

**Board of Selectmen  
June 22, 2016**

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

Mr. Edwards called the posted meeting to order at 6:45pm. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) & (b). Mr. Edwards seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7 p.m. Mr. Edwards led those present in the Pledge of Allegiance. Those present included: Ed Comeau (videographer); Donna Martin (videographer); Chuck Robbins; Pam Wiggin; Phil Twombley; and Tom Beeler, *The Granite State News*.

**1. Appointments**

**a) Pam Wiggin & Phil Twombley** – Ms. Wiggin led all in a tour of the Heritage Centre at Wakefield Corner. The Gallery Museum features the stagecoach collection that had belonged to Elizabeth MacRury. The building was purchased (for \$1) by the Town/Heritage Commission in 2006. The first floor was renovated in 2013, with funds provided by Elizabeth MacRury, in order to display her stagecoach artifacts. Thereafter, Mr. Twombley provided historical information regarding the Lovell Union Grange and conducted a tour of the future location of the Grange Museum.

Ms. Wiggin stressed that the Heritage Commission is always looking for volunteers—especially those willing to act as docents for various buildings.

The Board and the public have enjoyed the meetings held at the Union Freight House and the Heritage Centre. It was suggested that the July 27 meeting be held at the Wakefield Library. Ms. Wiggin will confirm this arrangement.

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

--Chuck Robbins referred to the Town’s budget including funds to hire a shoreland protection inspector. He noted that Moose Mtn Regional Greenways held a very informative session this past Saturday, and he stressed that 72% of the Town’s tax revenue comes from the shoreland area. Mr. Robbins stressed the importance of getting that individual in place. He then shared photos of a recent logging operation, instances of unlawful filling without a proper silt fence, and an illegal cutting/stumping operation—all near Lovell Lake. Mr. Robbins stated that Town enforcement is crucial.

Ms. Williams confirmed that the Town raised funds for this position in the 2016 budget. Nathan Fogg is working on a job description, application process and fee schedule. Mr. Robbins is willing to assist in that process. Ms. Twombley referred to docks she has seen on Eastman’s Beach, which property she believed belonged to the State. Ms. Williams advised that the Code Enforcement and Assessing Departments are working on that issue.

--Ms. Wiggin advised that the Heritage Commission, Union Village Community Association and the Greater Wakefield Chamber of Commerce are holding an event on July 30 in Union and would like to close Chapel Street to Railroad Avenue from 11-4 that day, as has been done in the past. If the Board supports this request, Ms. Wiggin will discuss this with Chief Fifield.

**Ms. Twombly moved to allow the closing of Chapel Street to Railroad Avenue on July 30 from 11-4. Mr. Edwards seconded the motion, which passed 2-0.**

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

**4. New Business**

**a) CAI Contract Renewal** – These contracts cover street numbering and tax map maintenance. Mr. Edwards noted that some towns handle street numbering on their own. Ms. Williams noted that the cost for street numbering has remained constant, while the contract for tax map maintenance has increased by \$300 (after remaining constant for a number of years). **Ms. Twombly moved to approve the contracts with CAI for Street Numbering and Tax Map Maintenance, as presented. Mr. Edwards seconded the motion, which passed 2-0.**

**b) Highway Heavy Equipment Operator Job Description** – Ms. Williams reviewed the minor changes to the job description. **Ms. Twombly moved to approve the revised job description for Heavy Equipment Operator, as presented. Mr. Edwards seconded the motion, which passed 2-0.** This position will now be posted on the Town's website.

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

**6. Correspondence**

**a) Province Lake Association** – The PLA thanks the Board for its support and has provided 2 complimentary tickets to its annual breakfast scheduled for July 2. Unfortunately, neither Mr. Edwards nor Ms. Twombly will be able to attend this year.

**b) DES to Union Village Community Association** – This is provided for the Board's information. DES has issued a letter of deficiency regarding Drews Mill Pond Dam, including specific steps that need to be taken by UVCA.

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

--Ms. Wiggin advised that the B&M water tower has been moved from Gilford to Heritage Park. It is currently in sections. It is hoped it will be erected by late August...stay tuned! The Commission will obtain a building permit prior to any excavation work. Mr. Wiggin and Mr. Twombly noted that the Town crew did an excellent job on the parking lot at Heritage Park.

**8. Administrative Matters**

**a) Town Administrator's Update**

--Town Counsel reviewed documentation submitted by NH Solar Garden; however, the Town cannot enter such a lease without Town vote. This issue will be reconsidered during preparation of the 2017 warrant.

--Faith Renewal Fellowship Church has leased Town property in East Wakefield for a number of years. According to State law, all non-profit organizations must file specific paperwork each year with the Assessing Department in order to be considered exempt from property taxes.

In spite of several reminders provided by the Wakefield Board of Assessors, Faith Renewal Fellowship failed to submit the required paperwork. Therefore, the organization is subject to the property taxes for the leased property. The Board agreed that Ms. Williams shall notify Faith Renewal Fellowship that if the property tax bill is not paid by July 1, 2016, the Board may begin the eviction process.

--COAST has advised us that the North Bus will cease operation as of September 30, 2016. The route has only 3 consistent participants, plus several other occasional users. Mr. Twombly has been a volunteer driver for that route for 6 years. He stated it will be very difficult for those who currently utilize the service.

--The perambulation of the Wakefield/Middleton line has been completed. Mr. Edwards is confident that Mr. Fournier's house is located within the Town of Middleton. Mr. Edwards will meet with the Middleton Board next week. Ms. Williams stated that if both Boards execute the Perambulation, it will be provided to all attorneys involved. Thereafter, we will see what happens with the pending Court case. **Ms. Twombly moved to accept the Perambulation results of the Wakefield/Middleton line, as presented. Mr. Edwards seconded the motion, which passed 2-0.** Mr. Edwards thanked Nate Fogg for his assistance with this project. Next line: Wakefield/Ossipee!

**b) Selectmen's Letter of Appreciation** – No action was taken. We'll try again in July.

**c) Treasurer's Reports** – These reports were provided for the Board's information.

**d) Petition and Pole License** – Ms. Twombly moved to approve the Petition and Pole License for Meadow/Summer Streets. Mr. Edwards seconded the motion, which passed 2-0.

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

**f) Payment Manifests** – Ms. Twombly moved to approve PR #16 in the amount of \$147.76. Mr. Edwards seconded the motion, which passed 2-0.

**Ms. Twombly moved to approve PR #17 in the amount of \$65,259.61. Mr. Edwards seconded the motion, which passed 2-0.**

**Ms. Twombly moved to approve AP #18 in the amount of \$159,539.55. Mr. Edwards seconded the motion, which passed 2-0.**

**g) Minutes** – Since Mr. Edwards did not attend the June 8, 2016, meeting, approval of those minutes was postponed to the next meeting.

There being no further business, the meeting adjourned at 8:26 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

**Board of Selectmen**  
**June 22, 2016**  
**Page 4**

Approval of Minutes:

---

Richard C. Edwards, Chairperson

---

---

Kenneth S. Paul

---

Connie Twombly