

**Board of Selectmen  
September 25, 2013**

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

Also present were: Chief Ken Fifield; Tom Beeler, *The Granite State News*; Jon Samuelson; Peter Dinger; Linda Schier, AWWA; Sally Soule, NH DES; Carl & Donna Davis; Bill Solimeno; Mike Kelleher, E911; and Cheryl Labrie. Cindy Bickford and Tom Dube joined the session in progress (at different times).

Mr. Paul called the posted meeting to order at 7:02 p.m. and led those present in the Pledge of Allegiance.

**1. Appointments**

**a) Jon Samuelson, President – Province Lake Association** – Mr. Samuelson is present to address two issues facing Province Lake. First, Province Lake is fortunate not to have any invasive species. There is a lake host program in place. The second issue involves water quality. The lake has experienced several blooms during the summer of 2013, as well as high levels of phosphorous. The association has partnered with AWWA and DES to implement a watershed management plan. Currently, they are in the analysis stage; next they will begin the actual plan. Mr. Samuelson spoke to increased monitoring taking place. They conducted a comprehensive watershed survey and also met with DOT of both Maine and New Hampshire. Several UNH professors will conduct sampling of various materials in the lake, and they will report their findings to the association.

In January the association will conduct a public meeting with FB Environmental. They will likely approach the Town regarding implementation of several best management practices on Bonnyman Road. Ms. Schier noted that the Town has already committed manpower to this project. The official plan will allow the association to apply for additional grants to address more issues. Mr. Paul noted that Province Lake is off the scale on the phosphorous loading chart and questioned why there are no other local lakes used in the comparison. Ms. Soule explained that chart reflects regional grouping and noted that Province Lake would still be off the scale if more local lakes were used in the comparison. Mr. Paul noted that the results might have more impact on the public if familiar lakes were used.

Mr. Samuelson noted that they have used FB Environmental for two projects on the lake. He also referred to how Province Lake Golf Course has changed a number of their practices in an effort to protect the lake.

**Public Hearing** – Mr. Paul opened the public hearing at 7:20 p.m. He explained that as a result of LGC's audit, it was determined that NH towns were owed a refund. Ms. Williams stated that if the Board votes to receive the funds, those funds will be deposited into the insurance budget line, and employees will be reimbursed their share. Ms. Williams estimated that approximately \$6200 would be reimbursed to employees, with the balance being retained by the Town. Discussion followed regarding a lawsuit against LGC and the audit likely being a result of that lawsuit. Mr. Miller questioned how the Town confirmed that the amount being refunded is the correct amount. Ms. Williams stated that as the refund is required by Court order, it would appear as though the Court determined the amount to be refunded. Mr. Paul closed the public hearing at 7:27 p.m.

**Mr. Paul moved to accept the \$40,584.76 refund from LGC under RSA 31:95-b. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Michael Kelleher, E911 Field Rep** – Mr. Kelleher stated that they have produced maps for our community. E911 reps used GPS and mapping software. The purpose of this project is to enhance E911 response. Mr. Kelleher stated these maps are a very useful tool for emergency response. Houses have been set by GPS. Mr. Paul asked about the method used to calculate street addresses. Mr. Kelleher advised they used addresses provided by the Town. Information will be kept up to date and revisions will be provided. Once the necessary letters are executed by the Board of Selectmen, the Town will be put on a maintenance program. Mr. Paul is concerned with the visibility of the street addresses on the maps submitted. He wonders if it will be more clear on the hyperlink on the disk to be provided.

Mr. Kelleher referred to issues with a number of street names/addresses. He anticipates that the Board will sign off on those potential issues. E911 is willing to assist in addressing those issues. The project was funded via taxes on telephone lines. Mr. Kelleher's group maintains the E911 data base for the State of NH. They have collected much of the data received from the telephone companies.

Mr. Paul stated that emergency responders can view the dispatch maps easily. This information will only be useful if the responders have computers in the response vehicles.

Ms. Bickford asked about the boundary line disputes referenced on some of the maps. Mr. Kelleher stated there are a number of discrepancies between information obtained by E911 and that listed by NH DOT. All information is used for routing of dispatch services, and inclusion of hash marks on the maps will assist in that routing. Ms. Bickford then stated that some of the boat launches noted on the maps are actually private property. Mr. Kelleher indicated that they have identified all such launches found. This information is used to be able to locate where an individual is calling from.

Chief Fifield asked whether this information will make it to GPS units. Mr. Kelleher stressed that much information found through online mapping sites is inaccurate. This new information could be "pushed out" to those online companies; however, change is slow.

Ms. Bickford referred to the Emergency Notification System (ENS). Mr. Kelleher indicated that the Town should have received a letter explaining this system. The ENS can send out emergency notifications to a geographic location or to the entire community. The E911 data base has landline information and loads information into the system with a recording about an event—such as a potential flood, a missing child, etc. This information could go out via email or to cell phones if that information is voluntarily provided, most likely through a link on the Town's website. Fairpoint and some smaller companies provide that information, but lines through TWC, Metrocast, etc., would need to be provided voluntarily. Mr. Beeler asked where one could sign up if you are a cell phone user or otherwise "non-standard." Mr. Kelleher advised that it depends on the strength of the signal as to whether a cell call could actually be tracked. He will provide Ms. Williams with a website with more information that she can share with TWC, newspapers, etc.

Mr. Kelleher stated that software training would be provided. In addition, appointed reps can contact E911 to send out a message via ENS. Ms. Twombly asked about the cost to the Town to participate. Mr. Kelleher stated there is no cost. This program is also funded by the telephone surcharge. Mr. Paul would like to table this issue until the Board has sufficient time to review the information provided. The Board will specifically review the list of Non Standard Road Names.

**c) Bill Solimeno re: Potential Sewer Extension on Rocky Point Road** – Mr. Solimeno has received an estimate for an E/One Pressure system for Rocky Point Road, but he would like to obtain the Board's perspective on this project. According to Mr. Solimeno, 3 or 4 of the 11 property owners would like to participate. Upon review of the ordinances, Ms. Williams has determined that since this would be a private system, there would be no obligation for all property owners along Rocky Point Road to participate.

The E/One system would include a pump at each participating location that would pump waste up to the Town's system, located on Witchtrot Road. Mr. Solimeno stated there is no immediate need for this system to be installed; however, he would like to accomplish this while the capacity is available on the Town's system. All homes in the area have private septic systems, but they are also all close to Lovell Lake. This project would require the existing Town system on Witchtrot Road to be extended. This would result in 2 additional properties (located on Witchtrot Road) being eligible to tie into the Town's system. Therefore, those properties would be liable for debt fee as well as flat rate payments.

Mr. Paul expressed concern regarding the effect this extension would have on the Town's lagoons. He would like to avoid spending \$1 million to construct a wastewater treatment facility. He is also concerned that Witchtrot Road is scheduled to be repaved in the immediate future. Mr. Solimeno believes those involved would certainly be willing to get the pipes in place on Witchtrot Road right away so that is accomplished prior to paving. Mr. Paul referred to the need for an engineer to design the extension and an engineer to determine that sufficient space is available at the lagoons. Discussion followed regarding the cost of the project as well as the long-term benefits. Ms. Williams will have Mike Soucy obtain information in writing from the State. Mr. Paul suggested viewing the town for other areas that may request expansion. He reiterated that we need to speak with an engineer regarding capacity.

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

**3. Unfinished Business**

**a) Sand Use Policy** – The Board had previously discussed (in February 2013) contractors' use of Town sand on private roads. Ms. Williams had been advised by the LGC legal staff that the Town may not legally give sand to local contractors for use on private roads. Mr. Miller asked whether the Board could set a price for that sand, such as \$1. That may be possible. The current policy allows those contractors to obtain sand at no cost, so long as they do not charge the property owners for the sand itself. However, LGC says this is illegal. Suggestion was made to institute a yearly fee. It would still be difficult to track where the sand is going. Mr. Edwards noted this has been Town policy for a long time, and suggested it be left as is. Mr. Paul stressed that taxpayers' money is being spent on private roads. He suggested asking the Road Agent how many yards of sand are involved and the cost of that sand per yard.

Mr. Paul has stated previously that a subcommittee should be formed to determine what private roads should be accepted as Town roads. He noted that most other towns certainly do not load those private trucks using Town equipment. Discussion will continue at the next regular meeting.

**4. New Business** – None scheduled.

**5. Proposed Capital Reserve Expenditures** – None forthcoming.

**6. Correspondence**

**a) NH DOT** – Councilor Ray Burton will host a public meeting at Town Hall on September 26 beginning at 10 a.m. regarding DOT's 10-year plan.

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

--Mr. Beeler questioned whether the voters should be asked if they want to pursue making some private roads into Town roads. This would be necessary.

--Mr. Miller gets the sense that the Board members are not as concerned with Town sand being applied to private roads in Wakefield, but rather that the sand might be going to roads outside of town. Perhaps the Board should try to determine whether that is actually a problem. Additionally, if the Board decides that it must charge for the sand, perhaps it could be only a nominal fee.

--Mr. Dube spoke to the difficulty of trying to provide a little sand without having to spend considerable money to obtain permits.

**8. Administrative Matters**

**a) Liaison Reports** – **Ms. Twombly:** The Heritage Commission's project at the Grange Hall is coming along well. The downstairs is being renovated via the Elizabeth MacRury Trust. The upstairs will remain as a Grange exhibition. The grammar school bell has been moved to the freight station in Union. Ms. Twombly will be researching the history of the bell. The Commission is looking to repair the chimney at the blacksmith shop in Union. Also, the Commission has met with the Greater Wakefield Resource Center, which has a great working board. Ms. Twombly attended the recent CIP meeting. They are looking for plans for 2014-2019. The GWRC needs a new roof, and this is part of the CIP. The Conservation Commission is working with Planning Board and AWWA to address the worst run-off areas on various roads.

**Mr. Paul:** We are beginning work with the 2014 budget. The Board will meet with department heads on October 2, 7, 16 and 21. It was agreed to change those meeting times to 5-8pm (originally 6-9pm).

**Mr. Edwards:** Mr. Edwards referred to plans for the new salt shed. Mr. Paul stated that we need to touch base with the Building Inspector. Mr. Paul personally believes that we need additional funds. Mr. Edwards indicated that about \$75,000 would likely be needed—more if we require engineering. Mr. Paul's biggest concern is the salt with the concrete. Mr. Edwards estimated \$1300 to coat the concrete. Various specs were reviewed. There was considerable discussion regarding use of wood vs. concrete. Mr. Paul stressed the need to protect the Town. Ms. Williams indicated that the Building Inspector has stated that engineered plans are required.

Mr. Paul suggested that DES be contacted regarding salt potentially contaminating the water. There followed much discussion regarding the possibility of the Highway Department constructing this building, and whether an engineer is necessary. In any event, we do not have sufficient funds this year. Mr. Dube referred to a better sense of pride if the Town accomplishes this project on its own.

**b) Administrator's Update**

--Trick or Treat: The Board confirmed this will take place on October 31 from 5-8p.m., as usual.

--Ms. Williams referred to information previously provided to the Board regarding code concerns in the Opera House, including hay in the dormer and sealing holes.

--It is being suggested that the Code/Building/Land Use area be configured. Estimates will be sought, and a floor plan will be provided to the Board. This would likely need to be part of the 2014 budget.

--Ms. Williams has provided costs to the CIP committee regarding several building changes. Does the Board have any other ideas? Ms. Williams is not sure that we want to proceed with the original renovation plans for the main floor. Ms. Twombly would like to review those plans. Mr. Paul suggested they be viewed at a meeting regarding the budget.

--Code/Building would like the Board to consider several policy changes. The Board agreed that for structures under 200 square feet, the homeowner can certify that they are meeting the required setback. The Board also agreed that no permit is required for roofing, siding and non-structural window replacement. No inspection will be required for a gas permit for a tank swap or new line. Rather, the Tech will provide a copy of testing performed and/or photographs of line in trench with safety/locating tape. There are a number of open building permits that cannot be finalized because of financial reasons. Mr. Edwards has discussed this issue with LGC, who states there are ways to deal with these. He will discuss this further with the Building Inspector. The protocol is to close the permit to release the Town of liability. The property owner would need to pull a new permit. We could probably break down the permit into smaller sections, rather than permitting for the entire project.

**c) Building Permit Releases – Mr. Paul moved to approve the building permit release for Morse on Old Bulkhead Road. Ms. Twombly seconded the motion, which passed 3-0.** The signature block will be revised to accommodate the current Board members.

**d) Payment Manifests – Mr. Edwards moved to approve Payroll Warrant #20 in the amount of \$65,311.81. Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve AP #41 in the amount of \$46,619.39. Ms. Twombly seconded the motion, which passed 3-0.**

**e) Selectmen's Letter of Appreciation – It was agreed this month's letter would be sent to the Wakefield Police Department.**

**f) Minutes – Mr. Edwards moved to approve the minutes of September 11, 2013, as presented. Ms. Twombly seconded the motion, which passed 2-0-1.**

**Ms. Twombly moved to approve the minutes of September 16, 2013, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

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There being no further business, the meeting adjourned at 9:30 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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