

**Board of Selectmen
August 10, 2016**

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 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a), (b) and (d). Mr. Paul seconded the motion. Roll call vote: Ms. Twombly – ‘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 p.m. Those present at this time included: Greg Colby, Vachon Clukay; Tom Beeler, *The Granite State News*; Ed Comeau (videographer); Donna Martin (videographer); Dave Mankus; Bruce Rich; and Relf Fogg.

Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Greg Colby, Vachon Clukay – Mr. Colby presented an overview of the Town’s 2015 audit. Highlights included: revenues were under estimated by 2.88%; the budget was under expended by 2.18%; and the unassigned fund balance is \$1,968,527 (\$333,000 of which was ear-marked for expenditure via the 2016 Town warrant). Mr. Colby referred to the Town’s proportional share of NH Retirement System’s unfunded pension liability being \$2,898,735. Hopefully, the Town will never have to fund such an expenditure. If it did occur, there would be a number of options available, including the establishment of a capital reserve fund.

2. Unscheduled Matters/Public Comment #1

--Mr. Fogg invited all to his property at 1324 Lovell Lake Road for his 3rd annual festival of music and food planned for August 13. He has decided to refer to it as Wakefield Appreciation Day. The event will last until 11:30p.m.

3. Unfinished Business

a) Transfer Station Design – Ms. Williams advised this topic has been postponed until the next meeting. The Trustees of the Trust Funds will discuss appropriate use of the relevant fund.

4. New Business

a) Bids for Crushed Gravel and Winter Sand – The Board opened the single bid received. Ossipee Aggregates offers the following pricing: Gravel--\$10/ton delivered, \$7.25/ton on site; sand--\$8.10/ton delivered, \$5.35/ton on site. This information will be forwarded to Scott Pike, Director of Public Works, for his review and recommendation. The Board members were in agreement to abide by Mr. Pike’s decision.

b) Boston Post Cane – The cane is “awarded” to the Town’s oldest citizen. Delwood Garvin, who held this honor for the past 5 years, recently passed away. According to our records, Madeline Sprague, born August 3, 1917, is next in line to receive this designation. Ms. Williams will attempt to arrange a presentation for August 18 at 9 a.m.

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5. Proposed Capital Reserve Fund Expenditures

a) Invasive Species \$7500 – This represents the amount approved previously for the Balch Lake Improvement organization. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

b) Invasive Species \$1875 – This represents the amount approved previously for the Pine River Pond lake host program. **Mr. Paul moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) Towle Farm Community to DES – This is provided for information purposes only by Towle Farm Community as they attempt to address a recent complaint filed with DES

7. Unscheduled Matters/Public Comment #2

--Ms. Martin announced, on behalf of Fred Guldbrandsen, the following: The Methodist Church will host a musical event on Saturday, August 13, at 6:30, with refreshments to follow; and there will be a healing service at Cotton Mountain Community Church on Sunday, August 14, at 2 p.m.

8. Administrative Matters

a) Town Administrator's Update

--William Goodfield, part-time employee of the Highway Department, has submitted his resignation, effective as of August 11. This vacancy has been posted.

--Parks & Rec is planning a new after-school program, 3:15 – 5:30 Monday through Friday. The limit is 20 participants, grades K-6. This program will be run through Fund 5. Registration fees will cover all expenses.

--Moose Mountain Regional Greenways has requested use of the Opera House for 2 events. On December 3, from 8:30-noon, they would like to host a conservation commission mixer, with 40-50 people, and to include a light brunch. On either September 29 or October 7 at 6 p.m., they hope to host a conservation area plan meeting, with approximately 100 people, to include a light dinner. The Fire Chief is ok with either event as long as the meals are catered and no entrances are blocked. The Chief requires a final plan as time gets closer. Mr. Paul suggested we post a maximum assembly number for the Opera House.

--With respect to the recent perambulation of the Wakefield/Middleton town line, the Board of Assessors requires a memo from the Selectmen which can be sent to CAI in order to have the tax map revised. The Board executed the memo provided. Mr. Paul was advised that Mr. Fournier's home was determined to be entirely within the Town of Middleton.

--In June, the Board had discussed issues with Faith Fellowship Renewal Church neglecting to file paperwork required by State statute. That neglect results in property taxes being due on the property leased from the Town. Eventually, the required paperwork was filed; however, it can only be accepted under very specific conditions. Communication with the Church regarding this issue has been difficult. Mr. Edwards will attempt to address this and will report back to the Board at the next meeting.

--Mr. Paul had previously suggested purchasing a wireless projector for the conference room. Estimated cost for equipment and electrical work is \$800. Ms. Williams will see how the budget looks in October.

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--It would cost about \$1000 to replace the lights in the conference room. Ms. Williams will include these funds in the 2017 budget.

--Ms. Williams estimates the cost of window treatments in the conference room to be \$2200. This will likely need to wait until 2017.

b) Building Permit Releases – None forthcoming.

c) Payment Manifests – Ms. Twombly moved to approve AP #24, in the amount of \$794,263.98. Mr. Paul seconded the motion, which passed 3-0.

d) Minutes – Mr. Paul moved to approve the minutes of July 27, 2016, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Edwards read aloud the Selectmen's Letter of Appreciation, written to Connie Twombly!

Mr. Paul suggested holding an appreciation lunch for all Town employees. Ms. Williams will schedule for Thursday, September 8, from 12-1:30 at the Town Beach. Mr. Paul will run the grill.

Ms. Twombly noted that the water tower project has been delayed as the Commission attempts to decide whether to repaint or seal the tower. The Commission is seeking expert advice on this issue. We may need to extend the contract associated with this project.

Mr. Beeler asked the status of the second floor of the public safety building. Mr. Edwards stated that when the busy summer season winds down, Chief Fifield will have his volunteers begin the prep work.

There being no further business, the meeting adjourned at 8:05 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly