

**Board of Selectmen  
September 28, 2016**

**Present:** Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly (joined the session in progress); Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 5:47 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘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. Those present at this time included Ed Comeau (videographer); Donna Martin (videographer); Chuck Robbins; Linda Schier; Ed Morrison; Paul Winckler; Charles Hodsdon; Tom Beeler, *The Granite State News*; and Gerry Hastings. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments**

**a) John Welch, Faith Renewal Fellowship Church** – Mr. Welch had called to indicate he would not be present this evening.

**b) Paul Winckler, Wakefield/Brookfield Historical Society** – Mr. Winckler stated that he returned from Florida this spring to find a tax bill from the Town for the Society’s property. However, the Society is a non-profit organization and, therefore, exempt from such tax. He met with the Board of Assessors and discovered that the Society should have filed required paperwork each year in order to be exempt from the property tax. It was suggested to him that the tax bill be paid, and that an abatement application be submitted after receipt of the final tax bill. At the next meeting with the Board of Assessors, that Board indicated that no abatement would be forthcoming. Mr. Winckler is not aware of their reasoning. He believes an agreement was made, and he does not believe the Society should be responsible for the property tax. According to Mr. Winckler, the Town had given the building to the Society years ago. Given the current circumstances, they may need to give the building back to the Town. Mr. Winckler spoke to the condition of the building. He stated that he wanted to share the facts of the situation with the Board of Selectmen. In previous years, the Society had received a notice reminding them to file the paperwork; however, for some reason they did not receive a notice this year. He referenced an issue with the Post Office not correctly recognizing the zip code. Ms. Williams stressed that the notice is sent by the Assessing Office as a courtesy; the Town is under no obligation to send such a notification.

Mr. Paul noted that if the Society decides to return the building, so be it. The Historical Society is not the only non-profit organization to encounter this situation. Ms. Williams advised that the Assessing Department can only accept late paperwork for 3 reasons, established by the Department of Revenue Administration. One other non-profit was able to meet the criteria of one such reason. Her understanding is that the Historical Society was not able to meet the criteria of any of the 3 reasons. Ms. Williams added that the Town is audited by NH DRA each year and can be penalized if this paperwork is not on file.

Mr. Hastings indicated his understanding that the Society must go through proper channels; however, they should be able to obtain an abatement. Mr. Hastings received confirmation that the final tax bill must be paid prior to filing for an abatement.

Mr. Winckler believes the spirit of the law is to not tax non-profit organizations. The Board encouraged the Society to continue communicating with the Board of Assessors.

**c) Linda Schier, AWWA** – Ms. Schier referred to the on-going effort to limit pollutants from going into Province Lake. UNH Stormwater Center has identified 2 areas of Bonnyman Road to address through this grant cycle. One area is in Wakefield, the other in Effingham. Previously, the Town agreed to provide labor and equipment, with the material being covered by the grant. Ms. Schier spoke highly of the efforts of Scott Pike. **Ms. Twombly moved to authorize Richard C. Edwards to execute the Memorandum of Agreement for the Bonnyman Road project, on behalf of the Board of Selectmen. Mr. Paul seconded the motion.** Mr. Paul questioned when this project would be accomplished. Ms. Williams advised all have agreed that the Highway Department may not have time to address this project in 2016. It may, and can, wait until spring 2017. **The motion then passed 3-0.**

Mr. Paul returned to the discussion with the Historical Society. He has determined that there are over 7000 non-profit organizations in NH; and if all were allowed to submit their paperwork late, the State could have an issue.

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

--Mr. Beeler believes that the Historical Society's issue with the Post Office may be a legitimate excuse, if it can be proven. Ms. Williams stressed that the Town's notification is strictly a courtesy notice. Neither the Town nor the State are required to remind the non-profit organizations of their duty to file. Mr. Beeler stressed that the State should make allowances and should be flexible.

--Mr. Robbins stated that he has spoken with the Town's new Shoreland Compliance Officer and the Code Enforcement Officer. The public is making contact with that office, and the word of the new position is spreading. A brochure will be developed to educate people. Mr. Robbins believes that the Shoreland Compliance Officer should make contact with the various associations and should be given time for DES training. Mr. Robbins plans to attend the meeting at which the Board reviews the draft 2017 budget for that position (October 17). Ms. Williams noted that when that budget was presented to her, it did not reflect an increase in that area.

--Mr. Comeau was advised that State agency involved in the Historical Society's issue is the Department of Revenue Administration. However, the local non-profit organizations have been dealing with the Board of Assessors, who then deals with DRA. The Assessing Office sends out reminders to the non-profits (as a courtesy only), and DRA sets the criteria and develops the form. Mr. Comeau believes there must be a way to address this situation. He will follow it up as State Representative, and he reminded all that the government works for the public.

## **3. Unfinished Business**

**a) Bids for Audit Services** – Bids were received from Roberts & Greene (\$14,250 for year 1, slight increase each year for next 2 years) and Vachon Clukay (\$13,900/year for 3 years). Ms. Williams advised that we have worked with Vachon Clukay for the past 6 years; however, the lead auditor is not always the same. She referred to the difference in audit procedures when the lead auditor changes. The contract provided is for 3 years, with an option to renew for an additional 2 years. **Mr. Paul moved to accept the bid of Vachon Clukay. Ms. Twombly seconded the motion, which passed 3-0.**

**4. New Business** – None scheduled.

**5. Proposed Capital Reserve Fund Expenditures**

**a) Ambulance \$5,237.30** – This represents the cost of equipment for the new ambulance. **Ms. Twombly moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

**6. Correspondence**

**a) NH DOT** – DOT advises the Town of their plans to construct a turn-around on Route 16, across from Harmony Drive. The district boundary changes in that area, and their trucks previously would turn around at the traffic lights.

**b) Town of Middleton** – The Town of Middleton provided a copy of their letter to John and Carol Fournier, in which the residence location of the Fournier's is clarified.

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

**8. Administrative Matters**

**a) Town Administrator's Update**

--At its meeting on September 13 (which Ms. Williams did not attend), the Board considered a request to hire a volunteer at the Union railroad station to open the station an additional day each week. It was thought that paying that volunteer a stipend, rather than an hourly rate, would be acceptable. The Finance Clerk has investigated this option and has determined that one cannot pay a volunteer to serve in the same position for which he/she volunteers. The volunteer has been made aware of this decision and is fine with the situation.

--The Board needs to fill a vacancy in the position of E-911 Primary Liaison. Nathan Fogg has agreed to serve in that capacity. Scott Parsons will continue to serve as Secondary Liaison. **Mr. Edwards moved to appoint Nathan Fogg as E-911 Primary Liaison for the Town of Wakefield. Mr. Paul seconded the motion, which passed 3-0.**

--The Budget Committee has proposed conducting both the Town and School deliberative sessions on the same day. The School Board is in favor of this suggestion. The hope is that both groups would get a better attendance. Ms. Williams estimated that both sessions would last about 3 hours total. The Board agreed to have both deliberative sessions on Saturday, February 4, 2017, beginning at 10 a.m. The Board also believes the Town's session should be conducted first. We will need to be sure of the wording on the posting. Ms. Williams will coordinate with Jerry O'Connor, Budget Committee Chair.

**b) Selectmen's Letter of Appreciation** – Mr. Edwards suggested this month's letter go to the Pride of Wakefield Volunteers. All agreed. Mr. Edwards will obtain their contact information.

The wood covering the big window in the conference room was noted upon. Ms. Williams advised this is one of the windows being refurbished under the Moose Plate grant. It will be back in place in a few weeks—minus the hole made by a BB gun!

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

**d) Building Permit Releases** – None received.

**e) Petition and Pole License** – Mr. Paul moved to approve the Petition and Pole License for Pond Road, as received. Ms. Twombley seconded the motion, which passed 3-0.

**f) Payment Manifests** – Mr. Paul moved to approve AP #29, a void in the amount of \$850. Ms. Twombley seconded the motion, which passed 3-0.

Ms. Twombley moved to approve PR #25 in the amount of \$70,620.72. Mr. Edwards seconded the motion, which passed.

Ms. Twombley moved to approve AP #28 in the amount of \$124,783.05. Mr. Paul seconded the motion, which passed 3-0.

Ms. Williams stated that the position of Deputy Treasurer is vacant. Jeanne Paul has agreed to fill that need and has met with the Treasurer. **Ms. Twombley moved to appoint Jeanne Paul as Deputy Treasurer (with an indefinite term). Mr. Edwards seconded the motion, which passed 2-0-1.**

Mr. Edwards noted that he, 2 chiefs and 5 staff members had a very successful day at the public safety building and nailed down all the sub-flooring. He appreciates the work done by this volunteer crew.

There being no further business, the meeting adjourned at 8:06 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 Twombley