

**Board of Selectmen  
July 27, 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 6:47 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). 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 7:04 p.m. Those present at this time included: Ed Comeau (videographer); Donna Martin (videographer); Victor Becker; Peter Brown; Tom Beeler, *The Granite State News*; Janet Miller and Monica Rogers. Phil Twombley and Tom Dube joined the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments**

**a) Peter Brown, President of the Wakefield Library** – Mr. Brown welcomed all to the Wakefield Library. He referred to their hours of operation and various events, including an upcoming book-signing. The mission of the Wakefield Library is to be a repository of information of local interest, including local authors. The Library is modeled after the Low Library at Columbia University and was originally built through the generosity of Seth Low as a memorial to his mother.

**b) Monica Rogers & Janet Miller** – September 10 is the target date for the fundraiser in Turntable Park. Ms. Miller stated they have tried to address all concerns raised (or anticipated) by the Board and Lino Avellani. They only plan to utilize a small portion of the parking lot for a demonstration, and the vendors will set up within the Park. Parks & Rec has authorized use of Turntable Park. Ms. Rogers will check with the Police Dept regarding parking options. There will be a police officer on site first thing in the morning and again at the end of the event. Mr. Paul believes an officer should be on site for the entire event.

42 vendors have signed up for this “Village Craft Fair.” Ms. Rogers will speak with Wayne Robinson regarding use of power near the stage. Mr. Paul suggested that a Parks & Rec representative might be available for the morning. Discussion of availability of restrooms. It was suggested Ms. Rogers rent a port-a-potty. Mr. Paul stressed the need for adequate trash receptacles, as well as the need to take care of all trash at the end of the event. He added that Ms. Rogers should advise the Fire Department of this event. Discussion of signs. Ms. Rogers has spoken to Nate Fogg about the Town’s requirements. She will contact District 3 for information about putting signs along State roads.

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

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

**4. New Business**

**a) Sewer Warrant 2016-1** – Ms. Twombley moved to approve the 2016-1 Sewer Warrant in the amount of \$18,059.36, as presented. Mr. Paul seconded the motion, which passed 3-0.

**b) Opera House Lighting Bids** – Victor Becker joined the Board and advised that the ultimate cost of this lighting project came in less than anticipated. Therefore, he recommends that we include Alternate #1, a portion of #2, and #4. If unused the 5% installation contingency (\$2399.56) might become available for additional equipment. Funding for this project will come directly from WPI, as well as \$20,000 from the Town’s Town Hall Improvements CRF, which funds were previously earmarked by the Board for this project. **Mr. Paul moved to accept the bid of Port Lighting Systems, to include the Alternates as recommended by Mr. Becker. Ms. Twombly seconded the motion, which passed 3-0.**

Perhaps the next step will be balcony seating. This might generate enthusiasm in order to raise funds to continue the restoration project.

**c) CAI GIS Services Maintenance Agreement** – This is a renewal of our existing contract, the cost for which has remained steady. **Mr. Paul moved to approve the contract with CAI for GIS Services Maintenance, in the amount of \$500. Ms. Twombly seconded the motion, which passed 3-0.**

**d) NHMA Policy Recommendations** – Ms. Williams shared Final Policy Recommendations relating to the NHMA legislative policy process, in which she participates. The policy conference is in September, at which Wakefield can have a voting representative. The Board will review the proposed actions and make recommendations for support. Ms. Williams will create a spreadsheet, and this issue will be discussed again over the next several meetings.

**e) Proposed Lot Merger Map 96, Lots 12 & 38** – The assessment card for Lot 12 includes a notation “unbuildable per BoS.” This note first appears around 1988/89 and no documentation can be found as to why such a restriction was placed on the property. The owner wants to merge the lots but does not want the restriction to adversely affect the resultant lot. **Mr. Paul moved to remove the “unbuildable per BoS” reference on the assessment card for Map 96, Lot 12. Ms. Twombly seconded the motion. Although the Board would encourage merger of the lots, it is not required. The motion then passed 3-0.**

**f) Purchase Order Fire/Rescue SCBA** – This purchase was included in Chief Nason’s 2016 budget, Schedule A. **Ms. Twombly moved to approve the purchase order for SCBA in the amount of \$25,869. Mr. Paul seconded the motion, which passed 3-0.**

**g) Proposed Donation of Property** – The owners of Map 8, Lot 10 indicate that they have been unsuccessful in their attempts to sell this property. They originally purchased the property believing, in error, that it abutted their existing property. It is located on a private road, and the deed for same refers to it being a conservation area according to the relevant subdivision plan. **Mr. Edwards moved to decline the offer of the donation of property. Ms. Twombly seconded the motion, which passed 3-0.**

## **5. Proposed Capital Reserve Fund Expenditures**

**a) Invasive Species CRF \$3875** – This represents the amount approved previously for the Lovell Lake Association’s lake host program. **Mr. Paul moved to approve the expenditure. Ms. Twombly seconded the motion.** Mr. Paul noted that the individual being paid to monitor the Lovell Lake Boat ramp can often be found in a car parked across the street.

The individual is being paid to be on site. A letter expressing this concern will be sent to the Association, along with their check. **The motion then passed 3-0.**

**b) Invasive Species CRF \$3375** – This represents the amount approved previously for the Province Lake Association. **Mr. Paul moved to approve this expenditure. Ms. Twombly seconded the motion, which passed 3-0.**

## **6. Correspondence**

**a) Middleton Board of Selectmen** – State law requires each town to have a cemetery for its residents. Middleton hopes to achieve compliance by contracting with the Town of Wakefield. Phil Twombly, Cemetery Trustee Chair, was approached by the Middleton Board in this regard following a spring seminar by the Secretary of State. Ms. Williams has spoken with Terry Knowles. According to Ms. Knowles, such an agreement (between the towns of Wakefield and Middleton) would be the first of its kind in the state. In addition, Wakefield could charge Middleton a fee for allowing them use of our cemetery. The Town may not charge a non-resident more for the right to inter than would be charged to a resident. However, Ms. Knowles encourages Wakefield to amend its cemetery regulations to require a direct tie to Wakefield (former resident, relative in Town, etc.) in order to purchase a right to inter. The Board suggested that the Wakefield Cemetery Trustees talk to the Middleton Cemetery Trustees in order to work out an agreement. Mr. Paul stressed that Wakefield taxpayers have spent a considerable sum to develop Stonehedge Cemetery.

**b) NH Liquor Commission** – Tumbledown is seeking a combination beverage/wine liquor license (likely at the new facility), and the State is giving the Board an opportunity to comment on this application. Chief Fifield has no issue with this request. **Mr. Edwards moved to support the application of Tumbledown. Ms. Twombly seconded the motion, which passed 3-0.**

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

--Tom Dube invited all to Union Village Heritage Day scheduled for Saturday, July 30, from 11am – 3pm. There will be many activities, so bring your families!

--Mr. Twombly stated that the water tower arrived at Heritage Park in pieces at the end of June and is currently being put back together. It is hoped to have it in place by August 20/21. The Heritage Commission plans to bring in a caboose in September.

## **8. Administrative Matters**

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

--Ms. Williams presented for execution a service contract with R&D Paving, whose bid was approved at a previous meeting.

--Scott Pike has been asked by Wolfeboro to work under contract for that town 1 weekend per month at their treatment plant. Mr. Pike has made it clear to the Town of Wolfeboro that his employment with the Town of Wakefield takes priority. The Board had no issue with such an arrangement.

--Ms. Williams and Scott Pike have discussed utilizing a more efficient method of tracking working time. This is not a matter of trust, but rather an effort to provide better documentation than the current timesheet system. "Punching in" via a time clock is a possibility. Ms. Williams is exploring options through our current payroll company. It would be best if all Town employees utilized the same method.

**b) Selectmen's Letter of Appreciation** – More thought is required...

**c) Treasurer's Monthly Reports** – Provided for the Board's information.

**d) Petition and Pole License** – Ms. Twombly moved to approve the Petition and Pole License for Province Lake Road as presented. Mr. Edwards seconded the motion, which passed 3-0.

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

The Board executed a deed to Bruce Whenal, who has redeemed his property located on Bed Rock Road.

**f) Payment Manifests** – Ms. Twombly moved to approve PR #20 in the amount of \$79,323.75, as presented. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #22 in the amount of \$57,920.02, as presented. Mr. Edwards seconded the motion, which passed 3-0.

**g) Minutes** – Ms. Twombly moved to approve the minutes of July 13, 2016, as presented. Mr. Edwards seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at 8:37 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