

**Board of Selectmen  
June 24, 2015**

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

Mr. Edwards called the posted meeting to order at 6:03 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote – Mr. Paul – ‘aye’; Ms. Twombly – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:45 p.m., at which time Mr. Edwards called for a recess. Mr. Edwards called the meeting back to order at 7:05 p.m. and led those present in the Pledge of Allegiance. Those present at this time included: Tom Beeler, *The Granite State News*; Mike Gingras, Highway Manager; Annette Perry; Jack & Shirley Dunham; Ruben Knisley; Jim Miller; Ed Comeau (videographer); a representative from Hartmann Enterprises; Donna Martin (videographer); Arlene Fogg; Dave Lee; George Short; and Christine Thomas.

**1. Appointments**

**a) Mike Gingras, Highway Manager** – Mr. Gingras referred to the paving bids received earlier this month and recommended that the Board award the bid to FR Carroll. Not only was FR Carroll the low bidder, it also has a good reputation and the skill set necessary to provide quality work for the Town. Roads being considered for work include White Birch, Church, Summer, Canal, and a portion of Rines Road. The final list will be adjusted as necessary. Mr. Paul expressed concern about the water pipes needing replacement on Church Street. **Mr. Paul moved to award the 2015 paving bid to FR Carroll, as recommended by Mr. Gingras. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Gingras had provided the Board previously with a draft Project Manual. The Board agreed by consensus for the manual to be used by the Wakefield Highway Department.

The Board proceeded to open bids received for crushing and screening of material at the Highway garage as follows:

Hartmann Enterprises - \$29,750 total

Custom Crushing – ¾" @ \$5500/day; 1 ½" @ \$4785/day; 4&6" @ \$3987/day

William Benedetto Co - \$5000/day; \$25,000 total

All bids were given to Mr. Gingras for review and recommendation. The Hartmann Enterprises representative present sought clarification regarding the way the project was bid out. Mr. Gingras explained that the 2 other bidders were on site to view the material and, therefore, were able to provide more specific bids.

**b) Rose Boyer** – Ms. Boyer is the owner of 57 Cedar Street, and the private septic system on that property is in failure. She is seeking permission to connect to the Town's system. Ms. Boyer presented correspondence from Norway Plains indicating that it would be difficult for her to meet current standards in order to install a new private system. She also presented a schematic of the proposed connection, which would require her to run about 100' of pipe down Cedar Street. Ms. Williams has discussed this with Mike Soucy, who does not believe such a connection would be a big impact on the current system.

Mr. Paul stated that we need to determine how far out to build the system, rather than continually adding on. Ms. Boyer stated that currently she must have her tank pumped at least once each month, so time is crucial to her situation. If approved, this project would be overseen by both Mike Soucy and Mike Gingras. Ms. Boyer would need to submit a completed application, plus the relevant fee. Either the homeowner or the contractor must be bonded for the cost of the project. Mr. Paul would consider reduction of the disposal fee for septic pumping until such time as the issue could be resolved. Ms. Boyer has communicated with several contractors (Skip Garland, Elliot Edwards and Longmeadow). It was agreed that Ms. Boyer should line up a plan, a contractor, a bond, the application and fee, and present all to Ms. Williams for review/approval at the next Board meeting.

**c) SPRC Rep, Pam Wiggin & Denise Roy Palmer re: Scenic Byway** – This appointment has been rescheduled for July 8.

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

--Mr. Miller thanked all involved for the great job done on High Street!

--Mr. Miller referred to a notice from Eversource regarding a planned power outage. Ms. Williams advised that the notice included a typographical error. In fact, power will be briefly interrupted sometime between 9:30a.m. and 10 a.m. on Tuesday, June 30.

--Mr. Miller advocates that the public should be involved with the scenic byway designation management plan. He is unclear whether this is an issue for Planning Board or the Board of Selectmen. Ms. Twombly stated that appointments to the committee must be made by the Board of Selectmen.

### **3. Unfinished Business**

**a) Welfare Guidelines** – Draft guidelines were presented to the Board at the last meeting. The Board has had time to review the draft. **Ms. Twombly moved to adopt the Welfare Guidelines as presented. Mr. Edwards seconded the motion, which passed 3-0.**

### **4. New Business**

**a) Auction of Tax Acquired Property** – Bids for the 3 properties were opened as follows:

#### **Map 67, Lot 96 (land on Lord Road)**

Justin Savini - \$5000. The required \$1000 deposit was not included with the bid packet; therefore, the bid of \$5000 will not be considered.

Christine K. Thomas - \$2000. All required documentation appears to be present. **Mr. Paul moved to award the bid to Christine K. Thomas for Map 67, Lot 96, as long as counsel advises we cannot accept the higher bid. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Thomas stressed that she hand-delivered her bid to ensure that she followed the directions specified in the bid packet. Ms. Dunham agreed that the bid documents were specific, and the bid should be awarded to the individual meeting those requirements. **Ms. Twombly moved to reconsider the previous motion. Mr. Edwards seconded the motion, which passed 2-1.**

**Ms. Twombly moved to accept the bid of \$2000 from Christine Thomas for Map 67, Lot 96. Mr. Edwards seconded the motion, which passed 2-1.**

**Map 161, Lot 2 (land on Buttercup Lane)**

George D. Short - \$5152. This was the only bid received, and all required documentation appears to be present. **Ms. Twombly moved to accept the bid of George D. Short in the amount of \$5152 for Map 161, Lot 2. Mr. Edwards seconded the motion.** Discussion followed as to whether this is a buildable lot. The bidding document expressly states that the Town has made no representations in this regard. **The motion then passed 3-0.**

**Map 167, Lot 32 (land and building on Witchtrot Road)**

Richard P. Baud - \$15,009.88. All required documentation appears to be present.

William David Stephen - \$8002.99. All required documentation appears to be present.

**Mr. Paul moved to accept the bid of Richard P. Baud in the amount of \$15,009.88 for Map 167, Lot 32. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Williams will contact Town Counsel to prepare necessary deeds to be signed by the Board at the next meeting, following which he will have the deeds recorded. The successful bidders will pay Town Counsel and Carroll County Registry of Deeds directly for those services.

Mr. Paul referred to a property on Wentworth Road redeemed last year and questioned whether the old mobile home on the property was ever removed. That has not occurred. Mr. Paul suggested that Ms. Williams review the relevant minutes and send a letter to the current owners.

**b) Cartographic Assoc Contract Renewals** – Cartographics has submitted renewals of contracts for tax map maintenance, GPS data collection and street numbering. **Mr. Paul moved to approve the new contracts from Cartographic Assoc as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**c) AWWA Boat Launch Project** – A Permit By Notification is required by the State for the Lovell Lake boat launch project. The permit was prepared for the Board's signature by UNH Stormwater. Mr. Paul referred to many launches having cement pads joined together to create more stable accessible ramps. Perhaps this could be considered in the future. **Mr. Paul moved to execute the Permit By Notification as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**5. Proposed CRF Expenditures**

**a) Town Hall Improvements \$127.15** – This represents the cost of the sign holders for the main floor hallway. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Highway Construction Projects \$1400** – This represents the cost for the roller and operator work on High Street. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**c) Police Vehicles \$270** – This represents the cost of equipment for the new cruiser. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

#### **6. Correspondence**

**a) ClearView Community TV Request for Funds** – Mr. Miller has submitted a request for \$8534 from the appropriate fund for operating expenses and equipment purchases over the next 6 months. Mr. Miller estimated that the Town will receive \$25,000 to \$30,000 this year from franchise fees. **Ms. Twombly moved to approve the request of ClearView Community TV for \$8534, as presented. Mr. Paul seconded the motion, which passed 3-0.** Mr. Miller spoke to the progress being made in ClearView's broadcasting. He continues to seek a live feed from the Paul School from TWC.

**b) St. Anthony's Church Request for Waiver of Disposal Fee** – The church is seeking a waiver of the \$15 fee to dispose of an old refrigerator. Ms. Williams has been handling similar requests for a number of years; however, she believes it is time to establish a procedure. **Mr. Edwards moved to not waive the \$15 disposal fee. Mr. Paul seconded the motion, which passed 3-0.** The Board does not support waiving disposal fees for all non-profits; and Ms. Williams will reply to such future requests accordingly. Individuals may address the Board at a meeting if they are not satisfied with Ms. Williams' decisions.

**c) Highway Safety Grant Approvals** – The State of NH has approved our grant applications for spike strips, DWI checkpoint and DUI patrols.

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

--Annette Perry is a volunteer docent at the Heritage Museum of the Branch River Valley, which will be open on Saturday, as will the Heritage Centre at Wakefield Corner.

#### **8. Administrative Matters**

**a) Liaison Reports** – **Mr. Edwards:** The PSB committee recently met and is currently doing a cost analysis. A PowerPoint presentation is being developed for presentation to the public. The Police Department is working on records retention, policy review, speed and DWI patrols. Mr. Edwards referred to recent stats regarding calls for service. PD is seeking adult volunteers for their Explorer Post. We are reminded to watch out for scams. If it seems too good to be true, it probably is. Check references!

Mr. Paul suggested that these department reports be posted on the web site for the public, rather than being read once a month at a Board meeting. All agreed! Mr. Lee stated that is a great idea; however, who is going to be responsible for accomplishing this, as well as monitoring same? He stressed the need to be consistent; otherwise, it doesn't do the public any good. Mr. Miller suggested that ClearView TV film the PSB PowerPoint presentation when available.

**Ms. Twombly:** Heritage Day is scheduled for July 25 this year at the Union Station, 10a .m. to 4 p.m.

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**b) Selectmen's Letter of Appreciation** – This month's letter will be sent to Joseph & Eileen Hoodlet for their admirable efforts of roadside litter collection in East Wakefield. Mr. Edwards would love to see more people helping with the littering problem.

**c) Town Administrator's Update**

- The Province Lake Association has sent complimentary tickets for their July 4 breakfast—Yum!!
- Chief Fifield had submitted a grant application to revise our Hazard Mitigation Plan; however, the application erroneously referred to the year "2015" instead of "2016." The Board is comfortable with Ms. Williams providing a letter to the State clarifying this error.
- One person has already volunteered for the Transfer Station Ordinance subcommittee. A notice seeking other volunteers will be posted on the Town's web site by the end of the week. As liaison to the Transfer Station, Mr. Paul will chair that subcommittee. Mr. Knisley may also be interested in serving on the subcommittee. Interest must be expressed by July 31.
- Transfer Station Plan: Mr. Paul is scheduled to meet with W. David Stephen and Nate Fogg later this week.
- The Board expressed support for Nate Fogg to attend the Wetlands Assessment Training.

Mr. Edwards noted that he has been perambulating the Wakefield/Effingham line. The terrain is very difficult. He will be walking that line with the Effingham Board of Selectmen soon; and Mr. Paul and Ms. Twombly are welcome to join in. Mr. Edwards believes that some wording in the formal perambulation document will need to be changed. He plans to place visual markers where the original markers are difficult to see.

**d) Building Permit Releases** – Ms. Twombly moved to approve building permit releases for Malinowski on Gold Coast Drive and Obey on Burley Park Drive, as presented. Mr. Paul seconded the motion, which passed 3-0.

**e) Payment Manifests** – Ms. Twombly moved to approve PR #14 in the amount of \$66,456.16. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #20 in the amount of \$206,598.82. Mr. Paul seconded the motion, which passed 3-0.

**f) Minutes** – Mr. Paul moved to approve the minutes of June 10, 2015, as presented. Ms. Twombly seconded the motion, which passed 3-0.

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Mr. Paul led all present in a rousing rendition of Happy Birthday to Mr. Edwards! There being no further business, the meeting adjourned at 8:50 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Kenneth S. Paul

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Connie Twombly