

**Board of Selectmen
October 12, 2005**

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

Also present were: Franco Rossi and Tim Fountain, Cartographic Associates; Cindy Bickford, Assessing Technician; and Larissa Mulkern, *The Granite State News*. Ken Fifield and Andrew O'Brien, 7 Lakes Snowmobile Club, joined the meeting in progress.

The posted meeting was called to order at 6:35 p.m. by Mr. Morrill, who led those present in the Pledge of Allegiance.

1. Appointments

a) Franco Rossi and Tim Fountain, Cartographic Associates – Ms. Frost advised that Tim Fountain will present a debriefing of the overall mapping project. Mr. Rossi will then address where the Town needs to go from here.

Mr. Fountain reviewed the steps taken to prepare the maps, beginning with aerial photography and the review of surveys and/or deeds. Representatives attempted to contact any property owner regarding questions that arose. All information was combined into the auto cad format, followed by further review. Eventually all parcels were renumbered, preliminary maps were provided and public hearings were held, at which more information was gathered and included into final maps. Zoning was added and the maps were finalized.

Mr. Morrill questioned how to deal with property owners' question regarding any change in acreage. Mr. Rossi suggested that we can explain about the remapping project, or we can have the property owner complete a Tax Map Correction Form, which will initiate communication between the property owner and Cartographics.

Discussion followed regarding perambulation and whether the results of the mapping project could assist the Board with this project. Mr. Rossi indicated that additional work would be required, and it was agreed that he would provide the Board with a proposal.

Mr. Rossi noted that as a by-product of the mapping project the Town now has an inventory of several hundred plans (surveys). He also noted that Cartographics read all deeds (even though they have likely read these deeds previously) to ensure the accuracy of property lines. Mr. Fountain provided a visual display of the new map form, including the title box and legend. Discussion followed regarding the acreage having been calculated graphically by property lines, rather than using measurements.

Mr. Fountain then provided lists of plans by plan number and plan name (which information is also on the cd provided); price list for their reproducing maps for members of the public (with order forms); tax map correction forms; list of public hearing attendees (by name and map/lot); list of property owner contacts and an ERRATA list.

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Mr. Rossi advised we will be receiving the 11x17 maps next week. He then referred to Cartographic's proposal for additional work to be completed in order to make the project a useful product. Mr. Morrill indicated his belief that we would have a useful product at the end of the mapping project; instead we are expected to pay additional funds for buildings that were not seen during the flyover, software upgrades, re-linking, etc.

Mr. Rossi agreed that the Town should have been advised of these issues at the outset of the project and suggested that perhaps Cartographics was focused on getting the maps more accurate and lost sight of the peripherals. He added that the overall price would have been the same. Mr. Rossi agreed with Mr. Morrill that it was likely not the best way to do business and that Cartographics should have been clear from the beginning of the project. He added that the maps can certainly be used for assessment purposes as-is; however, the maps will not line up with the other overlays.

Ms. Bickford noted that Cartographics is proposing to re-link to the GIS system and added that the Town will also have an additional charge from Avitar to re-link the assessment information. Mr. Morrill indicated that 400 is a large number of buildings to have missed in the flyover. Mr. Rossi reiterated that the Town should have been provided with as much information as possible prior to the project; however, they could not have determined ahead of time how many buildings might be missed. Mr. Duffy asked whether Cartographics could 'move' the buildings that appear on the old maps (and were missed in the flyover) to the new maps. Mr. Rossi advised that would be possible; however, they would not have the same accuracy as the new maps. The 'old' buildings could be included at no cost. Mr. Morrill feels such action would corrupt the new map information. He stressed that the Board was not told ahead of time that there would be an extra cost. Mr. Rossi advised that the Town will not be charged for buildings that the GPS indicates should have been seen.

Discussion followed regarding the wording of the contract. Mr. Rossi is anxious to work with the Town on this issue. Mr. Duffy asked if there will be a maintenance cost if the Board agrees to the proposal. Mr. Rossi indicated that the maintenance cost would be similar to what it was before; however, buildings will now be added in a different manner (GPS located on site). That action will cost more; otherwise, the cost of maintenance is the same. Ms. Bickford feels that cost should be passed on to the consumer through the Building Department. She asked whether Cartographics can still assign house numbers even if the Board should decide not to go forward with the proposal. Mr. Rossi answered affirmatively.

Mr. Morrill does not believe the Town should allow those 400 buildings to be 'out of sync' with the rest of the buildings on the maps. He feels this should be part of the overall project, referring to the recent proposal for \pm \$20,000, for work that was not included in the Town's budget.

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Mr. Morrill expressed his pleasure with the product, as well as his concern with issues that may come to light during the upcoming tax season. Mr. Rossi will discuss this further at his office and will get back to the Board regarding the building issue. Mr. Morrill indicated that the Board will have to decide whether to raise the necessary funds through Town vote. Ms. Bickford expressed concern regarding the map numbering duplicating some existing map/lot numbers. Mr. Fountain explained why this numbering was necessary and indicated he confidence that Avitar will have no trouble with this conversion.

b) Chris Jacobs, Crown Point Survey re: Map 20, Lot 50 – Mr. Jacobs explained that he is representing Carl Helander, owner of the referenced property, and is seeking permission to install a leach field on other property of Mr. Helander, located across Brackett Road. This would include running sleeve for force main under Brackett Road. Mr. Jacobs expects the Town would require a ‘hold harmless’ agreement in the event that the Town must dig up Brackett Road at some time in the future, and assurance that the responsibility for the line rests solely with the property owner.

Mr. Jacobs presented plans for the proposed system. **Mr. Morrill moved to approve Carl Helandar installing a line under Brackett Road for the purpose of a force sewer main, pending receipt of appropriate release of liability forms. Mr. Blackwood seconded the motion, which passed unanimously.**

c) Ken Fifield and Andrew O’Brien, 7 Lakes Snowmobile Club – Mr. Fifield referred to map 47, lot 39 (Town-owned property), which is adjacent to Route 16. Currently the snowmobile club has a 4’ wide trail along the State’s property on Route 16, near the tree line. They would like to move the trail to the Town’s property, thereby moving the trail away from Route 16, and widen the trail in the process. This would include the cutting of some trees and brush. Mr. Morrill noted that the Board cannot guarantee that it will not become necessary to utilize the referenced property in the future for other reasons. The snowmobile club understands it would be using the property ‘at will’.

Discussion followed regarding the liability involved. Mr. Fifield indicated that by law the landowner is exempt from any lawsuit. The snowmobile club has a substantial insurance policy to cover any claims should they be found to be at fault. **Mr. Duffy moved to allow the 7 Lakes Snowmobile Club to utilize a portion of map 47, lot 39 as an access route. Mr. Blackwood seconded the motion, which passed 3-0.**

2. Old Business – None scheduled.

3. New Business – None forthcoming.

4. Correspondence

a) WEDCO – WEDCO is seeking the names of individuals whom the Board of Selectmen feels could represent the Town on their Board of Directors. More information will be obtained, including whether Wakefield currently has a representative and what the position would entail.

5. Unscheduled Matters/Public Comment – None forthcoming.

6. Administrative Matters

a) Liaison Reports – **Mr. Blackwood:** Referred to damage to Bonnyman Road caused by the recent heavy roads. Mr. Blackwood is proposing the use of rip-rap and boulders to hold the earth material in place. The Road Agent has discussed this with Ms. Frost and expects Dave Tarbox to view the site. No work will be done until next week. Any contractor hired must provide a certificate of insurance. The Selectmen will view the site. Ms. Frost suggested that the issue be addressed and to apply for an after-the-fact wetlands permit.

Mr. Duffy: Members of the Cable Committee would like to be invited to the contract transfer meeting and Mr. Duffy suggested that Town Counsel draft a letter requesting permission to attend that meeting. The Board agreed. Mr. Duffy then referred to the letter regarding the access point and indicated he would like to hand-deliver that letter next Tuesday. **Mr. Morrill moved to authorize Mark Duffy to execute the liability waiver for Adelphia regarding the PEG channel, on behalf of the Town of Wakefield. Mr. Blackwood seconded the motion, which passed unanimously.** The Cable Committee has also discussed requesting a minor budget for 2006. They will submit their request with justification.

Mr. Blackwood: Referred to a pile of tin, oil cans, etc. on McMullin's property on Crew Road. Town Counsel has suggested that we put the material into a roll-off container and either leave that container on the property or store with the other equipment. The location of this material is delaying the landscaping effort. Mr. Morrill suggested a site visit. Discussion followed regarding the Town's scope of authority. Ms. Frost is waiting for an estimate for landscaping.

b) Administrator's Update – Ms. Frost referred to the pending items as follows:
--Pike has been asked for an estimate to address the sidewalks in Union.
--Town Counsel has been reminded about the TWT LLC issue.
--The Personnel Policy and Transfer Station Ordinance need to be reviewed.
--Discussed PEG channel previously.
--Perambulation still on-going.
--Planner Proposal: Ms. Frost would like to present this proposal to the Budget Committee.

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c) Building Permit Releases – Mr. Morrill moved to approve building permit releases as follows: Lemy on Leslie Road; Johnson on Kerry Drive; and Franco on Grandview Loop. Mr. Duffy seconded the motion, which passed unanimously.

d) Minutes – Mr. Morrill moved to approve the minutes of September 28, 2005, as presented. Mr. Blackwood seconded the motion, which passed unanimously.

There being no further business, the meeting adjourned at 9:25 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Paul S. Morrill, Chairperson

Mark P. Duffy

John J. Blackwood7