minutes – Mr. Paul moved to approve minutes of October 16, 21 & 23 and November 6, 2013, as presented. Ms. Twombly seconded the motion, which passed 2-0-1.**

There being no further business, the meeting adjourned at 8:12 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Richard C. Edwards

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Connie M. Twombly