

**Board of Selectmen
May 9, 2012**

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

Mr. Paul called the posted meeting to order at 6:15 p.m. **Mr. Kasprzyk moved to enter Non Public Session under RSA 91-A:3, II (a) & (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Kasprzyk – ‘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 6:53 p.m., at which time there was a short recess. Mr. Paul called the meeting back to order at 7 p.m. and led those present in the Pledge of Allegiance. Those present at this time included: Tom Beeler, *The Granite State News*; Cheryl Labrie; Arthur Capello; Wayne Robinson; Ed Brown; Robert Bevard; Greg Hall; Chief Ken Fifield; Dave Lee; Ed Comeau (videotaping); and Jerry O’Connor (videotaping). Joining the session in progress were Relf Fogg; John Fournier; and Tom Dube.

1. Public Hearing re: Building Permit Fee Schedule Revision – Mr. Paul indicated that as a result of a successful warrant article, the Building Inspector is to ensure that construction of certain structures under 200 square feet meet setback requirements. Mr. Paul opened the public hearing. As there were no comments from the public, he closed the hearing at 7:02 p.m.

Mr. Edwards stated that there are already so many fees. The existing fee schedule was briefly reviewed. Mr. Kasprzyk shared his belief that no part of this new requirement will take much time for either the applicant or the Building Inspector and, therefore, he sees no reason for much of a fee. Mr. Paul questioned whether Mr. Capello had considered meeting this new requirement utilizing the notification process. An application would be submitted; if the applicant does not hear otherwise within a certain number of days, it is ok to start construction. Mr. Paul would prefer this method rather than imposing another fee. Mr. Kasprzyk would support a \$15-\$20 fee, although the Building Inspector does not really know where the exact property line is located. Mr. Edwards would prefer no fee and use of the notification process. Mr. Capello stressed that what he has proposed is really a user fee.

Mr. Paul referred to other services for which no fee is charged. Mr. Kasprzyk noted that all taxpayers should not have to pay for someone else’s shed. If we remove fees, the taxpayers will absorb the costs. **Mr. Kasprzyk moved to approve a \$20 Set Back Permit fee.** No second was immediately forthcoming. Mr. Edwards stated that he would like to eliminate a number of fees on the Building Permit Fee schedule, specifically the Roof, Siding, Windows fee. Mr. Capello noted that it is within the Board’s prerogative to remove fees; however, he would not recommend removing the requirement for a permit. Discussion followed as to what a roof inspection entails and whether other towns require a permit for same. Mr. Paul would support a notification process in this case as well. He believes the entire community benefits from proper inspections; therefore, we do not need to assess a fee on the applicant. Mr. Edwards would like to see a vote of the people regarding some of these fees. **The motion (finally) dies for lack of a second.**

Mr. Paul still recommends use of the notification process, adding that issuance of a paper permit is not necessary. Mr. Capello noted the process would still require the same amount of work.

If the Board directs him not to go out unless he receives a complaint, that is what he will do. Mr. Edwards does not believe that Mr. Capello would need to view the site unless he receives a complaint. **Mr. Paul moved to approve a Set Back Permit fee of \$5 and to reduce the Roof, Siding, Windows fee to \$5. Motion dies for lack of a second.**

Mr. Edwards moved to approve a Set Back Permit fee of \$5. Mr. Paul seconded the motion, which passed 2-1.

Mr. Edwards does not want any fees for Roof, Siding, Windows. Mr. Kasprzyk asked how much that would compromise the budget. Mr. Capello estimated \$3000. Mr. Kasprzyk questioned who should pay for the service: the property owner having the work done, or all the taxpayers. Mr. Edwards stated that the property owner would actually pay twice, as his taxes would increase with the value of his home. Mr. Paul stated that Roof, Siding, Windows is a huge topic with many inspectors. Mr. Capello noted that this inspection is required by code. Discussion followed regarding what inspections are necessary due to safety issues, as well as the responsibility of the homeowner. **Mr. Edwards moved to eliminate the fees and permit for Roof, Siding, Windows.** Mr. Dube was advised that a building permit fee is not required for Roof, Siding, Windows. Mr. Dube agrees we should not require a Roof, Siding, Window permit. Mr. Capello noted that the Board of Selectmen could always seek an Appeal from Administrative Decision. **No second.**

Mr. Paul moved to eliminate the permit fee for Roof, Siding, Windows, and to leave it up to the Building Inspector to determine whether a permit is required. Mr. Edwards seconded the motion, which passed 2-1. Mr. Capello went on record as saying the permit is required.

2. Appointments – None scheduled.

3. Unscheduled Matters/Public Comment

--Mr. Fogg received confirmation that there will be a \$5 fee for a setback permit and there will be no fee for Roof, Siding, Windows.

--Mr. Dube advised that the Greater Wakefield Chamber of Commerce hopes to replace the "Welcome" sign located on Meadow Street. Cost of replacement is \$540. The Chamber is hoping that the Town may contribute \$200 towards this project. Mr. Paul noted that many budget lines are already more than 50% expended. He would feel more comfortable if this request were made later in the year. Discussion followed as to where the funds could possibly be taken from, with Ms. Williams suggesting "Unanticipated Costs." We have several issues to be covered under that line already, and the balance is at \$3000. The Board will take the request into consideration.

--Mr. Comeau asked how much the Town's budget has increased since the State of NH adopted the IBC. Mr. Capello advised that did not affect the Town's budget. Overall costs have actually been reduced for a variety of reasons. Mr. Paul noted that the Town had already adopted the IBC prior to the State doing so.

4. Unfinished Business

a) Atty Whittum Correspondence re: Town Beach and Skate Park – Mr. Robinson stated that the Parks & Rec Commission has discussed the concerns raised in both letters, both as a Commission and with the Police Chief. With regard to the skate park, the Commission agrees that some valid points were raised. With respect to cars being parked on private property, he noted that 95% of those utilizing the skate park are too young to drive and either walk or ride bikes to the park. Several options were considered with regard to the skate park as follows:

i) Move the skate park to the ballfields. This would make supervision more difficult and would raise more of a safety concern.

ii) Move the facility to the Forest Hills tennis courts. Although the courts are not used much, they are used and need to be updated. There would be significant cost related to moving the facility, and such a move might not be well received by residents of that area.

iii) Move the facility to Turntable Park. This would be a central location; however, there is an underground water tank on site. There would be costs associated with such a move. Mr. Paul asked if Parks & Rec is utilizing the tennis courts. Mr. Robinson advised they are utilizing them somewhat; however, funds need to be appropriated for repairs.

iv) Leave the skate park where it is and invest in more chain link fencing for the other two sides and establish one in/out gate—a cost of approximately \$3500. More signage would be installed, and a port-a-potty will be put in place. It will be necessary to receive permission to traverse private property to maintain the site. The police department is willing to provide more patrols. We would start with signage and the port-a-potty; if there is no improvement, the facility could be closed for an amount of time.

Mr. Kasprzyk noted the possibility of installing a camera. He referred to the path through the car dealership, noting it has long been used by many as a short-cut, and questioned whose responsibility it would be to install a fence. Mr. Edwards noted that not many complaints have actually been filed. Mr. Robinson stated that he personally responds to complaints received from Mr. Meyer. Spring cleaning has been accomplished, with no beer cans or bottles being found. Mr. Edwards is in support of allowing Mr. Robinson to handle the situation with signage and a port-a-potty.

Mr. Kasprzyk and Chief Fifield walked the Town Beach area with Mr. Robinson. Options considered included:

i) Hire lifeguards to supervise/maintain the area. This cost was not included in the budget. The Town actually has less liability without lifeguards in place.

ii) Provide some trash cans, to be chained to the fence.

iii) Keep the bath house unlocked as long as it is used responsibly. It would be locked at night then the beach is closed.

Mr. Kasprzyk added that “No Trespassing” signs could be stenciled onto the dam. Mr. Robinson stated that buoys would be used to block off the dam. Also, the fence could be extended to obstruct access to the dam. Estimated cost is \$1900. The picnic table has been chained down, and the beach is clean. Mr. Kasprzyk suggested it might be wise to chain the port-a-potty (at the skate park) to the fence. Mr. Paul stated that complainants need to call the Police Department when inappropriate activity is taking place, rather than waiting for several months to pass.

5. New Business

a) Establishment of Agricultural Commission – Mr. Paul noted that a vote of the town authorized establishment of this commission. The primary petitioner, Robert Bevard, has recommended the following membership: Robert Bevard, Member for 3 years; Michael Hickey, member for 2 years; William Denley, member for 1 year; Geoffrey Denley, alternate for 3 years; and Richard Ellis, alternate for 2 years. **Mr. Kasprzyk moved to appoint the membership as recommended and to appoint Robert Bevard as temporary Chair of the Agricultural Commission. Mr. Edwards seconded the motion, which passed 3-0.** Mr. Bevard is seeking the Board's permission to have a pig scramble on Pride Day behind the Parks & Rec building. Mr. Paul directed Mr. Bevard to check with either the Chamber of Commerce or Parks & Rec. Mr. Dube stated that the event has already been approved by the Pride Day Committee.

b) Policy for Controlled Substances and Alcohol – NH DOT requires the Town to have such a policy for all CDL drivers. Ms. Williams advised the Town's Personnel Policy only had a vague reference, and NH DOT recommended that the Town have a separate policy. Mr. Kasprzyk questioned whether the names on page 1 should be replaced with the titles of the positions. Ms. Williams advised that specific contacts must be listed. These names will need to be updated as circumstances change. The current testing process was briefly reviewed. **Mr. Paul moved to approve the Controlled Substances and Alcohol Policy as presented. Mr. Kasprzyk seconded the motion, which passed 3-0.**

6. Proposed CRF Expenditures

a) Landfill Closure \$2150 – This represents CE2's invoice for required first and second quarter sampling. **Mr. Kasprzyk moved to approve the \$2150 expenditure from the Landfill Closure CRF. Mr. Paul seconded the motion, which passed 3-0.**

7. Correspondence

a) NH DOT – The State, like the Town, is looking to reduce costs by eliminating some streetlights located on State roads, which are not necessary for safety.

8. Unscheduled Matters/Public Comment #2

--Mr. O'Connor questioned the status of the MRI study. Mr. Paul stated that many employees have completed the survey. Ms. Williams added that MRI has worked with four departments so far.

9. Administrative Matters

a) Liaison Reports – **Mr. Kasprzyk:** The Heritage Commission had a very successful tour of mill sites, with 48 participants. The Commission hopes to work on the display at the freight house, as well as to install a heating/cooling system. The Commission was recently honored by the Preservation Alliance for "outstanding planning, education and advocacy." The Commission has received letters of support for placement of the canal and bridge on the National Register. The grant application will be filed next week. The Heritage Centre Museum will open at the Union Railroad Station on June 30 at 10 a.m. The campership program of the Conservation Commission will sell whoopie pies at Pride Day. They will also have a yard sale in the near future. The Conservation Commission will have space and give out trees on Pride Day.

Mr. Edwards: The theme for Pride Day has been changed to “Appreciation of *Our Nation.*” The Eagle Scout ceremony for Graham Kasprzyk was very successful. Several more scouts are on their way to attaining the rank of Eagle Scout. Planning Board has a busy schedule ahead. Next month they will view Route 16 for viable sites for commercial development.

Mr. Paul: WPI is preparing a bid package for the sprinkler system. Mr. Dube offered an update regarding renovations at the Greater Wakefield Resource Center. The sprinkler system has been installed on the first floor. The elevator shaft is nearly complete, and they are about 4-6 weeks out from having an elevator in place. They had hoped for donated materials; however, that has not yet happened, although many have offered volunteer labor. They may ultimately have to use existing funds. Mr. Edwards suggested that a list of needed materials be compiled as some contractors may have material they cannot utilize.

b) Administrator’s Update

--Ms. Williams presented a proposed lease for the Food Pantry land, which includes an updated plan. During review of this document, the Board also discussed the layout of the Transfer Station—specifically the need to construct a wind wall at the paper recycling receptacle. Mr. Kasprzyk noted that we also need to address the building for used oil. Ms. Williams noted that the CIP Committee discussed the need for a wind wall, etc., and determined the necessary funds could come from the Landfill Closure CRF. **Mr. Paul moved to execute the lease with the Food Pantry, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

--Ms. Williams advised that although we have put the tree cutting out to bid (for the area to house the new food pantry building), we have received comments that we do not have any specific bid package. Mr. Kasprzyk stressed that the trees to be removed are marked in blue, and the setbacks are marked in pink. He is working on a short write-up regarding disposal of timber under 4” and will provide this to Ms. Williams for distribution to those interested. Mr. Fogg questioned whether limbs could be hauled to the Transfer Station. One could ask at the Transfer Station.

--The COAST transportation system is expanding service in our area. It will now be in Wakefield on Wednesdays and Fridays, and they are expanding their list of destinations.

--Family Septic Services of West Newfield ME has submitted an application to utilize the Wakefield wastewater treatment site. They have submitted the \$25 application fee, as well as evidence of insurance. We are waiting for an executed State license. **Mr. Edwards moved to approve the application of Family Septic Services. Mr. Kasprzyk seconded the motion, which passed 3-0.**

--CE2 is working with Waste Management on removal of our ash pile. Robert Saunders has completed a Generator’s Non-hazardous Waste Profile Sheet. The Board agreed by consensus to allow Mr. Saunders to execute this form on behalf of the Town.

--The Town Clerk has recommended the appointment of Angie Casperonis as Assistant Town Clerk. **Mr. Paul moved to appoint Angie Casperonis as Assistant Town Clerk. Mr. Edwards seconded the motion, which passed 3-0.**

c) Building Permit Releases – Mr. Paul moved to approve releases for Blaylock/Carter on Pond Road and LaCorte on Kerry Drive. Mr. Kasprzyk seconded the motion, which passed 3-0.

Mr. Paul suggested that Ms. Williams explain the proposed change to the Administrative Assistant in the Building/Land Use Department. Ms. Williams stated that this position will now include supervision of the Land Use Clerk, in the absence of the Building Inspector. In addition, this position will handle Land Use Clerk duties when the Clerk is not available.

Mr. Kasprzyk moved to approve the revised job description for the Administrative Assistant in the Building/Land Use Department. Mr. Paul seconded the motion, which passed 3-0.

d) Payment Manifests – Mr. Kasprzyk moved to approve the Payroll Warrant in the amount of \$57,802.53. Mr. Paul seconded the motion, which passed 3-0.

Mr. Kasprzyk moved to approve the Accounts Payable Warrant in the amount of \$87,907.34. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the Warrant to void and reissue a payroll check. Mr. Edwards seconded the motion, which passed 3-0.

e) Minutes – Mr. Kasprzyk moved to approve the minutes of April 25, 2012, as presented. Mr. Paul seconded the motion, which passed 3-0.

f) Pole License – Mr. Paul moved to approve the Pole License Agreement for Willey Road. Mr. Kasprzyk seconded the motion, which passed 3-0.

Mr. Kasprzyk thanked Pam Judge and the Heritage Commission for all their work and offered congratulations on their recent award. The entire Board expressed thanks for a great job.

There being no further business, the meeting adjourned at 8:40 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards