

**Board of Selectmen  
July 13, 2016**

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

Mr. Edwards called the posted meeting to order at 6:05 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) and (b). Mr. Paul seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Paul – ‘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. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (e). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:50 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) and (b). Mr. Paul seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:05 p.m. Mr. Edwards led those now present in the Pledge of Allegiance, including: Chief Ken Fifield; Nathan Fogg; Scott Pike; Tom Beeler, *The Granite State News*; Donna Martin (videographer); Ed Comeau (videographer); Chuck Robbins; and several unidentified individuals.

**Mr. Edwards moved to seal the minutes of the 2<sup>nd</sup> Non Public Session held immediately preceding this public session under RSA 91-A:3, II (e) (as divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed unanimously, and the minutes of the July 13, 2016, Non Public Session #2 will be sealed.

**1. Appointments** – None scheduled.

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

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

**4. New Business**

**a) Paving Bids** – Scott Pike joined the Board and referred to the bid tabulations he prepared. Bids were received as follows: R&D Paving - \$243,242.50; Pike Industries - \$251,703.25; Can Brothers - \$253,787.54; FR Carroll - \$268,308.95; and Brox - \$318,404.50. Mr. Pike noted there was some confusion regarding the wording of the bid specs as they related to handwork. He stated that he is comfortable recommending the lowest bidder—R&D Paving at \$243,242.50. **Mr. Edwards moved to accept the bid of R&D Paving at \$243,242.50, as recommended by Scott Pike. Ms. Twombley seconded the motion.** Mr. Pike noted that following roads are scheduled to be addressed: St. Anthony’s Road; Canal Road; Pickpocket Road and Sanborn Road. Mr. Pike anticipates installation of several catch basins on St. Anthony’s Road. Issues with the Miliner’s driveway will also be addressed.

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Mr. Pike believes the culverts on the other roads will not need to be replaced. **The motion then passed 3-0.**

The Board members and Ms. Williams have received many great comments from the public regarding Mr. Pike and his crew! Mr. Pike noted that renovations are in process at the Transfer Station. A brief discussion followed of more work to come.

**b) Chief Fifield re: Crosswalk Update** – The Chief has taken a tour with William Lambert of NH DOT. The State plans to combine a number of the chevron signs along Route 153, which will eliminate a number of the signposts. Also, the 30 mph speed limit will extend for about ¼ mile on Route 153 from the hay scales north.

The State will “install” a 90 degree crosswalk from the ADA entry of the Congregational Church in the Historic District, to include crosswalk signs. The Town will have to provide direct lighting for this crosswalk. There will be no need to cut into the curb.

The State will “install” another crosswalk from the Lovell Lake Food Center, across Meadow Street, to the sidewalk in front of Profile Bank. This will require a curb cut and must also be lighted—both of which will be provided by the Town. The Chief advised Ms. Williams that the State has no requirements for keeping the lines painted. He further stated that SRPC is working with residents of the Historic District to investigate extension of the existing sidewalk in that area. Mr. Paul noted that the Town may eventually need to look at winter maintenance of sidewalks. Ms. Williams asked about the availability of State grants for the sidewalk project. Chief Fifield indicated that if it is deemed to be a safety issue, there may be State funding available. Ms. Williams noted we may need to consider the cost of maintenance as the project goes forward. The Board members expressed agreement to move forward with the crosswalk projects.

**c) Shoreland Compliance Officer Job Description & d) Permit Application** – Mr. Fogg joined the Board, noting that these 2 topics go hand-in-hand. He stressed the importance of protecting the lakes in our town. The power to enforce the State’s shoreland protection act resides within our zoning ordinance. In addition, funds were included in the 2016 budget to hire a Shoreland Compliance Officer. Ms. Williams has developed a job description, and Mr. Fogg has developed a local Shoreland Permit Application. Mr. Fogg stated that currently the Town does not get a copy of the plan approved by the State. That would be rectified with the new permit application. Mr. Fogg is suggesting a \$25 fee accompany the permit application. Once the State application is approved, the property owner would file a local application, which would run in conjunction with the State permit. He confirmed to Mr. Edwards that we are not creating any new rules, nor are we making it more restrictive than the State requirements. Mr. Paul noted that the State does not have sufficient staff to enforce the approved permit. Mr. Edwards does not want it made more difficult for property owners. To him it appears to be a permit of notification to allow local enforcement. **Mr. Paul moved to accept the Shoreland Compliance Officer job description as presented and to post the position. Ms. Twombly seconded the motion, which passed 3-0.**

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Mr. Robbins stressed that it is important for the Town to see the approved plan. He also stated it is a very important job to protect the Town's lakes. He intends to address the Budget Committee to start putting funds aside to enforce existing rules. Discussion followed regarding the July 24 session scheduled to be held on Lovell Lake to address Cyanobacteria.

Discussion turned to the draft permit application. Mr. Paul questioned whether the fee should appear on the application or the established fee schedule. Existing State permit holders would be exempt from the after-the-fact fee. **Mr. Paul moved to accept the permit application as presented (with reference to the fees), effective as of the date of hire of the Shoreland Protection Officer. Ms. Twombly seconded the motion, which passed 3-0.**

**e) Audit** – The 2015 audit is complete. We were cited for only 1 deficiency, compared to 7 in 2014. This deficiency relates to procedural adjustments. Greg Colby of Vachon Clukay will attend a future Board meeting to provide an overview of the Town's financial situation.

**f) Purchase Order for Radar Recorder Kit** – This purchase is funded by a Highway Safety Grant. **Mr. Paul moved to approve the purchase order in the amount of \$6508.14. Ms. Twombly seconded the motion, which passed 3-0.**

### **5. Capital Reserve Expenditures**

**a) Landfill \$2250** – This represents the cost for Robert Saunders to design conceptual plans and present same to the Board. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Landfill \$2200** – This represents the cost for mandatory gas/water samplings. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**c) Landfill \$300** – This represents the cost for the annual audit/risk assessment in accordance with our contract with Robert Saunders. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.**

### **6. Correspondence**

**a) Lovell Lake Assoc** – Ms. Twombly read aloud this letter in which the Association thanks the Board for funds for their lake host program.

**b) Debra Murphy** – Mr. Edwards read aloud this letter in which Ms. Murphy requests the Board to urge the State to pave Wakefield Road. Mr. Edwards has already tried to do that, but the State does not have this road on its plan at this time. Mr. Edwards noted that individuals might wish to contact the State of NH directly. Mr. Beeler noted that the State DOT has been doing a lot of shimming on area roads. Ms. Williams stated that the Town received notification that this would occur.

**c) COAST** – This is official notification that the North Bus will cease operation as of September 30, 2016.

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**d) Strafford Regional Planning Commission Seacoast MPO TAC** – Despite our efforts, no one has expressed interest in representing Wakefield on the MPO Technical Advisory Committee. We'll keep trying.

**e) Janet Miller** – Ms. Miller thanks Scott Pike and his crew for the work accomplished recently at the Food Pantry.

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

--Mr. Beeler noted that the property owner often does not know what is actually required via an approved permit; therefore, enforcement helps the property owner from being swindled.

## **8. Administrative Matters**

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

--The next meeting (July 27) will take place at the Wakefield Library in the Historic District.

--NH Solar has asked whether the Board would be willing to consider a 1-year lease of property at the Transfer Station, rather than wait for a vote in March 2017. The Board agreed by consensus to wait for the voters to decide in March 2017.

--Curtains for the conference room: Working on it!

--Our lease with the State for land at Turntable Park will expire in January 2017. Ms. Williams has been communicating with DRED, who advises the Town cannot purchase the land at this time. She is waiting to see how long a lease they are willing to offer. Perhaps they will be willing to enter a 5-year lease, during which time we can work on purchasing the property.

--The Tax Collector provided information regarding the on-line tax kiosk: \$132,800 was paid through the kiosk January through July 2015; \$336,400 was paid through the kiosk for the same period in 2016. As of July 6, 2016, the Town had received \$5,786,000 in tax revenue.

--Chief Nason is having difficulty covering the night shifts. The current compensation is \$40 per shift, 6p to 6a. He wonders whether increasing the stipend to \$50 per shift would increase the number of participants. **Mr. Paul moved to increase the stipend to \$60 per weekend shift (Friday, Saturday and Sunday), 6p to 6a, effective immediately. Ms. Twombly seconded the motion, which passed 3-0.**

--As mentioned previously, the CyanoMobile is coming to Lovell Lake on July 24. This is a mobile laboratory and will provide education relating to Cyanobacteria.

--Public Safety Building: Mr. Edwards advised that he is preparing an RFP. Much prep work is required. Chief Nason and Chief Fifield have suggested their staff would be willing to volunteer a weekend to work under Mr. Edwards' supervision. The Board members supported this idea.

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

**c) Payment Manifests** – Ms. Twombly moved to approve PR #19 in the amount of \$127.26. Mr. Paul seconded the motion, which passed 3-0.

**Ms. Twombly moved to approve AP #21, a void and reissue with a value of \$0. Mr. Edwards seconded the motion, which passed 3-0.**

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**Ms. Twombly moved to approve AP #20 in the amount of \$818,502.42. Mr. Edwards seconded the motion, which passed 3-0.**

**d) Minutes – Mr. Paul moved to approve the minutes of June 8, 2016, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).**

**Mr. Edwards moved to approve the minutes of June 22, 2016, as presented. Ms. Twombly seconded the motion, which passed 2-0-1 (Mr. Paul abstaining).**

There being no further business, the meeting adjourned at 8:40 a.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