

**Board of Selectmen
April 13, 2005**

Present: Paul S. Morrill, Chairperson; Mark P. Duffy (joined the meeting in progress); John J. Blackwood; Robin L. Frost, Town Administrator; and Toni Bodah, Secretary.

The posted meeting was called to order at 6:40 p.m. by Mr. Morrill.

Mr. Morrill moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Duffy – ‘aye’; Mr. Morrill – ‘aye’. Motion passed 2-0 and Board entered Non Public Session at 6:40 p.m.

The Board returned to public session at 7:00 p.m., at which time Mr. Morrill led those present in the Pledge of Allegiance.

Those present included: Robert Glidden; Charlie Karcher; Dennis Leeman; David Lee; John & Carol Fournier; Beryl Donovan; Jeff Jones; David & Deborah Mason; Bonnie Smith; and Earl Stevens. Fire Chief Todd Nason joined the meeting in progress.

1. Appointments

a) Robert Glidden, Dennis Leeman & Charlie Karcher re: GWRC Dredge & Fill Application – Mr. Morrill explained to the public that the Greater Wakefield Resource Center Inc. is attempting to do some construction on the foundation which requires redirecting the current drainage. Mr. Karcher presented revised plans prepared by Norway Plains. The original plan called for an open swale, which would likely limit future use of that portion of property. Mr. Leeman wondered if the swale could be constructed temporarily to allow the foundation work to proceed. Mr. Karcher advised that we will need to identify the area of disturbance for the wetlands application. They will ‘tight pipe’ and backfill after the foundation work is complete.

Mr. Glidden suggested they may need to use additional rip-rap at the corner of the building in order to keep the water draining properly from the existing parking lot. Mr. Blackwood suggested installing a frost wall in that area. Perhaps the proposed catch basin could be moved closer to the foundation. The application will include the filling in of a specific square footage in order to avoid creating a wetlands. The cost for this engineering is \$1500. Norway Plains will amend the Dredge & Fill Application to reflect tonight’s discussion. Once submitted to the State, a decision will be forthcoming in approximately 30 days.

b) Robert Glidden re: Town Cemetery – Mr. Glidden meets with Land Tech on Friday regarding the possible layout of the new cemetery. He will also meet with David Randall regarding maintenance of the tomb at Lovell Lake Cemetery. He is working on new regulations, which he expects to submit to the Board in the near future. These will also be reviewed by Town Counsel. Mr. Lee was advised of the location of the new cemetery. The new lot has been cleared and now needs to be harrowed and seeded. Mr. Glidden hopes to have lots available for sale by the end of May.

c) Jeff Jones, Beryl Donovan, et al. re: Drainage Issues in Union – Mr. Morrill explained to the public that recent heavy rains caused problems for these individuals. They have submitted questions for which they are seeking answers. Ms. Frost advised she has performed some research of the deeds and has not found any reference to drainage easements. The Town will continue to research this issue in order to decide how to move forward. Photographs of the relevant area were viewed. Mr. Morrill noted that much of the water in the front yard of 336 Main Street drained within several hours. He then referred to the huge amount of rain experienced, combined with the snow melt, resulting in flooding conditions in many areas in Town.

Ms. Mason questioned whether the Town can ask an engineer to look at the issue and develop a plan. Mr. Morrill advised that the Town will continue to perform research; however, engineering services are a substantial investment. Mr. Stevens advised that some years ago members of the highway crew would clean out the culvert located under the Mason's barn every fall. Mr. Blackwood noted that the landowner must accept some responsibility for keeping the culverts cleaned out, adding that they could let the Town know if the project becomes too much for them to handle.

Mr. Blackwood and Dan Davis will view the culvert in question. Mr. Jones suggested that a screen could be placed in front of the culvert entrance to limit debris entering. Much discussion followed regarding the source of the debris and the responsible party for keeping the area clean. Ms. Frost will advise these residents when the Town has information to report.

d) Todd Nason (not on agenda) – Chief Nason advised the Board that Engine #2 is no longer in service—it did not pass inspection (rivets are working through the frame). The 1967 tanker is being returned to operation in its place. Approximately \$153,000 is available in the CRF. Chief Nason provided some information on lease options. If the Board decided to go in this direction, a new truck could be available between July and August. Mr. Morrill questioned whether it made sense to consider acquiring a used truck from a larger community that turns over its equipment more frequently. Chief Nason is aware that the Town of Milton has done that on occasion; however, he did not suggest the Town of Wakefield follow that path. He referred to a replacement schedule covering the next 30 years, according to which a new piece of equipment is replaced every 3 years. This creates a life cycle of over 20 years per vehicle. The leasing companies are willing to set up an arrangement convenient for the Town, whereby the Town would own the equipment at the end of the lease period. However, such an arrangement would compromise the existing replacement schedule. Mr. Morrill indicated that replacement of this equipment will need to be addressed through the Department Head meeting with the Town Administrator regarding the CIP. In any event, funds to purchase a new truck are not available at this time.

2. Old Business

a) Investment Policy – This document has been reviewed by Town Counsel, as well as by the Trustees of the Trust Funds. Mr. Morrill advised that the group met with the Town’s bankers to discuss ways of better investing the Town’s funds to possibly generate more revenue from those funds through various banking vehicles, all of which are very secure. **Mr. Morrill moved to adopt the Investment Policy as presented. Mr. Blackwood seconded the motion, which passed 3-0.**

The Town is also considering use of a lockbox. The Trustees have estimated that \$2,000 to \$3,000 per year in additional interest could be realized. The Board agreed by consensus to utilize the lockbox service through Banknorth. Avitar is working directly with the ‘printer’ on this issue. The finished printed product will need to be carefully proofread. Mr. Morrill suggested that the final product be scanned for posting on the Town’s web site, to include a simple explanation of the process.

Mr. Lee asked whether there has been any consideration to the use of debit/credit cards by the town. Mr. Morrill was not aware of any such discussion, but noted that it may be worthwhile considering.

3. New Business

a) Safety Policy – Ms. Frost had previously distributed a draft policy to the Board. The Town is required to have a plan in place according to the NH Department of Labor. Mr. Morrill suggested that the Board adopt the policy as presented, with amendments to be adopted at a later meeting, if required. **Mr. Morrill moved to adopt the Safety Policy as presented. Mr. Duffy seconded the motion.** Mr. Duffy suggested we obtain posters, as appropriate, through NHMA (LGC). Ms. Frost will determine what postings are necessary. **The motion then passed 3-0.**

4. Correspondence

--Mr. Blackwood advised that he received a call from Chris Desjardins who plans to petition Concord to require that carpenters be licensed in the same manner as plumbers and electricians. Mr. Desjardins also questioned why the Town’s snowload requirements are not the same for modular homes, mobile trailers and stick built houses. While the Board does not disagree with this sentiment, it has no power to amend the codes adopted by the voters of the Town. Mr. Fournier noted that since the Town adopted the national building code standards it does not need to concern itself with amending code.

5. Unscheduled Mattes/Public Comment – None forthcoming.

6. Administrative Matters

a) Liaison Reports – Mr. Blackwood: Planning Board approved a home occupation for *Doggie Day Care*, a subdivision behind Napa for NH Northcoast, a boundary line application at Lake Forest, and a revocation of a boundary line application on Woodside Lane. Donna Faucette and Al Huntoon have been appointed as alternate members. The Board also denied a request to abandon certain conditions of a subdivision on Acton Ridge Road and had preliminary discussions with Bob Smith regarding a change of use at property owned by Fred Meyer. Discussions were also held regarding a possible boundary line adjustment and subsequent subdivision in the downtown area, as well as a possible single-lot subdivision on Walsh Road.

Mr. Duffy: Ms. Frost advised that the new server is up and running and that CCS will be back on 4/14 to complete this project. Mr. Duffy asked the status of the computer for use by the public. Ms. Frost advised this is in progress. Mr. Duffy indicated that he has received several calls about installing sidewalks in Forest Hills. Before the Town decides to install additional sidewalks, a plan for maintenance of same needs to be created. At one time the Board had discussed the possibility of painting lines to delineate a sidewalk area rather than constructing raised sidewalks.

Mr. Duffy expressed concern regarding the future of the Sanbornville Water Precinct and requested that it be added to the list of goals.

Mr. Morrill: Attended the annual Sanbornville Water Precinct meeting, which only 4 members of the public attended. The SWP is currently budgeting for only the bare necessities. Mr. Morrill expects that NROC will take this into consideration. Mr. Morrill also attended the recent Opera House Renovation Committee meeting. They are still looking at the possibility of transferring to come under the auspices of the Heritage Commission rather than the Arts Council.

b) Administrator's Update

--Household Hazardous Waste Collection Day will be held on 4/16. Warren Winn is looking for assistance in directing traffic. Ms. Frost has volunteered to assist, however, there is plenty of room for additional volunteers! Ms. Frost will check to determine whether the former temporary employee is available.

--Ms. Frost presented the MS5 for signature of the Board members (prepared by the auditors).

--The Transfer Station Ordinance must be amended at Town Meeting; the Board can amend only the fee schedule. However, the Board can designate an area as being 'off limits'. Signs will be posted accordingly by Warren Winn. Ms. Frost will check with the Police Department regarding enforcement of the signs' directions.

--**Mr. Duffy moved to authorize Paul Morrill to execute various risk management documents. Mr. Blackwood seconded the motion, which passed 3-0.**

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--Goals will be placed on the next agenda.

--Primex's annual conference will be on May 11 & 12 in Meredith. Ms. Frost plans to attend at least one day.

--The NH Selectmen's Institute will conduct four seminars on various Saturdays throughout the year at the Local Government Center.

--It has been determined that the Town does not meet the conditions for the CDBG grant and, therefore, must decline acceptance of the grant for the Parks & Rec feasibility study.

The Board agreed by consensus to have Mr. Morrill execute the necessary document.

--Fire Warden Todd Nason has requested the Board approve reappointment of Fred Nason as Deputy Fire Warden. **Mr. Morrill moved to reappoint Fred Nason as Deputy Fire Warden. Mr. Duffy seconded the motion, which passed 3-0.**

--Leavitt & Boucher have checked the auger and have determined that 1) the motor may be worn; 2) the gear box may be worn; or 3) the incoming power is not sufficient (but, this does not appear to be the case). They have suggested checking the motor first.

Discussion followed regarding maintenance already done to the auger, as well as the merits of hydraulics vs. ram. Currently we are averaging 12-14 tons per can. Ms. Frost will contact the dealer from whom we purchased the current auger for advice. Perhaps the unit only needs a bigger motor.

--CAT maintenance agreement for generators: \$555 per year for each generator. Mr. Blackwood that we also service the generator at the pump station located near Puffin Stop. **Mr. Morrill moved to authorize Robin Frost to the maintenance agreements, after attempting to negotiate a price for maintaining the third generator. Mr. Blackwood seconded the motion, which passed 3-0.**

--The USDA Rural Development summit was held at the GWRC on 4/6. Al Huntoon and Ed Morrison obtained information for the Board, which Ms. Frost distributed.

--Ms. Frost has been meeting with Department Heads regarding the CIP. She hopes to have information for the Board at the next meeting.

c) Animal Control Officer – Mr. Morrill moved to appoint Henry Blanton as Animal Control Officer for a one year term. Mr. Blackwood seconded the motion, which passed 3-0. Mr. Blackwood seconded the motion, which passed 3-0.

d) Building Permit Releases – None forthcoming.

e) Minutes – Mr. Morrill moved to approve the minutes of 3/9/05 as presented. Mr. Blackwood seconded the motion, which passed 2-0 (Mr. Duffy abstaining).

Mr. Morrill moved to approve the minutes of 3/23/05 as presented. Mr. Duffy seconded the motion, which passed 2-0 (Mr. Blackwood abstaining).

There being no further business, the meeting adjourned at 9:35 p.m.

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Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Paul S. Morrill, Chairperson

Mark P. Duffy

John J. Blackwood