

**Board of Selectmen  
March 9, 2016**

**Present:** Kenneth S. Paul, Vice Chair; Connie Twombley; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6:20 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Paul – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:03 p.m. Those present at this time included: Tom Beeler, *The Granite State News*; Nancy Spencer Smith; and Donna Martin (videographer).

Mr. Paul led those present in the Pledge of Allegiance.

**1. Appointments** – None scheduled.

**2. Unscheduled Matters/Public Comment #1** – None forthcoming.

**3. Unfinished Business** – None scheduled.

**4. New Business**

**a) Bids for Tank Pumping at WWTF** – The Board opened the 2 bids received for this project as follows: Hartigan Wastewater Services (Vermont) at \$0.18 per gallon; and Lakes Region Septic Service (Brookfield) at \$0.175 per gallon, plus the cost of lab analysis. **Ms. Twombley moved to accept the bid of Lakes Region Septic at \$0.175, plus the cost of lab analysis. Mr. Paul seconded the motion, which passed 2-0.**

**b) Job Description for Highway Department General Foreman** – Chuck Murray, who has verbally indicated his intention to retire this spring, is currently filling the role of General Foreman; however, we have no job description specific to that position. Therefore, Ms. Williams and Mike Gingras collaborated to develop a job description. Once adopted by the Board, we will advertise the position.

Mr. Paul noted that since the individual will be responsible for coordinating snow removal, that individual should live either within the town’s boundaries, or within 15 minutes/miles from any Wakefield border. Ms. Williams will incorporate that change and then check with Selectman Edwards. After that, the document can be finalized and an advertisement placed to fill the anticipated vacancy.

**c) Request for Waiver of Ambulance Bill** – Ms. Williams noted that the Board has been waiving ½ of each bill. Mr. Paul would feel better about waiving ½ the bill if the request had come from a local resident. The Board really has no knowledge of this individual’s circumstances. **Mr. Paul moved to have Ms. Williams communicate that the Board would be willing to waive ½ of the outstanding bill with the condition that the individual pay the other half, or at least establish a payment plan for it with Comstar. Ms. Twombley seconded the motion, which passed 2-0.**

As a side note: Mr. Paul offered Congratulations to Ms. Twombley for her hard-fought win in the local election!

**d) Disposition of Tax Acquired Property** – Ms. Williams referred to the list of tax acquired property eligible for disposal. There are more properties eligible this year than in the past several years. Perhaps it would be appropriate to conduct a live auction, rather than advertise for sealed bids. It was agreed that Ms. Williams will obtain auction information from Rick Sager, with a view to accomplishing the auction in June. This issue will be discussed again at the next meeting.

**5. Proposed Capital Reserve Fund Expenditures** – None forthcoming.

**6. Correspondence**

**a) William Blackwood** – Mr. Blackwood spoke to the outstanding customer service he received from Cindy Bickford and Angie Nichols. Ms. Twombly read Mr. Blackwood's letter aloud.

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

--Ms. Twombly referred to a meeting she attended with the group from the Union Freight House. It has been suggested that the Board hold a meeting at the freight house at some point in the future. Since the meetings are aired on Channel 3, it would be great advertisement for that facility. Perhaps the Board should also conduct meetings at other Town-owned buildings as well. The group at the freight house would also like to have access to the Internet. Ms. Williams is investigating the cost, which looks to be quite expensive.

Mr. Paul suggested that the Board, as a group, should also visit other Town facilities, such as the Highway Department or the Transfer Station.

**8. Administrative Matters**

**a) Town Administrator's Update**

--Ms. Williams presented a purchase order for the Police cruiser approved by Town vote on Tuesday. **Mr. Paul moved to approve the purchase order for the new police cruiser in the amount of \$25,250. Ms. Twombly seconded the motion, which passed 2-0.**

--The Town is in possession of a number of outdated 3'x6' maps. Various individuals have expressed interest in acquiring some of these old maps. Mr. Paul suggested checking with all other Town departments first to ensure there is no use for them. Otherwise, the maps are outdated and are actually trash. Ms. Spencer Smith suggested marking each map as outdated to avoid confusion. The Board agreed and agreed to distribute the maps at no cost.

--Nate Fogg will attend a class and will utilize the Town's vehicle for transportation. A resident (non-employee) also plans to attend the class and would like to ride with Nate. The Town's insurance carrier says this is ok, as long as the Board of Selectmen authorizes it. The Board authorized Nate transporting another resident to the class in the Town-owned vehicle.

--Ms. Williams referred to Mr. Beeler's article in last week's paper and advised him that the Town does not do the billing for the Sanbornville Water Precinct. In addition, there is no "seasonal" position available at the Highway Department. Rather the Town will advertise for a fulltime general foreman as well as a part-time employee.

**b) Agricultural Commission Membership Appointment** – The Agricultural Commission has recommended the appointment of Donna Martin as an Alternate for 3 years.

Mr. Paul moved to appoint Donna Martin to the Agricultural Commission as an Alternate, for a term through March 2019. Ms. Twombly seconded the motion, which passed 2-0.

**c) Building Permit Releases** – None forthcoming.

**d) Payment Manifests** – Ms. Twombly moved to approve PR #7 in the amount of \$66,688.58. Mr. Paul seconded the motion, which passed 2-0.

Ms. Twombly moved to approve AP #6 in the amount of \$748,503.34. Mr. Paul seconded the motion, which passed 2-0.

The Board also executed an AP warrant to void and reissue a check – no value.

**e) Minutes** – Ms. Twombly moved to approve the minutes of February 18 & 24, 2016, as presented. Mr. Paul seconded the motion, which passed 2-0.

There being no further business, the meeting adjourned at 7:45 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, Vice Chair

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Connie Twombly