

**Board of Selectmen  
November 9, 2016**

**Present:** Richard C. Edwards, Chairperson; Kenneth S. Paul; and Teresa A. Williams, Town Administrator.

Mr. Edwards called the meeting to order at 2 p.m. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards 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 5 p.m., at which time Mr. Edwards called for a recess. Mr. Edwards called the session back to order at 5:30 p.m. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a) and (b). Mr. Edwards 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. At this time those present included: Richard C. Edwards; Kenneth S. Paul; Connie Twombly; Teresa A. Williams; Toni Bodah; Tom Beeler, *The Granite State News*; Ed Comeau (videographer); and Donna Martin (videographer). Sgt. Fenton joined us for a time. Mr. Edwards led all present in the Pledge of Allegiance.

Congratulations were offered to Ed Comeau for his successful campaign to retain his position as State Representative! Mr. Paul stated that the election process went smoothly in Town. The traffic pattern at the Paul School is much improved.

**1. Appointments** – None scheduled.

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

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

**4. New Business** – None scheduled.

**5. Proposed Capital Reserve Expenditures**

**a) Technology CRF \$6512.75** – This represents the cost of various computer related work, including for the Town Clerk, Town Administrator and Building Department. **Ms. Twombly moved to approve the expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

**6. Correspondence**

**a) NH DES to Sonia Gauthier** – This correspondence, provided for the Board’s information only, relates to seasonal docks at Bonnyman Road (Map 9, Lot 96/97).

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

--Mr. Beeler apologized that his article relating to the previous meeting did not appear in last week’s paper—too much election material!

--Mr. Comeau asked whether any progress has been made with respect to establishment of a grant review committee. Ms. Williams indicated that it is on her list; however, other matters have kept her from addressing this issue yet.

**8. Administrative Matters**

**a) Town Administrator's Update**

--Last year the Board approved updating of the Town's Hazard Mitigation Plan. We have been unable to complete this project within the time limit and have been granted an extension, which requires Board approval. **Ms. Twombly moved to approve the extension to update the Town's Hazard Mitigation Plan. Mr. Paul seconded the motion, which passed 3-0.**

--Ms. Williams and Wayne Robinson have been investigating flags/banners for the utility poles in town. Mr. Paul would personally prefer flags; however, he would like to see samples. Perhaps a banner could be used at each end, with flags in between—perhaps using every other pole. We would need to rent a lift each time we added/removed banners/flags. Ms. Williams will bring visual ideas to the next regular meeting, along with prices and suggestions for potential placement.

--Ms. Williams reminded the Board we will meet on November 14 at 4:30 to discuss warrant articles.

--Ms. Williams had previously supplied the Board with the proposed contract with CMP for cemetery maintenance. **Ms. Twombly moved to approve the contract as presented. Mr. Paul seconded the motion, which passed 3-0.**

--The Board had previously discussed moving \$2800 from the BI/Zoning Admin clerk line (01-42401-110) to the BI/Zoning Admin printing/supplies line (01-42401-610) in order to cover the cost for CAI to scan and upload our existing subdivision and boundary line plans using the 2016 budget. **Mr. Paul moved to effect the immediately preceding transfer of funds. Ms. Twombly seconded the motion, which passed 3-0.**

--Is the Board ready to post for a part-time assistant for the BI/Zoning Admin Department? Yes!

--Reminder: There will be no meeting on November 23, 2016. The next regular meeting will be held on November 30.

--A request for bids has been published for the water main work at the Public Safety Building. Mr. Edwards advised we are not ready to consider bids for foundation work. Rather we will concentrate on the interior, including the heat. Foundation work can wait until spring.

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

The board took this opportunity to sign the letter of appreciation to the Pride of Wakefield Volunteers, which Ms. Twombly read aloud.

Ms. Williams referred to the front window, freshly refurbished and back in place. The storm windows may need to be painted to match the "new" black trim.

**c) Payment Manifests**

**Ms. Twombly moved to approve PR #29 in the amount of \$84,274.59. Mr. Paul seconded the motion, which passed 3-0.**

**Ms. Twombly moved to approve AP #34 in the amount of \$475,017.95. Mr. Paul seconded the motion, which passed 3-0.** Ms. Williams noted that this includes a half payment to the School, as we do not yet have a tax rate. Ms. Williams has communicated with DRA, who advised there is an issue with some paperwork supplied by the Sanbornville Water Precinct. Even though the Precinct is self-supporting and does not affect the Town's tax rate, DRA will not/cannot process our rate.

We hope to have everything in place by tomorrow morning. Ms. Williams has suggested that the Precinct hire an outside auditor to prepare their MS 535 in the future.

**d) Minutes – Ms. Twombly moved to approve the minutes of October 26, 2016, as presented. Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Paul moved to approve the minutes of October 17, 2016, as presented. Mr. Edwards seconded the motion, which passed 2-0-1.**

**Ms. Twombly moved to approve the minutes of November 2, 2016, as presented. Mr. Paul seconded the motion, which passed 3-0.**

There being no further business, the meeting adjourned at 7:43 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