

**Board of Selectmen  
December 11, 2013**

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

Also present were: Ed Comeau (videotaping); Donna Martin (videotaping); Jim Miller; Tom Beeler, *The Granite State News*; Russell Neal; and Steve Porter. Beryl Donovan; Sharon Theilling; Catherine Mills; and Aru'vah Ferrill joined the session in progress.

Mr. Paul called the posted meeting to order at 7:04 p.m. and led those present in the Pledge of Allegiance.

**Public Hearing re: Proposed Contract with Time Warner Cable** – Mr. Paul opened the public hearing, the purpose of which is to receive the public's input on the proposal for renewal of the cable television franchise with Time Warner Cable, and invited members of the public to speak. Mr. Miller noted that it is important to understand that this has been a multi-year process, the end of which we are finally nearing. The Board of Selectmen (past and present) have been diligent in trying to get the best product for our residents. However, the Board has no power to negotiate price or channels offered. The Board did approach TWC with a "wish list;" but we are dealing with a very large corporation, and the Town represents a very small portion of subscribers. We didn't get everything we wanted. However, we cannot just change carriers, as there is much infrastructure owned by TWC. TWC has confirmed their effort to continue build-out to those few areas where there is currently no coverage. The quality of the broadcast via the PEG channel, as well as access to it, will be greatly improved. Ms. Miller is anxious to see the contract complete and executed, and he applauds all involved. Ms. Twombly likewise expressed appreciation to Mr. Miller for all his efforts in this regard.

The Board proceeded to review several highlights of the proposed contract (see attached). Ms. Theilling asked whether senior discounts are available. Ms. Williams advised the discount is available for only basic cable—no discount for any bundles. Anyone experiencing difficulty obtaining this discount should contact Ms. Williams directly, as she has had success in directing these issues to personnel at TWC. There being no further input from the public, Mr. Paul closed the public hearing at 7:14 p.m.

**Mr. Edwards moved to approve the Franchise Agreement with Time Warner Cable, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**1. Appointments**

**a) Russell Neal and Steve Porter, Evergreen Valley Snowmobile Club** – Mr. Neal stated that the Club is seeking permission once again to cross the Maple Street Bridge (currently blocked) over the winter. Chief Fifield has suggested posting the trail as closed to wheeled vehicles, as well as posting "Pass At Your Own Risk" signs. Additionally, the Chief is comfortable with the area being used by the groomer. **Mr. Edwards moved to open the blocks to allow for both the groomer and snowmobiles to cross the bridge on Maple Street, under the same conditions as imposed last year. Ms. Twombly seconded the motion, which passed 3-0.** Ms. Williams will contact the Highway Department to move the blocks.

**b) Gafney Library re: Status of Library Expansion** – Ms. Donovan advised that the Gafney Library is moving ahead with plans for expansion. Studies indicate that they are presently doing the work of libraries 3 times their size. They have a contract to purchase adjacent property owned by Fred Gulbrandsen, which they hope will result in sufficient space. An architect will likely be on site in the near future. The Library has the calendar year 2014 to arrange funding, which will include significant fund-raising. Ms. Donovan confirmed that the subject property is wet and that they will likely not be able to utilize below ground level. Ms. Theilling spoke to all that Ms. Donovan has done for the Gafney Library and the community.

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

**3. Unfinished Business**

**a) Personnel Policy** – Ms. Williams has completed the revisions discussed at previous meetings. Ms. Williams noted some of those changes, with some discussion occurring regarding required FF/EMT training. **Mr. Edwards moved to execute the Personnel Policy as revised. Ms. Twombly seconded the motion, which passed 3-0.**

**b) New Pay Study** – Previously, the Board decided to expand the pay study done by MRI for the Town of Lincoln. Chief Fifield volunteered to contact a number of towns to obtain information and develop a new pay scale, which Ms. Williams presented to the Board. Information for several of our positions is missing, so if the Board decides to adopt this scale, we will need to work on that missing information. Discussion followed of the various towns used in the study and how they compare to Wakefield. This comparison refers to job titles rather than actual job descriptions. Information on benefits offered is not included. Mr. Paul stated that this is good work but needs to be adjusted. For example, there is no need to compare Town Administrators to Town Managers. It was agreed to eliminate information for Wolfeboro and to utilize information for Tuftonboro instead. This topic will be revisited at the January 8 meeting. Mr. Miller was advised that this information could be posted on-line once fully developed.

**4. New Business**

**a) Mosaic Parcel Map Data Sharing Pool** – Execution of the Memo of Understanding with DRA would allow Wakefield access to parcel maps and CAMA information for other participating towns. Mr. Edwards questioned why the Town of Wakefield would need to view such information. Mr. Comeau advised that this information is also used by Strafford Regional Planning Commission to compile the Regional Master Plan and Estate Development Plan. The Board has no issue participating if the Assessing Technician believes it would be useful. Ms. Williams will discuss with Ms. Bickford.

**b) CAI Contracts Renewal** – CAI has provided contracts for 2014 for Tax Map Maintenance, Street Numbering and GPS Data Collection, all at the same cost as 2013. **Mr. Edwards moved to approve the 3 contracts submitted by CAI, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**c) Encumbrance of 2013 Funds** – Ms. Williams presented the following list of encumbrances:

GWRC - \$2500 for exterior painting: **Ms. Twombly moved to approve this encumbrance as presented. Mr. Paul seconded the motion, which passed 3-0.**

Highway Department - \$17,832 for culverts and catch basins on High Street: **Ms. Twombly moved to approve this encumbrance as presented. Mr. Paul seconded the motion, which passed 3-0.**

Town Hall Repairs - \$3591 for renovations in the Building Department: **Mr. Edwards moved to approve this encumbrance as presented. Ms. Twombly seconded the motion, which passed 3-0.**

Professional Services Land Use - \$3500 for drafting of 2 chapters of the Master Plan (by Mike Garrepy)- Housing and Population: Mr. Paul would encourage Land Use to utilize these funds throughout the year rather than waiting until the end of the year. **Ms. Twombly moved to approve this encumbrance as presented. Mr. Paul seconded the motion, which passed 3-0.**

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

**6. Correspondence** – None forthcoming.

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

**8. Administrative Matters**

**a) Liaison Reports** – Mr. Edwards: The Highway Department has started to sand and plow ☺  
Ms. Twombly: The Heritage Commission has been very busy. The townspeople are very appreciative of all that this group has been doing. Also, Ms. Twombly was proud at a recent training session to confirm just how much our Fire Chief does in running our Fire/Rescue Department.

Mr. Paul: The Budget Committee met to review the Town's list of warrant articles. That Committee will meet again prior to the start of the public hearing (scheduled for January 14) to discuss more information regarding the proposed purchase of a bus for Parks & Recreation. Mr. Paul reviewed public hearing and Deliberative Session dates.

**b) Selectmen's Letter of Appreciation** – It was agreed that this month's letter will go to Fire Chief Todd Nason.

**c) Administrator's Update**

--Ms. Williams reminded us that as the Board will not meet on December 25, the next meeting is scheduled for January 8, 2014!

--The Transfer Station Manager has confirmed that we do have an issue with rodents at the Transfer Station. Leroy Adams is willing to trap these nuisance animals in exchange for permission to trap other animals near the Town's septage lagoons. This trapping would not be done on Town time. Mr. Paul executed the trapping permit with the understanding that this trapping would be done on Mr. Adams' time and at Mr. Adams' on risk.

--The Board executed forms relative to the Town's cancellation of its agreement with HealthTrust for health insurance, as well forms to continue dental coverage.

--The PEG channel has 2 lines in the operating budget. Most of the 2013 appropriation was in the wage line, some of which was moved to the equipment line. Clearview has requested that we move another \$650 from the wage line to the equipment line in order to purchase additional equipment. **Ms.**

**Twombly moved to move \$650 from the PEG wage line to the PEG equipment line as requested.**

**Mr. Edwards seconded the motion, which passed 3-0.**

--Energy Efficient Investments of Merrimack has worked with a number of towns regarding energy assessments, following which they present their recommendations. The initial assessment and presentation are done at no cost. This assessment would include all Town buildings. The Board agreed by consensus to have Energy Efficient Investments provide an assessment for the Town of Wakefield.

--We have received 3 estimates for printing of the Town report. **After review of the estimates, Mr. Paul moved to award the contract for printing of 500 reports to C&K of Rochester. Mr. Edwards seconded the motion, which passed 3-0.** Ms. Williams will ask the public to submit photos to be considered for the cover of the report.

--The Board executed the Sand Use Policy as previously adopted.

**d) Building Permit Releases** – None received.

**e) Payment Manifests** – Mr. Edwards moved to approve AP #53 in the amount of \$1,059,891.50. Mr. Paul seconded the motion, which passed 3-0.

**Ms. Twombly moved to approve AP #54, a void in the amount of \$531. Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve PR #26 in the amount of \$75,213.64. Ms. Twombly seconded the motion, which passed 3-0.**

**f) Minutes** – Mr. Edwards moved to approve the minutes of November 13 and 18, 2013, as presented. Mr. Paul seconded the motion, which passed 3-0.

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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Richard C. Edwards

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Connie M. Twombly