

**Board of Selectmen  
December 14, 2005**

**Present:** Paul S. Morrill, Chair; Mark P. Duffy; Robin L. Frost, Town Administrator; and Toni Bodah, Secretary.

Also present were Phil Hesketh and Roger Rossignol, Salmon Falls Architects; Nancy Spencer Smith; Howie Knight; David Lee; Ed & Florence Morrison; Victor Becker; Florence Davis; Stan Lombara; Dave Schweitzer; Bruce Rich (and several other members of the Belleau Lake Property Owners Association); and Paul Winckler. Joining the meeting in progress were Denny Miller, Lorraine Sager and Annie Robbins.

The posted meeting was called to order at 7 p.m. by Mr. Morrill, who led those present in the Pledge of Allegiance.

**Public Hearing re: Request for Road Name Change** – Mr. Morrill opened the public hearing regarding a request to change the name of ‘Ivanhoe Road’ to ‘Daniel Drive’. The petitioners were not present. Mr. Morrill noted that the request is being made in honor of a deceased son of one of the partners. No comments were forthcoming from the public. No concerns were received from any other Town department. Mr. Morrill wondered if the similarity of ‘Daniel Drive’ to ‘David Drive’ would cause any problem with emergency response. The Town is awaiting information from the mapping company as to the cost to effect such a change, which cost would be borne by Acton Ridge LLC. There being no further comment, the public hearing was closed at 7:05 p.m.

**1. Appointments**

**a) Salmon Falls Architects re: Town Hall Renovation** – Mr. Morrill indicated the Board was pleased to receive the final drawings. He asked how Salmon Falls believes the Town should proceed. Mr. Hesketh referred to the original plan to do the basement work first, then move personnel to the basement in order to work on the first floor and Opera House. He added that they have discussed moving everyone completely out of Town Hall (perhaps to rented trailers or the second floor of the public safety building). This might result in the work being completed more quickly (and less expensively). Mr. Rossignol noted that certain of the work (HVAC, etc.) is difficult to do one floor at a time, adding his belief that the Town will pay top price to effect the renovations one floor at a time.

Mr. Duffy questioned whether any portion of the scope of work could be accomplished with minimal disruption with the staff still in place. Mr. Hesketh indicated that the work could be done as originally phased, with additional safety precautions to be taken. Discussed beginning with the structure work on the roof. Mr. Morrill stressed the importance of having sufficient funds to complete the project once it has begun. He also questioned how SFA arrived at their contract price. Mr. Rossignol explained their contract is based upon expected engineering work and their time; it is not dependent upon the cost of construction.

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Mr. Becker suggested it may be worthwhile for the SFA estimator to refigure the costs based upon an empty building in order to determine whether the cost-savings would be worth consideration. Mr. Morrill questioned whether there were any seasonal issues. Mr. Rossignol indicated there might be some seasonal issues, but added it would be a great winter job for contractors. Mr. Rossignol asked how the project will be funded and whether it will be on the March ballot. Mr. Morrill explained that a capital reserve fund has been previously established, and we are seeking grants from various foundations. He noted that we are not likely to be sure of the funding sources until the fall of 2006. At this time the Board is not considering bonding the project.

Mr. Miller asked how many hours per week SFA plans to be on site during the project and what their involvement with change orders will be. Mr. Rossignol indicated they will be on site as often as necessary, whether it is 2-3 times per week or 2-3 times per month. Many issues can be solved via e-mail, telephone or fax, and they will put in as many hours as it takes.

Mr. Morrill referred to the total SFA contact of \$97,500, including an initial payment of \$5000. He asked over what period of time this contract can be extended, noting that although the Board is committed to the project, it is unsure of the funding. Mr. Rossignol believed they would be able to bill 'as they go', but he will need to double-check with his engineers. The contract can extend over a period of time; however, the contract contains a clause to renegotiate after 12 months. SFA has never effected that clause to date.

Mr. Becker noted that funding seems to be the issue and asked whether SFA should to their work now to be held until the Town is ready for construction or should we wait for SFA to do the work until funding is in place. Mr. Rossignol does not believe SFA should do the work at this time. SFA will honor the contract to the best of its ability (expecting that engineering costs would increase). He added that the Town would be better off putting money aside and continuing to address the funding issue. SFA would likely need a couple of months lead-time to get documents (construction drawings, bid documents) prepared. Mr. Rossignol suggested signing the contract and paying at least a portion of the \$5000 deposit in order to secure priority space on SFA's schedule. Mr. Becker indicated that a revised estimate and schedule would be useful for planning purposes. Ms. Frost shared copies of the plan with members of Wakefield Projects Inc.

**Mr. Morrill moved to enter into the contract with Salmon Falls Architects for the Town Hall renovation project, as presented, with the understanding that the initial payment will be \$2500. Mr. Duffy seconded the motion, which passed 2-0.**

**Mr. Duffy moved to authorize Paul Morrill to execute the contract with Salmon Falls Architects on behalf of the Town of Wakefield. Mr. Morrill seconded the motion, which passed 2-0.**

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Mr. Morrill, Ms. Frost and, possibly, Mr. Duffy will attend the next WPI meeting (January 3, 2006) to discuss plans in more detail. Ms. Sager noted that WPI is on the agenda under New Business. The group has requested that the Board of Selectmen provide a letter showing evidence of the Board's support of Wakefield Projects Inc. (Opera House Project) in order to pursue funding possibilities. WPI was originally known as the Opera House Renovation Committee. They have now organized as Wakefield Projects Inc. and are working on the Town Hall renovation project, with the intention of going on to assist with other Town projects as they arise. A letter will be drafted for review by members of WPI.

**b) Bruce Rich re: Milfoil Treatment for Belleau Lake** – The Belleau Lake Property Owners Association (“BLPOA”) has been treating their lake for milfoil for several years. The cost of this treatment for 2006 is expected to exceed \$7000. Therefore, the BLPOA is requesting funding from the Town's invasive species fund in the amount of \$5000. Mr. Morrill advised that a public hearing must be conducted in order to expend these funds. The Town has funded \$5000 towards this effort in the past. Ms. Smith suggested the Board support this expenditure, with the understanding that the funding may be reduced if BLPOA receives State funding. Discussion followed regarding the availability of any new technical information regarding ways to deal with milfoil. Ms. Smith suggested that Amy Smagula of DES may have more information on viable treatments, costs of same and success rates. The public hearing will be scheduled for January 11, 2006.

**c) Paul Winckler re: Historical Society Book Project** - The Wakefield/Brookfield Historical Society is publishing a book of historical photos. Mr. Winckler would like to borrow several photos hanging in the main floor corridor in order to have them scanned, for possible inclusion in the book. Ms. Smith believes that scanning tends to weaken old photos and suggested that an expert be consulted prior to any scanning. Mr. Morrill suggested that Mr. Winckler follow up on that suggestion. Otherwise, the Board agreed by consensus to allow Mr. Winckler to borrow the photographs as requested.

**d) Nancy Spencer Smith re: Land Conservation Group (not on agenda)** – Ms. Smith advised that the Conservation Commission would like to formalize the Land Conservation Group as an official subcommittee of the Commission. Ms. Smith suggested that this group should have 11-13 members, with one non-resident member (who would be a property owner in Wakefield). Mr. Morrill questioned who would appoint members. Ms. Smith indicated it would likely be up to the Board of Selectmen; however, she already has a list of 11 or more individuals currently involved (or who have been involved). Mr. Morrill would like to give the concept some thought as to what creation of this subcommittee would actually mean. He would also like to discuss it with Town Counsel.

This matter will be placed on the next agenda in order for the Board to make a decision. Mr. Duffy questioned how the group plans to educate the landowners. Ms. Smith indicated that they have already hosted one successful breakfast meeting and would likely continue in that vein.

Discussion followed regarding the Conservation Commission's proposed warrant article to appropriate ±\$600,000 to purchase conservation easements. Ms. Smith suggested that the article should be written to require joint recommendation of the Commission and Board in order to expend funds. Mr. Duffy expressed concern that, in his opinion, the Commission expects the Board to support this article without having provided sufficient information in a timely manner. Discussed the mechanics of funding such an article, including bonding. Mr. Morrill indicated that a process must be in place to ensure that only appropriate properties are considered. Ms. Smith will prepare a draft article for review at the December 19 budget meeting.

**3. New Business (out of agenda order)**

**a) ZBA Membership** – The Chair of the ZBA has advised that Marsha Lavallee Huntoon has resigned her membership; and he suggests the Board appoint one of the alternates to complete Ms. Huntoon's term. Mr. Morrill noted that the Board has not received a copy of the resignation and cannot make an appointment to fill the vacancy until a resignation is actually received and accepted. The appropriate paperwork will be sought for action at the next meeting.

**b) Wakefield Projects Inc.** – Discussed above.

**c) Town Report Printing** – The Board reviewed a comparison of estimates received for printing of the 2005 Annual Town Report. Additional samples will be requested in order to assist the Board in awarding this bid.

**d) Potential Tax Acquired Property** – The Tax Collector has provided a list of six properties subject to tax deeding. **Mr. Morrill moved to accept deeds for Map 81, Lot 14 and Map 91, Lot 13, and to not accept deeds for Map 56, Lot 27 OBLD, Map 30, Lot 154, Map 32, Lot 40 and Map 34, Lot 19. Mr. Duffy seconded the motion, which passed 2-0.**

**4. Correspondence** – None forthcoming.

**5. Unscheduled Matters/Public Comment** – None forthcoming.

**Mr. Morrill moved to enter Non Public Session under RSA 91-A:3, II (d). Mr. Duffy seconded the motion. Roll call vote: Mr. Duffy – 'aye'; Mr. Morrill – 'aye'. Motion passed 2-0 and the Board entered Non Public Session at 9 p.m.**

The Board returned to public session at 9:30 p.m.

**6. Administrative Matters**

**a) Liaison Reports** – Mr. Duffy: The Cable Committee will meet with representatives of Adelphia regarding the PEG channel on Tuesday, December 20 at 6 p.m.

**b) Administrator's Update -**

--Ms. Frost met with Tom White of DES and Art Hoffman of Woodard & Curran. Mr. White was pleased with the lagoon site and had no significant recommendations. The final report is expected to reflect this.

--Mr. Frost met with Dave Dedian (Woodard & Curran), who has agreed to reduce their yearly contract price by \$1000. Ms. Frost believes the contract price should be reduced further and will continue to discuss with Mr. Dedian.

--CMA has submitted its evaluation report (on the sewer collection system) and would like to meet with the Board in January.

--Ms. Frost distributed the All Ways Accessible proposal for a LULA at the Public Safety Building. An increase in price is expected after the first of the year. Ms. Frost will meet with Tim Merrill, Todd Nason and the architects next week regarding plans for that building.

--Ms. Frost presented a comparison of the cost to produce/mail tax bills for 2004 vs. 2005. She estimated a savings of +\$2248 to outsource the tax bills (including the savings in Town Hall staff labor). Discussed the need for some publicity regarding use of the lock box at the bank in Maine.

--2006 Cartographics contract: Cartographics has agreed to reduce the fee for the 2006 contracts by \$1500. Ms. Frost will suggest a reduction of \$4995.

--Discussed an invoice from Executive Landscaping for work done on Crew Road. Ms. Caram has explained that they spent 3 additional days in accomplishing the necessary work. Ms. Frost will advise Mr. Caram that the Board will require documentation for the 500 yards of screened loam which was to have been brought in. Discussion regarding a contract price vs. a per-hour price.

--Recently the Planning Board approved a boundary line adjustment application, which actually resulted in the creation of a new lot. Ms. Frost will contact Tim Bates to determine the best way to proceed. She will also discuss this with Joe Fluet.

**2. Old Business (out of agenda order)**

**a) Hazard Mitigation Plan** – This plan has been approved by the Planning Board. FEMA has given preliminary approval and will formalize this approval upon receipt of all necessary signatures. **Mr. Duffy moved to approve the Hazard Mitigation Plan as presented. Mr. Morrill seconded the motion, which passed 2-0.**

**6. Administrative Matters (cont.)**

**c) Building permit Releases** – Mr. Morrill moved to approve building permit releases for Mathieu on Crabapple Drive, Leone on Ames Road, Dunsky on Wyman Point Road, and Pinch on Anglin Road. Mr. Duffy seconded the motion, which passed 2-0.

**d) Septage Lagoon Access** – BH Cameron of Farmington has applied to access the Wakefield Setage Lagoons. Mr. Morrill moved to authorize BH Cameron Septic Services of Farmington access to the Town of Wakefield Septage Lagoons, with the understanding that all terms of the ordinance are met, further understanding that said access will not begin until January 1, 2006. Mr. Duffy seconded the motion, which passed 2-0.

**e) Minutes** – Mr. Morrill moved to accept the minutes of November 22, 2005, as presented. Mr. Duffy seconded the motion, which passed 2-0.

The list of pending matters was briefly reviewed. Several items have been accomplished. Mr. Morrill confirmed that TWT LLC has been informed (via their attorney) of the need to address their issue through the court.

There being no further business, the meeting adjourned at 10:50 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Paul S. Morrill, Chairperson

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Mark P. Duffy

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John J. Blackwood