

**Board of Selectmen
April 12, 2006**

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

Also present at this time was Ken Paul.

The posted meeting was called to order by Mr. Morrill at 6:50 p.m. **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.**

The Board returned to public session at 7:20 p.m., at which time Mr. Morrill led those present in the Pledge of Allegiance. Those present at this time included Annie Robbins; Joe Fluet; Nancy Spencer Smith; and Larissa Mulkern.

1. Appointments

a) Annie Robbins re: Lake Host Program – Ms. Robbins indicated she is present on behalf of the Lovell Lake Association, whose request is two-fold. First, they wonder if the Town would consider handling the payroll for the Coordinator position for the Lake Host program. Secondly, the association is requesting \$500 in matching funds from the Invasive Species Fund. Regarding the payroll matter, Ms. Frost indicated that the individual would have to be considered as a Town employee, but would actually be supervised by the Lake Association. Mr. Duffy asked why the association could not administer its own payroll. Ms. Robbins advised that this would require another volunteer, and the association is not currently set up for this. Mr. Morrill suggested the association enter into a contract with the individual, adding that having the Town administer the payroll would expose the Town to unnecessary liability. The association would not assume that liability with a contracted service. Discussion followed regarding the issuance of a 1099.

Regarding the request for funding from the Invasive Species Fund, Mr. Morrill advised Ms. Robbins to submit her request in writing, following which a public hearing will be scheduled (May 10).

b) Stan Hawthorne re: 96 Bragdon Farm Road – Mr. Hawthorne called earlier in the day to postpone his appointment to the April 26 meeting.

c) Joe Fluet re: Planner Position – Mr. Fluet would like to find a consultant to act as a part-time planner, who could roll into a permanent position next year. Considering the budgeted amount, Mr. Fluet estimated available funds would cover approximately 600 hours of service. Mr. Fluet noted that another option is to hire a part-time employee. Mr. Morrill indicated he expected that this position would be filled by a contracted employee. Briefly discussed the possibility of sharing a planner with another town. Discussed various avenues for advertising for such a position.

Ms. Frost has drafted a job description. Ms. Smith suggested obtaining recommendations through land conservation groups. The successful individual must have a planning background and managerial skills. The job description will be reviewed, following which we will address ways to solicit interest.

2. Old Business

a) Personnel Policy – Ms. Frost distributed a revised draft, which includes comments from the Board, as well as Town Counsel. Town Counsel’s comments were mostly of an editorial nature; however, he did make several changes to the harassment policy in order to bring it current. Mr. Morrill suggested posting the harassment policy on the employee bulletin board. **Mr. Morrill moved to adopt the revised Personnel Policy, effective immediately. Mr. Duffy seconded the motion, which passed 2-0.**

b) Transfer Station Ordinance – A public hearing will be scheduled for May 10. Mr. Morrill explained to the public the nature of the changes in this ordinance.

3. New Business

a) Highway Truck Purchase – Mr. Morrill advised that the 1-ton is being replaced, the cost of which comes within budget, including the trade-in of the existing truck. Final cost of the new vehicle is \$66,386, fully equipped. The Board executed the purchase order for this vehicle.

4. Correspondence

a) Primex Annual Conference – This conference will be held in Meredith on May 10 & 11. Ms. Frost plans to attend at least one day.

5. Unscheduled Matters/Public Comment

--Ms. Mulkern is willing to publish a list of the actual and proposed fees at the Transfer Station. Ms. Frost will provide.

6. Administrative Matters

a) Liaison Reports – Mr. Morrill: Attended the Planning Board meeting at which an application for site plan review for Woodman Forge was discussed. The Board also discussed a site plan application for a real estate office on Route 16 (near the older storage units). Tom Dube had a preliminary discussion regarding his development plans near Belleau Lake. A minor subdivision for Durkee on Bancroft Lane was approved. The Board also held preliminary discussions with Colosi regarding development plans for the property adjacent to the post office.

Mr. Duffy: Met with the Cable Board. Spoke with Rodney King, who expects to have the wiring for the ‘drop’ in by mid-month, with the equipment due at the end of the month. Time Warner is expected to take-over Adelphia in June.

Dues for the NH Coalition for Community Media is \$50 per year. The Board would like to review the application prior to authorizing this expenditure. Mr. Duffy noted that the Board is invited to the Basketball Banquet on April 13 at 6 p.m. at the Paul School. Mr. Duffy questioned whether there is an inside shut-off valve for the outside spigot in front of Town Hall (as the spigot was found running one evening). Mr. Duffy also received a complaint regarding the 'blowing out' of a fire hydrant near Profile Bank. The area in front of Lovell Lake Market is expected to be paved in May as the plants will not open until the end of April.

b) Conservation Appointments – The Commission has recommended the re-appointment of Peter Kasprzyk as a member for 3 years. **Mr. Morrill moved to appoint Peter Kasprzyk as a member of the Conservation Commission, with a term to expire at the end of March 2009. Mr. Duffy seconded the motion, which passed 2-0.**

c) Cable Advisory Board Appointments - **Mr. Duffy moved to re-appoint Richard White and Robert Barnes as members of the Cable Advisory Board, both for 3 year terms, as recommended by the Cable Board. Mr. Morrill seconded the motion, which passed 2-0.**

d) Grange Hall Deed – Mr. Duffy has confirmed that the Silcocks' still use the well on the Grange Hall property. Town Counsel is comfortable that this easement will not be a hardship to the Town. **Mr. Duffy moved to execute the deed to accept the Grange Hall. Mr. Morrill seconded the motion, which passed 2-0.**

e) Building Permit Releases – **Mr. Morrill moved to approve building permit releases for Boisvert on Laporte Terrace and Price on Shore Road. Mr. Duffy seconded the motion, which passed 2-0.**

f) Request to Waive Building Permit Fees – **Mr. Morrill moved to waive building permit fees for Shannon Alden on Mary Road. Mr. Duffy seconded the motion.** The Alden's were burned out of their home and are seeking to replace same. **The motion passed 2-0.**

Mr. Morrill moved to waive building permit fees for the Town of Wakefield. Mr. Duffy seconded the motion. The Parks & Rec Department is adding a 2nd floor to its concession stand at the ballfields and is also constructing a storage facility at that site. **The motion then passed 2-0.**

The Board also agreed by consensus to waive the fee for a set of tax maps for Town Counsel.

g) Administrator's Update
--Ms. Frost shared a copy of the Court's Order regarding the McMullin case.

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--Ms. Frost distributed a proposed budget for the Parks & Rec summer camp. Ms. Frost will discuss proposed fees with the Director.

--Ms. Frost advised that she attended a preservation conference today, where they discussed working with customers, contractors, architects, etc. Several valuable contacts were made.

h) Tax Deeding – The Tax Collector had provided a preliminary list of properties in danger of being deeded for non-payment of taxes. Ms. Frost will discuss this process with the Tax Collector.

i) Bids for Concrete Work – Wayne Robinson had submitted several quotes for concrete work for the storage facility at the ballfields. He has recommended that the Board accept the bid of Baybutt at \$6720. **Mr. Morrill moved to accept the bid of Baybutt Foundation Co. in the amount of \$6720. Mr. Duffy seconded the motion, which passed 2-0.**

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’. The motion passed 2-0 and the Board entered Non Public Session at 8:50 p.m.

The Board returned to public session at 9:25 p.m., at which time the meeting adjourned.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Paul S. Morrill, Chairperson

Mark P. Duffy

John J. Blackwood