

**Board of Selectmen  
July 9, 2014**

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

Mr. Paul called the posted meeting to order at 6:18 p.m. **Mr. Edwards moved to enter Non Public Session. Ms. Twombley seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Ms. Twombley – ‘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. Those also present at this time included: Tammy Webb, Vachon Clukay; Linda Schier, AWWA; Jon Samuelson, Province Lake Assoc; Tom Beeler, *The Granite State News*; Ed Comeau (videotaping); Donna Martin (videotaping); Charlene Moriarty; Attorney Michael McCarthy; Kelly (Wallbridge) Ames; and Dennis & Jacqueline Long.

**1. Appointments**

**a) Tammy Webb, Vachon Clukay** – Ms. Webb is representing the Town’s auditing firm. She reviewed highlights of the 2013 audit, including the Town’s Net Position (\$7.2 million). Ms. Webb noted that the Town did a great job in estimating its revenues and in managing the Town’s finances within the approved budget. The Unassigned Fund Balance is at \$1.7 million, or 13.34% of total appropriations (with a target of 8%-17%). We were reminded that the Register of Deeds must be notified within 30 days of tax lien redemptions. Ms. Webb thanked the Board for the opportunity of working with the Town of Wakefield and spoke to the assistance given to their staff from Town personnel.

**b) Linda Schier and Jon Samuelson** – Mr. Samuelson referred to the water quality issues at Province Lake. A watershed management plan has been created, and the Town Highway Department has been assisting with work on Bonnyman Road for the past 3 days. They are now ready to move forward toward Phase II. Ms. Schier noted that all are invited to Province Lake Golf Club on July 19 from 9-11 to view the final draft plan. It has been confirmed that this project can lower the amount of phosphates going into Province Lake. Ms. Schier would like to present a pre-proposal to DES to address 2-3 additional sites on Bonnyman Road. She is asking that the Town commit to providing more labor and equipment. **Mr. Edwards moved to execute the letter of support to DES for the next phase of the Bonnyman Road project. Ms. Twombley seconded the motion, which passed 3-0.**

**c) Charlene Moriarty, Michael McCarthy and Kelly Ames re: Map 182, Lot 14** – Attorney McCarthy explained that Mr. & Mrs. Moriarty are working with Ms. Ames to purchase the subject property, which was deeded to the Town for non-payment of taxes in January 2012. He questioned whether the Board has any ability to waive any portion of the redemption amount. Ms. Ames advised Mr. Paul that no tax payments had been made for a number of years prior to the actual tax deeding. She has communicated several times with the Town as she believed she would be in a position to redeem; however, ultimately she was unable to do so. Ms. Ames referred to her difficult circumstances, including a divorce. Attorney McCarthy noted that Mr. & Mrs. Moriarty live close to the subject property and plan to make considerable improvements thereon. The approximate redemption cost is \$22,000, which Mr. Edwards noted would be an inexpensive cost to purchase the property. Mr. Paul referred to the notification process involved when taxes become past due. Ms. Williams referred to several RSA’s relating to tax deed redemptions.

Mr. Paul moved to accept a payment of \$18,000 to redeem the subject property, contingent upon the total amount being paid by August 1, 2014. Ms. Twombly seconded the motion, which passed 3-0.

**d) Dennis & Jacqueline Long re: Map 8, Lot 56** – The Longs are seeking advice as to how to redeem this property, which was deeded to the Town for non-payment of taxes in December 2013. Ms. Williams explained the redemption process, including the 3-year window, as well as the Board's ability to sell the property at auction or by sealed bid after that 3-year window.

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

--A brief discussion followed of the redemption process, which could be avoided if the property owner could pay at least the oldest of the 3 years' of outstanding taxes.

## **3. Unfinished Business**

**a) Bids for Concrete Work for Salt Shed** – The Board opened the 3 bids received as follows: S Cardinal & Sons - \$27,475; DS Foundations - \$26,950; and Drew Excavation - \$32,180. Mr. Edwards noted that we will not need use of a pump truck. The budget for the project was briefly reviewed. **Mr. Edwards moved to accept the bid of DS Foundations in the amount of \$26,000, which excludes the cost of the pump truck. Ms. Twombly seconded the motion.** Ms. Williams advised that the Board should actually accept a bid as submitted, then work with the bidder to eliminate unnecessary expenditures. **Ms. Twombly withdrew her second of the motion, and Mr. Edwards withdrew his motion.**

**Mr. Edwards moved to accept the bid of DS Foundations in the amount of \$26,950. Ms. Twombly seconded the motion.** Mr. Edwards will communicate with DS regarding elimination of the cost of the pump truck. **The motion then passed 3-0.**

**4. New Business** – None scheduled.

## **5. Proposed CRF Expenditures**

**a) Landfill Reserve \$2541** – **Mr. Edwards moved to approve this expenditure for mandatory testing, as presented. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Paul noted that he received several calls that the July 4 closure of the Transfer Station was not posted on the web site. He added that the telephone greeting at the station should also have been adjusted to advise callers that the facility was closed. Ms. Twombly referred to the need for someone to check for valid stickers at the Transfer Station. Ms. Williams will bring this up again next week at the Department Head meeting.

**b) Police Vehicle \$4807.35** – **Mr. Paul moved to approve this expenditure for outfitting of the new vehicle, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

**c) Police Vehicle \$364.26** – **Mr. Edwards moved to approve this expenditure for installation of graphics on the new police vehicle, as presented. Mr. Paul seconded the motion, which passed 3-0.**

**d) Police Vehicle \$475.25** – Mr. Edwards moved to approve this expenditure for reconfiguration of specific equipment on the new police vehicle, as presented. Mr. Paul seconded the motion, which passed 3-0.

**e) Technology Fund \$7175** – Mr. Edwards moved to approve this expenditure for replacement of 5 computer systems, as presented. Ms. Twombly seconded the motion, which passed 3-0.

**f) Parks & Rec Field Maintenance \$38,438.60** – Mr. Edwards moved to approve this expenditure for the cost of field reconstruction, as presented. Ms. Twombly seconded the motion, which passed 3-0.

**g) Salt Shed \$4823** – Mr. Paul moved to approve this expenditure which represents a deposit on the SteelMaster buildings. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards referred to a letter he received, in which the writer expresses her disappointment that Balch Lake Improvement Assoc did not receive the total amount requested from the Invasive Species CRF. The writer also asked Mr. Edwards whether there is another account from which additional funds could be expended for this purpose. Ms. Williams confirmed again that there is no such account. She had been asked about use of the “Unanticipated Expense” line, and she explained that this line is designed to be used for unexpected issues within Town Hall.

## **6. Correspondence**

**a) Province Lake Assoc** – PLA expresses its thanks for the continued financial support of their lake host program.

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

--Ms. Twombly referred to the recent work on Rines Road and noted that some residents cannot have their mail delivered because the new curb is higher than the old curb and the mail carrier cannot reach the mailboxes. If the property owners move their mailboxes closer to the road, then the boxes will be at the mercy of snow coming off the plows. Ms. Twombly estimated that 5 mailboxes are involved. Adjusting the height of the curb is not an option, as they are designed to address water run-off. Mr. Paul and Fred Clough, Road Agent, will explore ways to address this issue.

## **8. Administrative Matters**

### **a) Administrator's Update**

--Ms. Williams showed the Board the latest draft of the Town seal. This includes Town Hall and the Veterans' Monument. She will ask the artist if the monument can be relocated a little lower.

--Ms. Williams met with a Valspar representative, which company is offering up to 10 free gallons of paint. Ms. Williams would like to take advantage of this opportunity with the intent to paint the Tax Collector's office and the main floor hallway. However, the hallway may need some prep work. It was agreed that Ms. Williams would solicit advice from Victor Becker for this project.

**b) Heritage Commission Membership** – Ms. Twombley moved to appoint Peter Brown and Nancy Hall as Heritage Commission members for 3 year terms, as recommended by the Commission. Mr. Paul seconded the motion, which passed 3-0.

**c) Building Permit Releases** – Mr. Paul moved to approve the building permit release for Howard on Olde Pine Road. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the building permit release for Valente on Robin Hood Road. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the building permit release for Norkum on Hanson Road. Mr. Paul seconded the motion, which passed 3-0.

**d) Payment Manifests** – Mr. Edwards move to approve AP #22 in the amount of \$1,211,429.31. Ms. Twombley seconded the motion, which passed 3-0.

**e) Minutes** – Mr. Edwards moved to approve the minutes of June 25, 2014, as presented. Ms. Twombley seconded the motion, which passed 3-0.

The next meeting will be on August 13. There will be no meeting on July 23. Ms. Williams has been trying to coordinate a meeting with the Middleton Board of Selectmen. Mr. Paul suggested that they be invited to attend the August 13 meeting.

There being no further business, the meeting adjourned at 8:30 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. Twombley