

**Board of Selectmen
November 30, 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 6:45 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Ms. Twombly – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:05 p.m. Those present at this time included Tom Beeler, *The Granite State News*; Dave Tibbetts; Phil Twombly; and Donna Martin (videographer). Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Ernie Brown, TRAC – Mr. Brown is not present.

2. Unscheduled Matters/Public Comment #1 – No comments forthcoming.

3. Unfinished Business

a) Potential Capital Reserve Fund for GWRC Building – Ms. Williams noted that the Budget Committee removed the requested appropriation for the GWRC building from the Town’s operating budget, suggesting instead that a capital reserve fund be established for maintenance of this building. The GWRC Board has provided a 5-year plan. It was generally felt that the numbers used on this plan were not realistic. However, if a capital reserve fund were established, unexpended funds would accumulate, thereby allowing use of same for larger projects. The unexpended 2016 appropriation of \$2500 will likely roll back into the general fund. All agreed that \$2500 per year will not go far. Ms. Twombly suggested establishing a CRF with a \$5000 appropriation for 2017; thereafter appropriating \$2500 until such time as there are sufficient funds to accomplish a larger project. **Ms. Twombly moved to establish a capital reserve fund for maintenance of the Greater Wakefield Resource Center. Mr. Edwards seconded the motion, which passed 3-0.** Ms. Williams will draft this article for review at the next meeting.

b) Agreement with Town of Middleton re: Cemetery- Ms. Williams referred to the Town of Middleton having no cemetery and to the state law requiring each town to provide space for their residents to be interred. Town Counsel has reviewed and edited the proposed agreement for Middleton’s use of Stonehedge Cemetery. The Middleton Board of Selectmen is awaiting review of the document by their Cemetery Trustees. Mr. Twombly confirmed that the Wakefield Cemetery Trustees support the agreement as presented. According to the agreement, the Town of Middleton will pay a yearly stipend of \$1200 to the Town of Wakefield for the right to utilize the Cemetery. Individuals will pay separately for their individual right to inter. **Ms. Twombly moved to approve the agreement with the Town of Middleton, as presented. Mr. Paul seconded the motion, which passed 3-0.** Ms. Williams noted that once agreed to by all parties, the agreement must be filed with various departments at the State.

4. New Business

a) Waste Management Contract Amendment #3 – Last year we agreed only to a 1-year contract with Waste Management. We now are ready to enter into a 2-year contract for disposal of plastic and paper. **Mr. Paul moved to approve the 2-year contract with Waste Management for disposal of plastic and paper, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

b) PSB-2 Water Main Project – Mr. Edwards advised that the building committee reviewed the 2 bids received from Integrity Earthworks and Brown Industrial Group. The committee recommends acceptance of the bid from Integrity in the amount of \$12,217. This bid is nearly \$5000 less than the bid from Brown Industrial. **Mr. Edwards moved to accept the bid of Integrity Earthworks in the amount of \$12,217. Ms. Twombly seconded the motion, which passed 3-0.** The next part of the project to go out to bid will be the inside framing.

5. Proposed Capital Reserve Fund Expenditures

a) Town Hall Improvements \$5500 – this represents the balance of the window project cost. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.**

b) Technology \$1775 – This represents the cost of an additional work station at the PD. **Mr. Edwards moved to approve this expenditure as presented. Mr. Paul seconded the motion, which passed 3-0.**

c) Highway Road Projects \$241,617.04 – This represents the cost of paving projects. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-1 (Mr. Paul voting against).** Mr. Paul explained that he was not in favor of paving done at the Transfer Station. Water is now building up and a culvert may be required. We will need to review operations and a potential redesign with the new Director of Public Works. It was noted that in many facilities, the attendants actively assist with the removal of trash from the vehicles—serving more than one purpose.

6. Correspondence

a) Sen Jeb Bradley – Routes 171/28 Intersection Safety – Sen Bradley has invited the Board to participate in a December 6 meeting in Concord to discuss ways to address this dangerous intersection. Unfortunately, none of the Board members are able to attend. Mr. Beeler noted that the referenced intersection is extremely dangerous.

b) CASA – CASA thanks the Board for its continued financial support.

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

8. Administrative Matters

a) Town Administrator's Update

--NH Solar Garden is still interested in leasing land at the Transfer Station. They suggest the possibility of entering a 5-year lease, with a warrant article asking the voters to approve a 20-year lease.

There would be no cost to the Town; however, NHSG would require a 20-year commitment. If the voters did not approve the warrant article, the Board would need to continue to enter into 5-year leases to fulfil the 20-year commitment. Ms. Williams will perform additional research and report back to the Board at the next meeting. Discussion followed as to the likely need for upgrades in 5-10 years, as well as what assurance the Town would have against the business failing. Mr. Paul stated it would be good to have the Director of Public Works involved. The Board agreed it would be beneficial to invite Andrew Kellar back to discuss this again. Ms. Williams noted that the Budget Committee will review and vote on warrant articles at its December 15 meeting; however, since this is not a money article, perhaps there is time to include it on the warrant. Ms. Williams will try to find out more about the PILOT programs, as well as review Town Counsel's comments.

--Ms. Williams presented a purchase order for new fire equipment. **Ms. Twombley moved to approve the purchase order for new fire equipment in the amount of \$6970.74. Mr. Paul seconded the motion, which passed 3-0.**

--Ms. Williams displayed a framed portrait of John W Sanborn, presented to the Town by Keith Rogers, a descendent of Mr. Sanborn. Ms. Williams will send Mr. Rogers a note of thanks.

--The Pride of Wakefield Volunteers have had a request from Pam Wiggin to assist a Union resident with accumulated material in a barn. The insurance company will discontinue insurance as of December 7 if the material is not removed. The Volunteers are willing to remove the material, but they are seeking a waiver of the cost to dispose of the material at the Transfer Station. **Ms. Twombley moved to waive the disposal fees associated with removal of the material from the barn. Mr. Edwards seconded the motion.** Discussion followed as to the type and quantity of the material involved. **Ms. Twombley withdrew her motion; Mr. Edwards withdrew his second.**

Ms. Twombley moved to waive the cost to dispose of the household items relating to the project to be undertaken by the Pride of Wakefield Volunteers. No second. Mr. Paul stated we should not expect the taxpayers to cover this cost. Rather the "hat" should be passed. Mr. Paul stressed that this should be a community effort, but not using taxpayers' money. It was generally agreed the Volunteers should try to raise the funds without utilizing taxpayers' money for this effort. The Board is willing to reconsider its decision if a list of material expected to be taken to the Transfer Station is presented.

--The Board should expect to see a proposed warrant article to replace the septic tank at the GWRC.

--Wayne Robinson has shared a website to view flags...however, the Internet seems to be down! Ms. Williams advised that the proposed flags/banners are 30x60, and would cost \$48 @ if a minimum of 20 are ordered. Each set of hardware would cost \$79. Ms. Williams will share the website for the Board's review. Ms. Twombley stated that some flags/banners should be flown in East Wakefield and Union, as well as downtown Sanbornville.

--Leigh Nichols has updated the sand policy. Ms. Williams presented highlighted changes. Some areas have been better defined; rates have been updated. Ms. Williams will include stipulations made by the Board at its Jan 8, 2014, meeting for further review by the Board at the next meeting.

b) Selectmen's Letter of Appreciation – It was agreed to send this month's letter to Cindy of Cindy's Place!

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

d) Building Permit Releases – None forthcoming. However, the Board took this opportunity to execute 6 deeds for redemption of tax acquired property.

e) Payment Manifests – Ms. Twombly moved to approve PR #30 in the amount of \$80,684.52. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #35 in the amount of \$614,770.55. Mr. Edwards seconded the motion, which passed 3-0.

f) Minutes – Ms. Twombly moved to accept the minutes of November 9 and 14, 2016, as presented. Mr. Paul seconded the motion, which passed 3-0.

g) Non Public Session – Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b), consideration of hiring an employee. Mr. Paul seconded the motion. Roll call vote: Mr. Paul – 'aye'; Ms. Twombly – 'aye'; Mr. Edwards – 'aye'. The motion passed unanimously, and the Board entered Non Public Session.

The Board returned to public session at 8:40 p.m., at which time the meeting immediately adjourned.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly