

**Board of Selectmen
October 10, 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 6:30 p.m. **Mr. Kasprzyk moved to enter Non Public Session under RSA 91-A:3, II (a). 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 p.m., at which time Mr. Paul led those present in the Pledge of Allegiance. Those present at this time included: Connie & Phil Twombly; Pam Judge; Robert McChesney; Tom Beeler, *The Granite State News*; James Blackwood; John Blackwood; Judy Nason; Relf Fogg; Steve Brown; Stacy Caplette; Tom Dube; Chief Ken Fifield; Jerry O’Connor (videotaping); and Ed Comeau (videotaping).

1. Appointments

a) Cynthia Wyatt re: Maple Street Bridge – Ms. Wyatt has postponed her appointment to the October 24 Selectmen’s meeting.

b) Pam Judge re: Union Blacksmith Shop – John & Diane Gray have donated the property known as the Blacksmith Shop in Union to the Town, on behalf of the Heritage Commission. Town Counsel has presented a deed and a gift letter for approval and execution by the Board. **Mr. Paul moved to approve the gift via the Warranty Deed. Mr. Kasprzyk seconded the motion, which passed 3-0.** Ms. Judge advised that the Commission plans to restore the building and put in some artifacts. Mr. McChesney has an 1880 toolbox with tools that came from the Wiggin blacksmith shop. So, not only will the building be restored, it will include local artifacts.

c) Stacy Caplette re: Meadow Street Crosswalk – Ms. Caplette represents Lovell Lake Food Center. The Food Center has approached the State regarding installation of a mid-block crosswalk to run from the Food Center to Profile Bank. The State requires a letter of support from the Board of Selectmen. The Board was generally in support of this project. Discussion followed regarding the location of the crosswalk on the south side of Meadow Street actually being somewhere between Profile Bank and Longmeadow Hardware. Chief Fifield suggested that the State may expect the Town to put in the crosswalk, as the State has been leery of owning crosswalks. Eventually, the Highway Department may work with Wakefield PD on this, but the requested letter of support will be provided to NH DOT. **Mr. Kasprzyk moved to execute the letter of support to NH DOT for a mid-block crosswalk. Mr. Edwards seconded the motion, which passed 3-0.**

2. Unscheduled Matters/Public Comment #1

--Mr. John Blackwood referred to a previous discussion regarding a Town mechanic working on school buses, and stated that we should keep the Town and School separate. He also noted that such a plan would likely require the Town to expand the existing highway garage. Mr. Blackwood urged the Board to slow down to avoid costing the taxpayers money. Mr. Edwards agrees in many ways; however, by limiting the work to oil changes and light bulbs, it would just be a courtesy. If the buses wind up inside, there would not be room for the Town trucks, which could be a hazard in the winter. If we go beyond oil changes, the Town would need a bigger facility and likely expensive equipment.

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Mr. Edwards likes the idea of changing oil and helping the School, but he is not in favor of inspections or dramatic problems. Mr. Kasprzyk noted that if it's snowing, the Town trucks should be out plowing. He stated that the Town plans to build a salt shed with overhangs, which would result in relief from congestion. Mr. Kasprzyk stressed that this is a pilot program to do minor adjustments in the beginning. The Board hopes to replace the former Chief Maintenance Engineer, and we need someone to take care of Town equipment. If the School is spending \$75,000 for simple fixes, it may be that the Town employee could assist. Mr. Kasprzyk believes the buses would fit in the existing bays.

Mr. Blackwood still believes the Board is asking for trouble and added that such a plan would likely cause the Town to have to hire an additional mechanic. Mr. Kasprzyk stated that we would track the mechanic's time of School equipment vs. Town equipment. If bus repairs are required for which a Town employee does not have time, the work will be shipped out. Mr. Blackwood has no problem with the Town crew jumpstarting a bus; but he does not agree with the rest of the proposal.

Mr. James Blackwood referred to a scenario where a check engine light comes on. Once the issue is addressed, the light will not go out without a computer (at least on CAT engines), which computers are very expensive. Mr. Blackwood does not believe a mechanic would bring that equipment with him. Injectors also require a computer. Mr. Blackwood is also concerned with the Town's liability in issuing stickers for school buses. Mr. Kasprzyk stated that we are not talking about doing inspections, and there is no intent to purchase a computer. Rather we are just considering light repairs, oil changes, etc., to be scheduled properly. Mr. Edwards stated that a year's worth of oil changes would not equal the \$75,000 spent last year by the School District.

Ms. Nason advised there will be a trip to Wolfeboro on October 12 at 9 a.m. to view the Governor Wentworth operation. Ms. Williams has been invited, and perhaps a member of the Board of Selectmen would like to attend as well. The Vehicle Maintenance Committee will report back to both the School Board and the Board of Selectmen after the trip. Mr. John Blackwood noted that the GWRS system has its own mechanic. Mr. Edwards stated that there is no commitment at this time and it is worth reviewing the possibility. Discussion followed regarding the appropriate mileage at which to perform an oil change.

Mr. Kasprzyk noted that this is a work-in-progress and may stretch Town funds. Mr. John Blackwood spoke to the life-span of well-maintained vehicles. Ms. Nason stated that everyone is trying to reduce budgets and make things more cost-effective and efficient. She added that we need to get away from the mentality of keeping the School separate from the Town. We all deal with taxpayers' money and should work together to save the taxpayers' money if we can. Brief reference was made to the budgeting issues to be addressed with this proposal. Ms. Judge asked whether this proposal was a recommendation of MRI. Mr. Paul advised the Board has no final document, but he expects MRI to recommend outsourcing as much as possible at the Highway Department.

--Mr. Fogg asked whether there are any funds left in the PEG channel equipment line. Mr. O'Connor advised there is \$846 available. Mr. Fogg stated that we need more players, etc., in order to show more events. Mr. O'Connor advised they are working on it.

3. Unfinished Business – None scheduled.

4. New Business

a) Highway Safety Grant – Chief Fifield explained that this grant relates to the Safe Commute program, which funds an extra patrol, once each month, during the early morning and early evening commuting hours. These extra patrols have resulted in few accidents and lower speeds—a safer commute! Chief Fifield stated they are looking at ways to target distracted drivers. This grant starts in the fall and goes through next September. Ms. Twombly asked whether accepting this grant would commit the Town to any cost at the end of the grant. Chief Fifield stated there would be no such commitment on the Town's part. The grant is for \$3780. Chief Fifield advised his department receives about \$24,000 a year in grant funds, much of which is 100% funded (excepting use of the Town's vehicles). Mr. Edwards is leery of free money. Chief Fifield advised that this grant is funded through a tax paid at the gas pumps. **Mr. Paul moved to accept the Highway Safety Grant in the amount of \$3870, in accordance with RSA 31:95-b. Mr. Edwards seconded the motion, which passed 3-0.**

b) Audit RFP – Ms. Williams advised that 3 responses were received from her recent solicitation, including 2 proposals and 1 declining the opportunity to submit a proposal. Proposals were received from Vachon Clukay (the Town's auditors for the past 3 years) and Roberts & Greene. The Board will review both proposals in preparation for more discussion at the October 24 meeting.

5. Proposed CRF Expenditures

a) Landfill CRF \$35,427.40 – This represents the cost for Waste Management to remove the ash pile. **Mr. Kasprzyk moved to approve the \$35,427.40 expenditure from the Landfill CRF as presented. Mr. Paul seconded the motion, which passed 3-0.**

6. Correspondence

a) Gary Bushey – An abatement check was issued to Mr. Bushey on September 6 and mailed to a local post office box. However, Mr. Bushey has still not received the check and is asking that the Town issue a new check (which he would personally pick up at Town Hall) at no cost to Mr. Bushey. Ms. Williams has discussed this issue through the management association and found that most towns just absorb the cost of stopping payment and reissuing a check in similar circumstances. Out-going mail is picked up at the Town Hall by Post Office personnel, is taken to the Sanbornville Post Office and is then sent to Manchester, without being sorted. Ms. Williams advised that we have discussed the situation with personnel at the Sanbornville Post Office. Mr. Paul suggested the Board consider adopting a policy to follow in addressing similar situations in the future. Mr. Paul personally would agree that the Town should absorb any stop-payment fee, as would Mr. Edwards. Mr. Kasprzyk wonders whether we should consider payments via electronic transfers. Ms. Williams noted this has been discussed; however, then checks would not have the Treasurer's signature as a paper trail. Ms. Williams will discuss further with other communities. **The Board agreed by consensus to reissue the abatement check to Mr. Bushey at no cost to Mr. Bushey.**

b) Union Village Community Association – The UVCA expresses gratitude for the Heritage Commission's efforts during their recent Fall Festival.

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

8. Administrative Matters

a) Liaison Reports – Mr. Kasprzyk: Hot-topping on Oak Hill Road will begin on October 12. The Highway Department is working on culverts and catch basins on Brackett Road today. We expect the bed of the Highway truck to be complete in 3 days. Unfortunately, Mr. Kasprzyk was unable to attend either the Conservation or Heritage Commission meetings last week.

Mr. Edwards: The Planning Board ok'd Arthur Capello's proposed zoning changes. Mr. Capello will now finalize those proposed changes. Planning Board has been approached regarding a new veterinarian hospital on Meadow Street. There would be day-service for dogs and small animals, with no outside facilities. Planning Board requires that the existing plaque will remain on the building and any new sign must conform to the existing format. Mr. Kasprzyk wonders whether there is any concern from nearby businesses regarding maintenance of the yard. Mr. Edwards agreed that is a valid point, which he will bring up at the next session. In addition, John Hildreth has approached Planning Board regarding use of the former SAU building in Union as a diner. This proposal will be moving forward. Parks & Rec had a great golf tourney.

Mr. Paul: The budget season has started, and the Board has just begun to meet with Department Heads.

b) Administrator's Update

--The Town Clerk applied for and received a grant for \$8506 from the NH State Library in order to preserve two old record books. Funds to accomplish this had been removed from the budget. Nice work, Monique!

--Ron Fuller, a local carpenter/painter, has donated a book to the Town. The book is a Wakefield tax book from 1874, which he found in the book hut at the Transfer Station. The book will eventually be displayed in the Tax office. Thanks to Mr. Fuller!

c) Building Permit Releases – **Mr. Paul moved to approve a building permit release for Stapleton on Middle Road. Mr. Kasprzyk seconded the motion, which passed 3-0.**

d) Payment Manifests – Mr. Paul referred to the high cost of cable at the Highway Department (which Ms. Williams advised includes both telephone and internet). He also referred to a personal reimbursement exceeding \$1000 and wondered at what point a purchase order should be used. Mr. Paul's comment about the cable invoice reminded Mr. Kasprzyk that he has heard from a resident regarding the quick response from Time Warner regarding a billing dispute. The resident is grateful to the Board for any assistance it may have rendered in this matter. **Mr. Paul moved to approve the Accounts Payable warrant in the amount of \$700,974.33. Mr. Edwards seconded the motion, which passed 3-0.**

e) Warrant for November Election – The Town Clerk is seeking the Board's signatures on the warrant for the election to be held at Paul School on November 6, from 8a.m. to 7 p.m. **Mr. Paul moved to execute the warrant as presented. Mr. Kasprzyk seconded the motion, which passed 3-0.**

f) Eagle Scout – Jordan Dansereau has achieved the rank of Eagle Scout and will be honored at a reception to be held on November 11. Mr. Kasprzyk will attend the ceremony, as may other Board members. The Board executed a certificate to be presented to Jordan.

g) Minutes – Mr. Edwards moved to approve the minutes of September 19 & 26, and October 3, 2012, as presented. Mr. Paul seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards