

**Town of Wakefield
Board of Selectmen
Wednesday, March 9, 2005
7:00 PM**

Present: Paul Morrill, Chairperson; John Blackwood and Robin Frost, Town Administrator.

Also present: David Lee, Carole & John Fournier, Charlie McLaughlin and Relf Fogg.

Wastewater Collection System: The Planning Board has approved an Insignificant Change of Use for property owned by Charlie McLaughlin pending several items, including a letter from the Selectmen regarding the impact (or lack thereof) of this proposed use on the Town's wastewater collection system. Wonton's will open a take out business for Chinese food. Mr. McLaughlin has received approval from the Fire Chief. The only concern is the grease trap and it will be inspected by Code Enforcement Officer, Ken Paul.

John Blackwood made a motion to authorize Town Administrator, Robin Frost to issue a letter of approval from the Selectmen for use of the wastewater collection system by that facility. The motion was seconded by Paul Morrill and the motion passed unanimously.

Appointments:

GWRC Dredge & Fill Application: No action taken.

Old Business:

Lock Bock Options: The Board discussed the lock box option for depositing taxes. Tax payments would go directly to the lock box and would be deposited immediately. The use of the lock box would be beneficial in saving time in the tax office and that payments would be deposited immediately. Robin Frost explained that the lock box would only be used during the tax season. The town could choose to keep the lock box open or have payments forwarded to the Town Hall at a cost of \$2.00 per bundle plus postage. Documents such as notes from taxpayers that are included in their tax payments can be image and forwarded to the tax collector. The contract, if signed, would be open ended with Lighthouse. Paul Morrill would like Robin to contact other municipalities who are using a lock box to see how it is working for them. Paul also suggested Robin compile a spreadsheet detailing and comparing costs of using a lock box versus not using one. Robin will bring more information to the next Board meeting.

New Business:

Advertising New Positions: The Town of Wakefield Budget for 2006 was approved by the voters with the exception of the vehicle for the Code Enforcement Officer. Three new positions were included in the budget and the Board authorized Robin to advertise for these positions immediately.

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The new positions are a part time receptionist for the Town Office, a part time person at the Transfer Station and a part time custodian position at the Public Safety Building. Tim Merrill and Todd Nason will write a job description for the 15 hour per week custodial position.

CDBG Contract: The Community Development Block Grant is for a feasibility study for the Recreation Center. The Grant documents have been reviewed by Town Attorney, Rick Sager. The Grant is contingent on a survey of low/moderate income.

John Blackwood made a motion to sign the CDBG Grant, seconded by Paul Morrill. The motion passed unanimously.

Town Hall Basement Renovation: Paul Morrill explained that the renovations/demolition had been started last year. There were not enough funds to continue the project. Robin will be meeting with the Architect tomorrow morning to discuss the next phase of the project and will report back to the Selectmen. Robin inquired if the Selectmen wish to have someone oversee the project. Paul Morrill suggested that the Code Enforcement Officer oversee the project but noted that they should discuss it further. David Lee asked if the Architect for the project would be put out to bid. Paul explained that Salmon Falls Architect have been consulted because they know the building and they designed the connector. The Selectmen were pleased with their work. John Fournier asked what the space would be used for and Paul replied that it will be office space, storage and rest rooms.

Correspondence: None

Public Comments: David Lee questioned the Selectmen about the Town web site and asked if there were any plans to further develop and expand the site. Kristine Bolstridge is currently administering the web site. David Lee commended Kristine for posting the election results soon after the election. The Selectmen along with David Lee expressed that Kristine has been doing an excellent job with the web site. David Lee feels that the Selectmen need to officially commend Kristine for her work. The Selectmen agreed. Paul Morrill suggested that David Lee write down his suggestions for the web site and submit them to the Town Administrator.

John Fournier asked if Tim Hall was elected as the Library Trustee with 13 write in votes. Paul Morrill confirmed that he has been elected to that position.

The write in votes for Cemetery Trustee resulted in a tie. The town Clerk will have a coin toss to decide the winner.

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Administrative Matters:

Liaison Reports: Robin Frost and Paul Morrill met with the Opera House Committee and the Arts Council and discussed how to move forward after the approval of the Town Budget. The group will meet again.

John Blackwood reported that there should be enough sand for the month of March. The Planning Board has approved Charlie McLaughlin's request for Wonton's and the tile business moving into the former hair dresser's building.

Administrator's Update: None

Building Permit Releases: No update

Approval of Minutes (2/23/05): John Blackwood made a motion to approve the minutes of February 23, 2005 as presented, seconded by Paul Morrill. The motion passed unanimously.

Investment Policies: Town Attorney, Rick Sager reviewed the policy and made changes to bring it into alignment with the RSA. The Board decided to table the approval of the policy until Mark Duffy is present.

Next Meeting: The next meeting will be an organizational meeting. The Board will be working on the Capital Improvement Plan.

Non Public Session: Paul Morrill made a motion to enter non public session under RSA 91-A:3, II (a), seconded by John Blackwood. The motion passed unanimously.

Roll Call Vote: John Blackwood – yes; Paul Morrill – yes. The Board entered non public session at 7:45 PM.

John Blackwood made a motion to reenter public session, seconded by Paul Morrill. The motion passed unanimously. The Board reentered public session at 8:10 PM.

Result of Non Public Session: None

Other Business: John Citron has requested a recount. The Town Clerk would like to hold the recount on March 18, 2005. The Selectmen must be present during the recount. John Blackwood is available and Paul Morrill requested that it be held in the afternoon. Robin will confirm with Mark Duffy.

Adjournment: John Blackwood made a motion to adjourn, seconded by Paul Morrill. The motion passed unanimously. The meeting adjourned at 8:15 PM.

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Respectfully submitted,
Joanne N. Dolbear
Acting Secretary

Approval of Minutes:

Paul S. Morrill, Chairperson

Mark P. Duffy

John J. Blackwood