

**Board of Selectmen
November 14, 2012**

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

Members of the public were present as listed on the attached sheet.

Mr. Paul called the posted meeting to order at 6 p.m. and led those present in the Pledge of Allegiance.

1. Appointments

a) MRI – Don Jutton, Don Bliss, Rodney Bartlett and Alan Gould – Mr. Jutton stated that MRI has been conducting an overall assessment of Town operations. The purpose of this evening's appointment is to have a roundtable discussion about that assessment. He introduced the other members of his team, briefly providing the professional background of each member. Mr. Bliss conducted the review of the Fire/Ambulance Department. He stressed that all staff were completely cooperative and willing to give of their time for this review. According to Mr. Bliss, the Town of Wakefield has incredibly dedicated career and on-call personnel on both the Fire and EMS staff. He noted no unusual issues as compared with other similar sized communities with similarly operated departments. Mr. Bliss did note the following 3 critical necessities:

1. Longtime retention and recruitment of an on-call force. MRI will suggest a number of ways to accomplish this in their official report, including establishment of a junior force.
2. Oversight and supervision – ways to improve communication, leadership styles, motivation of younger staff members, restructuring of command staff, making sure there is accountability.
3. Improvement of the relationship between fulltime and on-call staff. The fulltime staff must support the on-call force in order to strengthen the organization.

Mr. Bliss referred to the 3 fire stations. The main facility is an excellent facility. There needs to be on-going discussions between the Fire and Police Departments for future use—specifically, use of the second floor. From a fire safety standpoint, MRI recommends funding for an automatic sprinkler system. Loss of the building would be catastrophic for the community. There are 2 outlying stations; however, there is not much staff near those locations. The Town needs to build up participation in those areas.

Mr. Bliss noted the intent to replace both an engine and the oldest tanker with one new piece of equipment. He stated that the ambulance replacement cycle should be shortened to every 5 years. He does not believe the Town needs a ladder truck at this time.

Mr. Bliss commented that the department should revise its standard operating procedures. Attitude and morale is improving. Monthly staff meetings with officers should be held, as well as monthly general staff meetings. Positive reinforcement is essential, as is communication.

Mr. Kasprzyk referred to the Union Fire Station, which he believes is mostly used as a storage facility. Given today's size of equipment, do we really need to expand personnel in that area, or is the existing equipment sufficient? Mr. Bliss referred to response time being an issue in Wakefield. Smaller equipment could be dedicated to that facility; however, the facility is old and will require work. Mr. Paul questioned whether the residents in that area receive a break on their insurance because of the location of the Union Station.

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Mr. Bliss is not sure, but he guesses any discount would be minor. There would be more of an effect on a commercial structure. Mr. Kasprzyk questioned the accepted ratio of population/structures vs. manpower. Mr. Bliss stated that there are national guidelines; however, the numbers are all over the planet. It really is what the community is willing to accept for risk and what they can afford. Briefly discussed the 2013 replacement schedule.

Mr. Gould conducted the review of the Police Department. He stated that the Wakefield PD is in good shape operationally. It is community-oriented and fiscally conservative. The facility is in great shape and should serve for many years. He has discussed future expansion with Chief Fifield. There were a few safety issues, but these have been eliminated. Mr. Gould referred to the poor quality of radio communications. Chief Fifield stated that we have a contract with the Kenney tower, which is currently at 50% power. Mr. Gould believes that should solve a lot of issues.

Mr. Gould stated that the laptops in the cruisers are not functional. Use of these laptops keeps the officers in the field. The Town needs new laptop stands.

The evidence and property room is in good order; however, we need to limit access. It should also be audited twice each year.

Mr. Gould also suggested the Town consider transferring dispatch duties to the Sheriff's Department. He believes this is "cleaner." The Department could utilize the current administrative individual in other ways.

The Department is utilizing existing staff well. However, we probably need another officer. Some officers feel overburdened, as investigations require a lot of time. Mr. Gould would like to see at least one additional staff member, most likely as a sergeant. It is likely we could promote from within, then hire another officer at the entry level.

SOP's are in good order; however, they should be reviewed on a regular basis. A little inconsistency does exist, but they are in pretty good shape. The Department should use an Acknowledgement and Receipt form for the policy as it changes.

Compensation for patrol officers is in the lower third of the market, which likely contributes to the retention problem. The morale is relatively low. Mr. Gould recommends improved communication, and perhaps a more inclusive management style. The Department seems to excel in community engagement.

Mr. Kasprzyk noted that Chief Fifield has already requested much of what Mr. Gould has mentioned. Mr. Gould stated that Chief Fifield had been very receptive to suggestions. Mr. Kasprzyk referred to a note in the draft report referring to the reception area being too large. Mr. Gould noted it is easy to get into the large area in the back since the area is not locked. The current trend is a small lobby, as you don't want people hanging around.

Mr. Kasprzyk referred to issues with rakes, etc., in the garage and questioned whether a shed is needed. Mr. Gould stated that there should not be access to such tools as weapons. Mr. Edwards does not believe that high-risk individuals come into the station. Mr. Gould stressed that everyone is potentially high risk, and he provided several scenarios.

Mr. Paul asked if there were electronic locks on the evidence room. Chief Fifield stated there is an electronic key pad which downloads the officers' codes. There is also a set of keys in the Chief's office. It would be nice eventually to have a swipe unit.

Mr. Kasprzyk referred to the recommendation for a security camera in the evidence room. Mr. Gould stated this is a usual recommendation. In response to Mr. Kasprzyk, Mr. Gould stated that the Chief and personnel are well-outfitted.

Mr. Bartlett reviewed the Highway Department, Transfer Station and Sewer operations. He, too, spoke to the cooperation from employees. The Town is fortunate to have employees with the desire to do a good job for Wakefield. The current sewer system works well and is easy to maintain. The key is to look to the future, and the Master Plan should guide the needs of the future. The treatment facility is actually under-used at this point. The employee is well-organized; reports are complete; and DES reports are in place.

The Transfer Station is clean and well run. The residents understand the process. All employees are very dedicated to their work. The staff maintains the equipment, as does the Highway Department. There is an opportunity there to coordinate efforts.

Employees at the Highway facility were very cooperative. The group is older, but the town has an opportunity to look at the future of that department, perhaps to coordinate the Highway, Solid Waste and Sewer under one supervisor. In addition, a single mechanic with a formal maintenance program to track all equipment should be considered.

Mr. Bartlett recommends establishment of a snow plan. We can obtain drafts from UNH T². Such a plan would reduce the Town's liability. Access to the sand pile by residents (and some contractors) should be addressed. The primary issue is safety—visibility around machines, individuals unfamiliar with how that equipment works. He suggested we relocate the public access.

A capital reserve fund for fleet replacement is always a good idea. The replacement schedule should be updated as a working document. Taking care of drainage is key to preserving roadway structure. Paving and sealing are also important.

MRI's overall recommendation is to look at all 3 departments as a Public Works function. This should include the water system in town. We should coordinate that system with sewer, drainage and road systems, perhaps via a public works supervisor. Mr. Kasprzyk believes we are on the right track. Mr. Edwards does not see any recommendation for privatizing any function. Mr. Bartlett noted that privatizing is different than subcontracting. Wakefield provides a high level of service. From time to time it may need to augment with private contractors.

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Mr. Jutton suggested the possibility of sharing a facility and equipment with another community. He also stressed the importance of the long term perspective of the water system. Currently, this is a separate district; but it is the Town's collective responsibility. The system needs to be documented and the Town needs to know what is there. This function should probably be consolidated with the Town.

Mr. Kasprzyk noted reference was made to safety issues at the Highway facility. Mr. Bartlett noted that buildings get cluttered. The issues are organizational rather than structural. Mr. Jutton stated that it does not make sense to pay staff to split wood when they should be out taking care of the roads. Mr. Kasprzyk explained that the idea was to utilize free wood as a result of road work. Also, it was not to be done when something else more important needed to be done. If we run out of wood over the weekend, the oil clicks on. Mr. Edwards asked whether MRI is saying, "don't burn wood" or "don't pay to split wood." Mr. Jutton stressed that the primary function of a highway department should not be working with wood to heat the facility in the winter. The department needs to focus on road maintenance.

Mr. Kasprzyk referred to the possibility of replacing the salt shed, perhaps to include overhanging on each side. He asked for an opinion on the best utilization of that type of building. Mr. Bartlett noted it depends on the style. If the building is long and narrow, overhangs on each side should not be a problem. He noted that to clean the vehicle after a storm is more important than where the vehicle is stored. Mr. Jutton stated that the public works function needs to place more emphasis on planning. It should be less reactionary. Mr. Bartlett stated that the UNH T² is a tremendous asset for Town employees. It is fairly inexpensive.

Mr. Edwards noted that MRI has indicated all 3 departments are in good shape. Therefore—if it's not broke, don't fix it. Mr. Jutton indicated they are saying it doesn't need to be totally rebuilt; rather it needs fine tuning. Primarily, the Town needs to invest effort into maintaining an on-call force, as well as introduce more planning and thoughtful organization to the structure of public works. Mr. Edwards asked whether the Highway Department has enough to do or could it take on maintaining school buses. Mr. Bartlett stated that never in his career in public works was he responsible for school buses. It is much different than taking care of a pickup or a dump truck. The Highway Department will never run out of work. Mr. Kasprzyk noted that the crew now totals 5, with a new mechanic who was formerly in charge of 100 vehicles and 60 people. The thought is to give him time to settle in. Thereafter, we will consider adding basic maintenance of police cruisers. The Vehicle Maintenance Committee has viewed the facility in Wolfeboro. Most of Wakefield's buses are under warranty, and most of the work we anticipate doing on the buses will involve tire changes, oil changes and light bulb replacement. This work cost the School District \$75,000 last year. It would be better use of funds to allow the Highway mechanic to do this work. Mr. Bartlett agreed that if the individual's time is as a mechanic 100% of the time, that is drastically different. When Mr. Bartlett met with that department, the mechanic was expected to drive trucks, plow snow, etc. Mr. Jutton agrees in outsourcing as much as you can. Most things require specialized equipment and training. Mr. Kasprzyk stressed that the buses are mostly under warranty. We are looking at a pilot program for basic maintenance. Mr. Gould noted that it is typical for the Police Department to have the Highway Department do routine maintenance.

Mr. Jutton encouraged the Town to be a little less frugal. This path may actually cost more money in the long run. He stressed the need to maintain our roads. Mr. Jutton stated that Town Hall runs very efficiently, without much for him to criticize. He made several observations. The finance office should be relocated to an area with a door to enhance focus. The finance clerk also serves as the Human Resource person, with information covered by HIPA that needs to be protected. Financial people need long periods without being interrupted.

The Town Clerk and Tax Collector offices are functioning very well. Both are elected positions. The Town may wish to consider appointing the tax collector (while town clerks must be elected). The Town could decide to have a combined town clerk/tax collector. Although there are currently no issues, that may well be the best time to consider making a change.

Wakefield is one of the few towns with an elected Board of Assessors. This is fine as long as we continue to have competent people serving on that board. However, we may need to consider whether the Board of Selectmen should serve as the Board of Assessors in the future. The Assessing Technician appears to do a great job. He suggested that person be designated as the GIS point person. There is much technology that is not being used and is a very powerful tool.

Code Enforcement/Building Inspection seems to work well. The Welfare Administrator is doing most everything less expensively than other comparable communities. This is an enviable community.

Mr. Kasprzyk noted that if one is not on the water or sewer system, it is not considered a town problem. Mr. Jutton stressed that a precinct is nothing more than a subset of a town, and it functions the same way that a town does. At the end of the day, it is still the responsibility of the Town taxpayers. Operating a sewer and water system is very complex, being regulated by both the federal and state government. Mr. Jutton suggested sitting down with the Sanbornville Water Precinct to begin a conversation regarding the Town assuming water operations, and then get a knowledgeable public works person. Mr. Bliss noted that if there were a catastrophe with the water precinct, fire suppression in town is compromised. Mr. Kasprzyk noted that a little of the conversation has occurred. He questioned whether the Town could fund the cost to replace water lines, with the Water Precinct to repay the debt. Mr. Jutton indicated that there is such a process, but every process includes the possibility of appeal.

Mr. Jutton provided a preliminary draft report for the Board to review with Department Heads. MRI is able to delve deeper in some areas if required.

Mr. Paul called for a break at 7:20 p.m. He called the meeting back to order at 7:25 p.m.

b) Public Hearing re: Marsh Road/Union Meadows Project – Mr. Paul opened the public hearing, explaining that this is a joint hearing between the Board of Selectmen and the Conservation Commission regarding conservation property on Marsh Road. Mr. Mankus introduced members of the Conservation Commission. The project began about 1 ½ years ago. Fish & Game signed on early, with L-Chip and PREP joining in. The owner has accepted a negotiated price of \$150,000. To date, \$20,000 of Conservation Commission funds have been spent for assessments, surveys, etc.

We have a signed Purchase and Sale agreement for 121 acres (5 parcels), with one mile of frontage on the Branch River. The property was timber-harvested in 2010, while much timber remains with abundant wildlife habitat. The frontage on Union Meadows will be good for fishing. The Town owns other conservation land on the south side of Union Meadows. Half of the sales price (\$75,000) will go to the Flora Belle Webber Educational Trust, the sole purpose of which is to assist Wakefield students going to college. This represents about 60 years of timber harvesting.

Mr. Edwards asked if the Town is bound by law because of the Purchase and Sale agreement. Mr. Paul advised that is the case, and added that we are required to conduct 2 public hearings. Mr. Edwards wonders what the point of the hearing is if we can't make a change. Mr. Mankus stressed that we needed to have an agreement to define a dollar amount. The seller has kept the property off the market for 1 ½ years, giving the Town time to line up the necessary grants. Mr. Edwards asked if we are bound by the Purchase and Sale. Mr. Mankus advised that if we back out, there could be penalties involved.

Mr. Kasprzyk stressed that there were several public meetings prior to execution of the Purchase and Sale. The public had opportunity to express issues. Half of the sale price will benefit children of this community. The entire land parcel is a water source for other communities. The Conservation Commission has been working for years to identify large contingent parcels to weave together for a conservation area. This area has everything. Mr. Paul added that we needed legal standing in order to go forward with the survey, etc. The opportunity to express concerns about the project has passed. Mr. Kasprzyk referred to Agenda 21 concerns. He stressed we are working to conserve the land for future generations. Mr. Edwards noted there are people who disagree with the project. He is not saying it is a bad idea to preserve land. However, Fish & Game may decide no one can utilize the property. Mr. Kasprzyk stated that can happen in a back yard. Mr. Edwards believes the property is already preserved. Mr. Kasprzyk disagreed. He stated the property could have been sold off for any purpose, including housing lots. We are very fortunate that the owner's primary concern is the environment.

Mr. Paul opened the floor for public comment. Ms. Judge spoke as Chair of the Heritage Commission. The Commission voted unanimously to support this acquisition as proposed. There is a historic mill site on the property, and the property has a historic impact on the river and the meadow. Speaking personally, Ms. Judge would encourage others to tour the property as there are many uses for many townspeople. She believes this project is a benefit to the community. In response to Mr. Edwards, Ms. Judge confirmed the property is gated to keep out motorized vehicles. Mr. Edwards wonders how someone could get a boat in if the property is gated. Mr. Mankus agreed that access would need to be identified, although a canoe or kayak could be carried in.

Mr. Fulton stated that we need a boat launch. He added that only one individual has access to the water at this point [on Union Meadows]. If an elderly gentleman with a canoe wants to fish, how can he get the canoe to the water? Mr. Fulton stressed that there should be a dock in order to be able to launch a boat. Mr. Fulton further noted that according to the newspaper, several organizations could use the property to camp on a limited basis. He questioned to which organizations this refers. Mr. Mankus answered that generally there is no camping allowed on Fish & Game conservation land because it infringes on wildlife.

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However, they did negotiate for youth groups to utilize the property several times per year for camping. Mr. Fulton stated that if the Town owns the property, it should be able to make its own decisions about camping, rather than allowing Fish & Game to take control. Mr. Kasprzyk noted that the Town (through the Conservation Commission) is only contributing about \$30,000 to the project, while Fish & Game is contributing \$85,000. Theoretically, Fish & Game is purchasing the easement.

Keith Fletcher of Moose Mtn Regional Greenways stated that he has been involved in this project since the beginning. The property is stunning. When Fish & Game was approached about possible funding, they were quick to agree since the property ranked so high for wildlife. Mr. Fletcher stated this is a typical Fish & Game easement, except that Fish & Game did make some allowances, including limited camping and forestry. Fish & Game's rights come from the easement deed. According to Mr. Fletcher, this is a quarter million dollar project being accomplished with \$30,000 of the Town's money. The Fish & Game money comes from the tax on ammunition.

Mr. Fulton stressed that grant money is our money. He stated that the land should be open for seniors with crutches and should have a launch for canoes. Camping for the younger generation should be allowed. Fish & Game should not control our land. Mr. Fulton questioned why there is no boat launch on other Union Meadows property owned by the Town. Mr. Kasprzyk stated that we do not want motorboats going down there. All we wanted was a path to carry canoes. There are other lakes in town that motorboats can utilize. The water in Union Meadows is not that deep, and we would like to create an area for wildlife. In addition, this property may offer potential to be a reservoir.

Mr. Mankus stated that the conservation easement keeps the property open to the public forever. As privately owned property, it could be posted tomorrow. We can't do everything for everybody. The ball fields are only for those who play ball. There are different uses for different property. This land lends itself to conservation land. Mr. Fulton believes the land use should be for the majority of the people.

Mr. Mankus confirmed to Mr. O'Connor that the Town would own the property and would grant an easement to Fish & Game. Mr. O'Connor noted that according to the recapitulation of the survey, the property includes only 4 parcels totaling 117 acres. Mr. Mankus believes that information came from the tax maps. The actual survey discovered more acreage. Likely, the appraiser used the tax maps and cards as the survey had not yet been accomplished at that time.

Mr. Paul confirmed to Mr. Tinkham that the money being used from the Conservation Commission was generated via current use penalties. Mr. Tinkham noted the purpose of the conservation easement is to protect wildlife. He questioned how many conservation properties in town provide educational funding for the town's youth, while not costing the taxpayers anything. Mr. Dube stated that the property is not great for building or development. The people who own it want to see it conserved. He added that the Conservation Commission has worked very hard to obtain the property for the least amount of money. He believes it is a great piece of property to preserve.

Mr. Brown stated that it is nice property, and he is all for conserving it. He questioned who would accept \$85,000 from the federal government in exchange for control of their home and the land beneath it. Mr. Brown is in favor of purchasing the land for the Town of Wakefield without giving control to the federal government. Mr. Paul noted that people sell their rights to their home via reverse mortgages every day. He stated that \$135,000 is a lot of money. The proposed budget for 2013 is currently at a 6% increase, without warrant articles and without another \$135,000 for land purchase. Mr. Mankus stated that the Conservation Commission decided not to pursue this purchase through a warrant article.

Ms. Keating stated that this is a terrific opportunity for the Town of Wakefield. The property would be open to all people, but not open for all activity. The purpose is to conserve the area for wildlife. She urges the Board to vote in favor of this project and asked when the vote would occur. Mr. Paul advised that the second public hearing will take place on November 28, with the Board scheduled to vote in December.

Mr. O'Connor questioned how often the Boy Scouts would be able to use the property. Mr. Mankus expects they could use the property 3 weekends per year (or, perhaps, a "few" times per year). If public camping is the main objective, then another property should be considered.

Mr. O'Connor referred to Exhibit B of the easement, which states that the Department has the authority to replace this easement with an easement on another property, or with a cash payment, should this easement no longer be needed or useful. Mr. Fletcher stated that this is the language of easements. The federal government is using public money and is trying to make sure the public interest continues. He offered a scenario where the purpose of an easement no longer exists. He expects this property will always have wildlife. Mr. O'Connor stressed that this agreement exists in perpetuity, while Fish & Game could change their minds several years from now. Mr. Fletcher acknowledged that if the reason for the easement is no longer there, the easement could go away. However, he stated that will not happen here. The whole purpose is to ensure wildlife is there forever. Mr. Mankus noted that school children could go there every day; only overnight camping is limited. Mr. Kasprzyk stated that the purpose was not to establish a Boy Scout camp; the purpose was to protect the area.

Steve Parrish of MMRG stated that one cannot understand the easement without knowing the laws created to establish conservation easements. If for some reason the land becomes no longer suitable for the purpose of the easement, Fish & Game could require another suitable easement. Eminent domain could cause that to happen. The federal government would preserve their investment by requiring another suitable property. The document was written by lawyers to satisfy every contingency possible.

Virginia Long noted that if the Town does not purchase the property, someone else could. That person could post No Trespassing signs and no one could use the property. The Town is only contributing \$30,000, and she believes this is a really good deal. Mr. O'Connor is in favor of conservation; however, he is also concerned with property rights.

Mr. Rich stated that this is a no-brainer. The Conservation Commission has walked the property; and the owner has come to the table. In the future, the Town can purchase land outright via a warrant article, but don't tie up this project.

Mr. Edwards stated that the Town already owns 128 acres in that area. Mr. Kasprzyk briefly explained the Barbour property, former McLaughlin property and the Laurion property. He would like to obtain the contiguous property in that area. Mr. Kasprzyk has been in contact with owners of other nearby properties, inquiring about their interest in easements.

Mr. Comeau noted that the people want to preserve the land, but he questioned how many have a true understanding of this proposed easement. The solution is to define a better way of processing conservation land. The next time, everyone needs to understand all the language. Mr. Mankus noted that the conservation easement has been reviewed by Town Counsel. Mr. Brown questioned the delay in closing on this property. Mr. Mankus acknowledged that there have been some delays, including at the federal level. He stressed the importance of having all our ducks in a row. These 2 public hearings are required for the Selectmen's vote.

Mr. Paul closed the public hearing at 8:25 p.m. and advised that the next public hearing will occur on November 28, with the Board scheduled to vote in December.

c) Amanda Bevard – North Wakefield Bridge – Ms. Bevard has postponed her appointment until the next meeting.

d) Arthur Capello re: Process for Inspections – At the request of Mr. Edwards, Mr. Capello has reviewed and revised the process for inspections. He provided both the current process and the proposed process, noting that he has added a section regarding submission of photos. Mr. Capello stated that he cleaned up some of the language and made the process more user-friendly. Mr. Paul noted that much is common sense. If one pays the fees, one expects prompt service. Mr. Capello stated he did recently have one unique situation; however, that happens rarely. He normally gives contractors a window of noon-3p.m. for inspection times.

Mr. Kasprzyk noted that the Board did not receive many complaints about inspections initially; however, recently the Board has given Mr. Capello additional duties. Mr. Capello stressed that the current situation has nothing to do with his added duties. Mr. Paul noted that Mr. Capello's building inspection duties come first, as was indicated when other duties were assigned. Mr. Capello again stated that this was a unique situation and contractors usually get same-day service. Mr. Paul indicated that the process should not slow anybody up. A 2-day delay for an inspection can actually result in a 7-day delay for the project. Mr. Capello stressed that all contractors deserve service—both those in the field and those that come into his office. Discussion followed regarding a reasonable time frame for inspections.

Mr. Edwards is comfortable with Mr. Capello allowing photos in certain circumstances. Discussion followed as to the circumstances under which Mr. Capello would be willing to accept photos. Mr. Kasprzyk believes this should be accomplished at Mr. Capello's discretion as he is the one to put his stamp on the project. Mr. Paul suggested that a deputy be identified and used as needed.

He believes this could occur within the existing budget. A brief discussion followed as to who should be removing illegal signage. The Board agreed to the revised process as submitted by Mr. Capello.

Mr. Capello noted the Board should consider coverage for his office during vacations. He would like to do something similar to mutual aid. Mr. Edwards is confident that Mr. Capello will plan ahead for any vacation, and advise contractors accordingly. Perhaps the Board of Selectmen could provide coverage as a courtesy.

2. Unscheduled Matters/Public Comment

--Ms. Judge stated that the Heritage Commission has been advised that the state might be in the process of removing the rails from Turntable Park to Route 16. The Commission is in favor of trails *with* rails. She is very concerned with the historical impact and the effect on plans envisioned for the future. The rails are very important, and Ms. Judge would like to try to change the state's plan. Mr. Kasprzyk is completely against removal of the rails. It would be nice if the putt-putt cars could continue to utilize the rails. He noted the state apparently has a use for one section of the rail.

Mr. Edwards referred to the number of walking trails in town. The Board agreed to send a letter supporting leaving the rails in place. Mr. Comeau asked whether Brookfield is supplying a letter of support. Ms. Judge does not believe Brookfield is supplying a letter. The state has agreed to stop removal of the rails until a meeting is held with Councilor Ray Burton this Friday.

--Mr. O'Connor referred to RSA 41:14-a and the vote the Board plans to take in December. He questioned whether the vote relates to creation of a warrant article or to purchase of the land. Mr. Paul advised the vote will relate to expending the funds to purchase the land. Mr. O'Connor (reading from a document) wondered whether that would be done in error. Mr. Paul will have this looked into.

--Mr. Kasprzyk advised that, while viewing the rails today, it was discovered that something was missing. The Wakefield Police Department has retrieved the missing material as of this afternoon. Mr. Judge stated that there is other material available for the state to scrap. He also discussed an apparatus that was used to operate the Turntable being located.

3. Unfinished Business – None forthcoming.

4. New Business

a) PREP Grant – This is a 100% funding grant in the amount of \$4000 to be used for purchase of the Marsh Road Property. **Mr. Kasprzyk moved to accept the grant as presented, under RSA 31:95-b. Mr. Paul seconded the motion, which passed 2-1.**

5. Proposed CRF Expenditures

a) Town Hall Improvement \$14,000 – This represents the first installment for the new generator. **Mr. Kasprzyk moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

b) Town Cemetery \$1300 – This represents most of the cost to lime the new cemetery. **Mr. Kasprzyk moved to approve the expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

6. Correspondence – None forthcoming.

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

8. Administrative Matters

a) Liaison Reports – Mr. Kasprzyk: The Heritage Commission has begun rehabilitation of the Union blacksmith shop. Have already discussed the issue with the rails. Work continues on the freight house. The Commission has received, but not reviewed, bids for the CLG. The Annual Open House will occur at the Union Station on December 2 [not the 3rd] from 3:30 – 5:30. Mr. Paul met the Grays (who donated the blacksmith shop), who are very excited that the building is to be preserved. Discussed various plans of the Heritage Commission for the Union area.

Mr. Paul: WPI is looking at Opera House renovations, which work he expects will go out to bid shortly. The proposed 2013 budget reflects a 6% increase as it stands, without warrant articles. The Budget Committee is reviewing everything with an eye to reduction.

b) Administrator's Update

--The Food Pantry has asked whether the Highway Department can plow their parking lot this winter. The Pantry has the Town covered under its general liability insurance. Ms. Williams has contacted LGC who suggests that the Town amend its lease to allocate any risk associated with plowing to the Food Pantry. **Mr. Kasprzyk moved to authorize the Highway Department to plow the Food Pantry parking lot this winter. Mr. Paul seconded the motion, which passed 3-0.**

--Mr. Kasprzyk referred to an issue with the heat at Town Hall this past weekend. He noted that the Selectmen have limited access to certain parts of the building and believes that should be changed in the event of an emergency. Mr. Paul stated that we need a maintenance man. Mr. Kasprzyk would like to see a better procedure as to whom to call. Food for thought.

--Ms. Fogg has an individual very interested in participating in community work fare. LGC states such an individual does not meet their definition of a volunteer and, therefore, would not be covered under the Town's policy. The Board needs to decide whether to pursue this program. Mr. Edwards asked whether the cost of Workers' Comp could be added to the debt the individual is working to pay off. He noted it is great to see someone interested and believes we should try to make it happen. Mr. Paul noted that the risk is there, including harassment suits. Mr. Kasprzyk believes that more people would ask for help if they had an opportunity to help out the community. Other communities are doing it. Mr. Mankus noted there is much discussion about this at the county level. It would be easier to suggest individuals volunteer at the Food Pantry. Mr. Paul wondered about background checks. He asked Ms. Williams to check with other towns. Ms. Williams noted that most towns stay away from it; however, she will try to find a town that participates.

--A subcommittee has been meeting with various banks regarding Town funds. It has been determined that it is best to stay with TD Bank.

--The Board will meet regarding the 2013 budget on Wednesday, December 5 at 3:30 p.m. Discussion will include warrant articles and capital reserve funds.

--We have received a request to waive the balance of an ambulance bill. Chief Nason agrees with the request. **Mr. Kasprzyk moved to waive the \$104 balance of the bill in question. Mr. Paul seconded the motion, which passed 3-0.**

--Ms. Williams presented dental and health insurance rate forms for the Board's signature. **Mr. Paul moved to execute confirmation of the 2013 dental and health rates. Mr. Edwards seconded the motion, which passed 3-0.**

--CCS has submitted a one-year contract for maintenance of the Town's computer equipment. **Mr. Paul moved to approve the CCS contract at \$5970. Mr. Kasprzyk seconded the motion, which passed 3-0.**

--We have a Road Opening Permit for work to be done on Witchtrot Road. Does the Board wish to require a surety bond? Mr. Paul noted that these bonds can be difficult and expensive to obtain. As long as the Sanbornville Water Precinct is bonded and willing to cover the work, the Board is willing to waive the bond requirement.

c) Heritage Commission Membership – The Commission has recommended the appointment of Robert McChesney as an alternate for 2 years. **Mr. Kasprzyk moved the appointment as recommended. Mr. Edwards seconded the motion, which passed 3-0.**

d) Building Permit Releases – None forthcoming.

e) Payment Manifests – Mr. Edwards moved to approve AP #34 in the amount of \$31,410.02. **Mr. Kasprzyk seconded the motion, which passed 3-0.**

Mr. Kasprzyk moved to approve AP #35 in the amount of \$465,597.51. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #24 in the amount of \$57,643.42. Mr. Kasprzyk seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #25 in the amount of \$81,479.39. Mr. Kasprzyk seconded the motion, which passed 3-0.

f) Minutes – Mr. Kasprzyk moved to approve the minutes of October 22, 24 and 29, 2012, as presented. **Mr. Edwards seconded the motion, which passed 3-0.**

g) Non Public Session – Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a) and (c). **Mr. Kasprzyk seconded the motion. Roll call vote: Mr. Edwards – 'aye'; Mr. Paul – 'aye'; Mr. Kasprzyk – 'aye'. The motion passed unanimously, and the Board entered Non Public Session.**

The Board returned to public session at 10:05 p.m., at which time the meeting adjourned.

Respectfully submitted,
Toni Bodah, Secretary

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Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards