

**Board of Selectmen  
June 27, 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) and (c). 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 7:05 p.m., at which time Mr. Paul led those present in the Pledge of Allegiance. Those present included: Fred Clough, Road Agent; Tom Beeler, *The Granite State News*; Phil Twombly; Dave Tibbetts; Dave Mankus; Fred Elliott; Jerry O’Connor (videotaping); Ed Comeau (videotaping); and Relf Fogg.

**1. Appointments**

**a) Fred Clough, Road Agent** – Mr. Clough spoke to the benefit to the Town in having a more efficient backhoe—one smaller and easier to move. There are several upcoming projects for which the existing excavator is too large. The new equipment could also be used to load salt and sand. Mr. Kasprzyk asked whether it could be used to pull stumps. Mr. Clough indicated that would depend on the size of the stumps. Mr. Paul asked whether it would be the same size as the Transfer Station equipment. Mr. Clough is suggesting slightly larger equipment.

Mr. Clough shared estimates received for the proposed equipment, including one for purchase of used equipment. Ms. Williams advised that the wording of the CRF article does not allow for purchase of used equipment. The current balance is about \$103,000.

Mr. Clough expects to receive one more price, but all are similar. He has no preference, and all are set up basically the same. Briefly reviewed some warranty information. Ms. Williams stated they are trying to determine whether the Board is interested in moving forward. Mr. Paul noted that ideally, this should have part of the capital improvement plan developed last year. However, the Board will consider this purchase when Mr. Clough presents a list of prices. Ms. Williams questioned how the Brackett Road project would be affected should we not purchase this equipment. Mr. Clough noted we could rent the necessary equipment for that project. Mr. Kasprzyk added that it might be possible to utilize the Transfer Station equipment.

Mr. Clough noted that if the equipment were purchased, it could be used for culvert work, cleaning catch basins, etc. Mr. Kasprzyk stated that he has asked Warren Winn to check the price for a cardboard compactor, which would be more efficient than crushing the cardboard with the current equipment. If a compactor is purchased, perhaps the existing backhoe at the Transfer Station could be transferred to the Highway Department. Mr. Clough added that the Brackett Road project is not scheduled to begin until fall, so there is time to consider the best course of action. He will discuss this with Warren Winn.

**b) Cemetery Trustees – Phil Twombly and Dave Tibbetts** – Mr. Twombly advised that a check was received in April (payable to the Town of Wakefield) from the Alden Young Trust, representing two years’ earnings from that trust. The check was deposited into the Town’s general fund.

The Trustees are asking the Board to release those funds to the Cemetery Trustees in order to pay an outstanding invoice from Fred Elliott. Mr. Twombly added that there was a stipulation noted on the check that the funds were to be used solely for work on the cemetery. The Trustees attended a seminar with Terry Knowles, State of NH, who is willing to assist in straightening out this issue if necessary.

Mr. Twombly referred to perpetual care trusts, from which the Cemetery Trustees reimburse the Town for payments made from the general fund. Ms. Williams suggested that in the future, the Trustees should include maintenance of this specific portion of property in their yearly maintenance contract. Therefore, the funds would automatically come from the general fund.

Mr. Paul does not have an issue with making a payment out of the general fund; however, he does have concern with an invoice outstanding from 2010. Mr. Edwards agreed that the individual should have been paid by the Town for the work accomplished. Mr. Kasprzyk referred to the existing Cemetery budget. Ms. Williams provided an overview of the balances in that budget. Mr. Twombly advised that the Trustees plan to include an additional \$1500 in the 2013 budget. If funds are again received from the Alden Young Trust, they would be deposited into the general fund. All were in agreement that the vendor should be paid.

Mr. Elliott provided background on the work accomplished. He noted that when it came time to pay his invoice, the Trustee for the Alden Young Trust advised that no interest had been earned on that fund, and, therefore, the invoice would have to be paid by the Town of Wakefield.

Mr. Mankus referred to the established procedure with the Alden Young Trust being to 1) do the work; 2) submit a bill to that trust; and 3) receive payment from the Alden Young Trust. At the time, the Cemetery Trustees opted to follow that procedure; however, the invoice was never paid. Now that process is working; however, the check was made out to the Town instead of to the vendor. Terry Knowles has suggested the Town handle the money received from the Alden Young Trust as unexpected revenue and to pay the outstanding invoice.

Discussion followed as to whether a revised invoice is necessary. The invoice will be resubmitted, made out to the Town of Wakefield. Ms. Williams stated that Board authorization is needed to pay the invoice out of the 2012 budget. **Mr. Kasprzyk moved to pay the outstanding invoice of Fred Elliott in the amount of \$1500, with funds to be taken from the Cemetery Miscellaneous Maintenance line. Mr. Edwards seconded the motion, which passed 3-0.**

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

--Mr. Elliott stressed that during the budget process, the Town needs to start to think about the condition of the Lovell Lake Cemetery, which needs fertilizer and lime. The Board should also consider wall maintenance at the new cemetery. Mr. Kasprzyk noted that it is the responsibility of the Cemetery Trustees to establish a valid price for a cemetery plot. Mr. Paul added that the Trustees should be taking notes and making a presentation during the budget process. Mr. Mankus noted that they are just finishing a 3-year cycle with the current budget and will be including the new cemetery in the next budget cycle. Briefly discussed whether another capital reserve fund would be beneficial.

Mr. Paul stressed the need to advertise the availability in the new cemetery. Mr. Fogg volunteered to repair the rock wall at the new cemetery.

### **3. Unfinished Business**

**a) Town Hall Hours of Operation** – Mr. Paul has received complaints from individuals who experience difficulty in registering vehicles and pulling permits and believes having some evening hours would be helpful. It was noted that the Town Clerk's office is open two Saturdays per month, and that vehicles can be registered on-line. Discussion followed as to which offices should be open one evening per week and how late they should be open. It was suggested that being open to 7 p.m. would accommodate residents who work out of town. Mr. Edwards does not believe we need the entire staff on site. Mr. Kasprzyk referred to the need for energy efficiency and noted he would like to shut down Town Hall more often. Mr. Paul stated that any change should be done in stages. He would first like to review the MRI report, but night hours for several services make sense. Perhaps we should also consider acceptance of debit cards or having an ATM machine in the hallway. Ms. Williams stated that several Town Hall employees would like an opportunity to discuss this issue with the Board.

Mr. Fogg asked what prompted this discussion. Mr. Kasprzyk stated there have been some complaints. Mr. Fogg stated that if there had been a wealth of complaints, it would be an issue. However, there are options available so that one doesn't even have to come into Town Hall. If it's broke—fix it; if it's not broke—don't.

**b) Selectmen's Meeting Schedule** – Mr. Paul noted the Board is getting overwhelmed with information to review and process, and it is difficult to make immediate decisions. He would like the Board to consider scheduling a meeting for 3 p.m. every Wednesday (other than on regularly scheduled meeting nights). If there is nothing for the 3 p.m. agenda, the meeting would be cancelled. Perhaps it would only be necessary to sign documents, or the Board might make site visits. The Board members will give this more consideration.

**4. New Business** – None scheduled.

### **5. Proposed CRF Expenditures**

**a) Landfill Closure \$682.50** – This represents an invoice from Eastern Analytical for required spring testing. **Mr. Kasprzyk moved to authorize this expenditure in the amount of \$682.50 to Eastern Analytical, as presented. Mr. Paul seconded the motion, which passed 3-0.**

### **6. Correspondence**

**a) Great East Lake Improvement Assn** – GELIA is inviting the Board to their annual meeting to be held on July 7, which is usually held at Weeks Beach.

**b) Union Village Community Assn/Siemon re: Union Village Dam** – This correspondence was provided for the Board's information regarding UVCA's effort to assume ownership of the Union Village Dam.

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

--Mr. Fogg noted that the work done to date on Oak Hill Road looks good.

**8. Administrative Matters**

**a) Liaison Reports** – **Mr. Kasprzyk:** The Heritage Commission held a private guided tour for 42 club members this past Saturday, and it intends to host other such tours. The center opens for the season next Saturday. There are several new exhibits. Work is moving forward on the freight house. Ms. Judge made a presentation to the GELIA regarding the Newichawannock Bridge and Canal. The Commission is also working with WPI to ensure that future Town Hall renovations are done in accordance with regulations of the Historic Preservation Commission.

Those attending the upcoming Conservation Camp will only have to pay \$6 each, thanks to the fabulous fundraising efforts. WOW! The easement for the Union Meadows property is on its way to Washington DC. The survey is complete, and the lines will be blazoned next week. The Commission held an informative seminar regarding shoreland permitting this past Saturday.

**Mr. Edwards:** Planning Board held a very short meeting. It is time for that Board to begin thinking about proposed warrant articles relating to zoning. Parks & Rec reminds everyone that the fireworks display will occur at the ballfields on July 2 at 3 p.m.

**Mr. Paul:** WPI is preparing an RFP for the sprinkler system for Town Hall.

**b) Selectmen's Letter of Appreciation** – The Board agreed to send this month's letter to Howie Knight.

**c) Administrator's Update**

--Victor Becker provided Ms. Williams with a proposed contract between the architect and WPI. WPI will be paying for the architectural work; therefore, they are part of the contract. The Town will eventually enter agreement with the General Contractor. During the budget season, the Board had discussed utilizing a portion of the CRF (\$20,000) for a generator for Town Hall. She received confirmation that the intent is \$35,500 of the CRF would be spent on a sprinkler system, with \$20,000 to be spent on a generator. Mr. Edwards questioned why Town Hall would have a generator when the Paul School doesn't have one. Mr. Kasprzyk noted that the School District had been planning for a generator; however, the School recently voted to eliminate the generator fund. Ms. Williams explained that the Town Hall needs a generator in order to avoid flooding. Mr. Edwards noted that both facilities should have generators. Mr. Kasprzyk briefly reviewed the School's decision to return the funds appropriated towards a generator. Ms. Williams will begin discussions with the Gafney Library regarding the generator for Town Hall. Mr. Kasprzyk hopes that WPI will work closely with the Heritage Commission on this project. Mr. Paul stated that WPI hopes to have the work completed for Deliberative Session.

--We have had some pigeons visiting the Opera House. That visit has come to an end. (Thank you, Fred.)

**d) Building Permit Releases** – Mr. Kasprzyk moved to approve a building permit release for Risi on McGinniss Way. Mr. Paul seconded the motion, which passed 3-0.

**e) Payment Manifests** – Mr. Kasprzyk moved to approve the AP warrant in the amount of \$147,466.78. Mr. Paul seconded the motion, which passed 3-0.

Mr. Kasprzyk moved to approve the Payroll warrant in the amount of \$58,647.67. Mr. Edwards seconded the motion, which passed 3-0.

**f) Other**

--The Board reviewed the Warrant for Unlicensed Dogs.

--Ms. Williams shared a note received from Earleen DiPrizio in thanks for her retirement gift.

**g) Minutes** – Mr. Kasprzyk moved to approve the minutes of June 13, 2012, as presented. Mr. Paul seconded the motion, which passed 3-0.

**h) Non Public Session** – Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) & (b). Mr. Paul seconded the motion. Roll call vote: Mr. Kasprzyk – ‘aye’; Mr. Edwards – ‘aye’; Mr. Paul – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 9:05 p.m., at which time the meeting adjourned.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Peter M. Kasprzyk

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Richard C. Edwards