

**Board of Selectmen  
May 23, 2007**

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

Also present were Al Mayranen and Lyman Holmes, Cemetery Trustees; Arlene Fogg; Dave Lee; Beryl Donovan; and Dot Currier. Cliff Bardsley joined the meeting in progress.

The posted meeting was called to order at 7:03 p.m. by Mr. Morrill, who then led those present in the Pledge of Allegiance.

**1. Appointments**

**a) Cemetery Trustees** – Mr. Mayranen stated that we need to move forward with the new Town cemetery. He would like to start selling lots; however, the lots have not been physically laid out. Ms. Frost noted that there are monuments on both the left and right side. Mr. Mayranen added that the existing road is wider than necessary. Ms. Frost explained that it was built according to the plan. She will contact Land Tech to determine the necessary width of the road. Mr. Morrill suggested that it might be beneficial for the Cemetery Trustees to put their questions and concerns in writing.

Mr. Mayranen noted that the area of the cemetery next to Route 109 is quite wet and wonders whether some stockpiled material could be used as fill for that area. Discussion followed regarding the recent heavy rains and the fact that adding loam to the wet area would only produce mud at this point.

Mr. Mayranen indicated that the lots need to be marked so that we know how large each lot is. Ms. Frost advised that the Cemetery Trustees should make that decision in order to meet the needs of those requesting to purchase lots. Mr. Blackwood noted that the existing road should be left 'as is' and that future roadways might be made more narrow. Again, Land Tech will be consulted.

Mr. Mayranen shared a map of the cemetery (provided by Teresa Williams). Discussion followed regarding placement of markers. It was agreed that the Cemetery Trustees may proceed with sale of lots. Mr. Mayranen questioned where the funds from such sales go. Ms. Frost advised that the funds should be turned in to the Trustees of the Trust Funds. Mr. Mayranen advised that he has an individual who would like to sell a 4-grave lot back to the Lovell Lake Cemetery, as well as another individual who would like to sell back ½ of a 6-grave lot. He questioned how this would be accomplished and who would prepare the deed. Ms. Frost will determine answers to these questions and contact the Cemetery Trustees. Ms. Fogg mentioned that she was involved in such a transaction several years ago, and Town Counsel prepared a simple deed.

**b) Beryl Donovan & Dot Currier re: Gafney Library and Literacy Program** – Ms. Donovan advised that the Gafney Library has had 10 computers donated from Profile Bank.

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These computers are being updated for use by the public, with free wireless Internet access, and are used all day, every day. One computer is set up specifically for toddlers. Ms. Donovan provided information on NHewLINK reference databases (copy attached).

There will be a kick-off meeting of the long-range planning committee on May 24. This is a second attempt at this effort, and this committee will consider the long-range needs of the community. Eventually, a plan will be prepared by a library developer.

Mr. Duffy noted that he still has a problem with unrestricted access to the Internet at the Gafney Library due to the amount of child abductions and sexual related offences due to Internet activity. Ms. Donovan referred to guidelines established for use by the public which must be agreed to by each user. The main purpose is to provide computer access for those who cannot afford to have this service in their own homes. Mr. Morrill questioned whether there was any virus issue. Ms. Donovan explained that they have anti-virus software. The use policy puts the onus of what children are accessing directly on the parents. One warning will be issued, following which is loss of use. Mr. Lee noted that it is easy to view what has been accessed on the computers. He added that years ago the purpose of the library was to provide access to information. We now have a wealth of information available on the Internet, and Mr. Lee believes it would be detrimental to limit access.

Ms. Donovan advised that they hope to have the web site up by the end of May. She stressed that the nature of libraries has changed, adding that the trend now is towards a community center. Every month, the Gafney features a different artist (mostly local). The Gafney is also still conducting its 'Mile of Pennies' fundraiser, with close to 3 miles having been collected so far.

The summer reading program has been planned and will be a 'Reading Road Trip'. This summer's Art in the Barn will be held at Tumbledown Farm. The Library is considering hosting an 'Equipment Night', which would involve various pieces of Town equipment being displayed at one location.

Ms. Donovan then referred to the Literacy Program and the Board's prior suggestion that the home towns of the participants be contacted for contributions. The towns of Wolfeboro, Milton, Ossipee and Dover were contacted, the only response coming from Dover, who already funds its own GED literacy program. Discussion followed regarding the reasons for participation, as well as the tracking system. Ms. Currier stated that participants range from youth to adult. She added that they have received funds from the SAU to establish a local testing center.

Ms. Donovan advised that the Gafney has sponsored roundtable discussions and has met with Paul School and Spaulding High School administration, as well as interested parents. Ms. Donovan hopes to come to the Board once or twice each year to share information with the Selectmen.

**2. Old Business**

**a) Fire Department Bylaws** - The Board members have reviewed the draft bylaws previously provided. **Mr. Morrill moved to adopt the Wakefield Fire & Rescue Department Bylaws as presented. Mr. Duffy seconded the motion, which passed 3-0.** A signature page with the date of adoption will be prepared.

**3. New Business** – None forthcoming.

**4. Correspondence** – None forthcoming.

**5. Unscheduled Matters/Public Comment**

--Cliff Bardsley referred a letter he delivered to the Town Hall early today. He also referred to the T-Ball program and the difficulty the Rec Department is having with the new contractor for field maintenance. Some years ago the Rec Department had similar issues with the contractor at that time. This prompted members of Parks & Rec to develop a spec sheet, which specifically included 'dethatching'. However, according to Mr. Bardsley, the Selectmen believed that a professional would know that dethatching was expected as part of the 'well-maintained' reference.

Mr. Bardsley went on to say that he spoke with one individual earlier today (an employee of the contractor), who referred to dethatching not being in the contract. According to Mr. Bardsley, the Parks & Rec Director has spoken with the contractor directly, who maintains that dethatching is not in the contract.

Mr. Morrill asked whether Mr. Bardsley is here this evening to represent the citizens who executed the letter delivered to Town Hall. Mr. Bardsley advised that he was. Mr. Morrill stated that no citizen has the right to directly question a Town-contracted individual. If Parks & Rec has an issue, then the Parks & Rec Director should be dealing with it. Basically, if there is difficulty with a contractor, there should first be verbal communication. If an agreement cannot be reached, then issues must be documented and the contractor must be put on notice. If there is no response, the next step is to determine whether the contract has been breached. However, the T-ball coach should not be discussing issues with an employee of the contractor. If the Parks & Rec Director is not satisfied, then he should so notify the contractor, following which he should discuss the issue with the Town Administrator. Mr. Bardsley believes that Mr. Robinson (Parks & Rec Director) had discussed this with the Town Administrator.

He also stated that he is on the Parks & Rec Commission, and it was suggested that more than one voice speak up on this issue. Mr. Bardsley indicated that he personally had to mow the field in order for T-ball to practice. Mr. Morrill stressed that we need to follow the chain of command in order to be effective and added that in order to break a contract we need adequate documentation.

Mr. Duffy noted that he spoke with Mr. Robinson about this issue. He advised Mr. Robinson to discuss the problem with the contractor, and then communicate with the Town Administrator. Mr. Duffy also advised Mr. Robinson that the issues must be documented.

Ms. Frost advised that the specs for this work were produced by Mr. Robinson, adding that she is unaware of any changes of wording by the Board of Selectmen. She advised that she spoke with Mr. Robinson early last week, at which time she advised him that if specific items were not in the contract, then the Town cannot hold the contractor responsible. If the items are in the contract and are not being addressed, Ms. Frost advised Mr. Robinson to document this information and so advise her. Mr. Robinson advised her that Mr. Bardsley would be present at this meeting and stated that there were too many issues to document. Mr. Duffy stressed that we must have documentation in order to address these issues with the contractor.

Mr. Bardsley noted that Mr. Robinson is a friend to the former contractor and does not want to appear biased against the current contractor. Mr. Morrill noted that last year the Board was listening to complaints regarding Green Monster's maintenance of the cemeteries. Part of the issue was weather-related. Regardless of his relationships, Mr. Robinson needs to document his concerns and give the contractor a fair opportunity to address same, following which he should bring his concerns to the Town Administrator.

Mr. Duffy indicated that there appears to be a communication gap regarding expectations. Mr. Bardsley explained that he had the parents of the T-ball players sign the letter because they were complaining to him about the field.

## **6. Administrative Matters**

**a) Liaison Reports** – Mr. Blackwood: Referred to the Highway Department report of last week regarding tie rods being replaced on one of the trucks. He is concerned as to whether greased end tie rods are being greased as necessary. The Planning Board will meet the last two weeks in June, rather than the first two weeks, and the meetings will now begin at 7p.m.. Last week, Planning Board approved a 90-day extension for Chris Bancroft, as well as a boundary line adjustment on Doc Morrison Road.

Mr. Duffy: The Cable Advisory Board met earlier this week and reviewed their budget.

Mr. Duffy and Jason Brown are concerned about purchasing new equipment for use with our antiquated player. They would also like to have remote access. The CAB discussed a schedule for viewing tapes. Bob Yoder has expressed an interest in participating on the CAB, and the CAB has recommended his involvement. **Mr. Duffy moved to appoint Bob Yoder as an alternate to the Cable Advisory Board for a three year term. Mr. Morrill seconded the motion, which passed 3-0.**

Mr. Duffy referred to how nice the exterior of the basement looks with the new windows and trim...until you see the window covered with plywood. Ms. Frost has discussed with TPD a method to cover that space differently so that it will better blend.

Ms. Frost confirmed to Mr. Duffy that we are awaiting FEMA funds in order to address damage to Pine River Pond Road and Ballards Ridge Road. Assistance has been requested, and we expect FEMA to come on site to view the damage. Signs indicating 'Rough Road Ahead' could be erected. The Bearded Wonders raised over \$1400 on Pride Day.

Mr. Morrill: Met with TPD and Salmon Falls Architecture in the basement. The project is coming along well and TPD anticipates completion by mid-June. There was a \$2300 change order for installation of the water line because of the granite encountered. The School Building Committee met for long-range planning and has created sub-committees to look into various areas. The School Board has voted to purchase two modular units (4 classrooms), although the Building Committee had recommended the purchase of 1 unit.

**b) Administrator's Update**

--WPI has asked to position an easel outside of the Tax Collector's office to advertise upcoming events. The Board had no problem with this as long as there is no safety issue. Discussion followed regarding the back stairwell, which will not be used once the basement is complete.

--We are still working on a possible auction of Tax Acquired Property. Ms. Frost has confirmed that, by statute, the rights of the former owner to repurchase are extinguished after the 3-year window.

--Map 45, Lot 73 on Robinhood Road is Town-owned property. The Belleau Lake Property Owners' Assn has requested an easement over this property in order to address a drainage issue. Mr. Blackwood will view this site.

--Ms. Frost spoke with Peter Brown regarding the Canal Road Bridge. He is finalizing the collection of data necessary in order to have the bridge (and canal) placed on the Historic Register.

--COMSTAR is making available to the Town of Wakefield the means to charge when our unit is called out but there is no actual transport. Ms. Frost does not recommend pursuing this, and the Board agreed with her.

Mr. Morrill asked that Ms. Frost determine the percentage of reclaimed costs as a result of bills. Ms. Frost advised that the Board needs to address the 'Request for Write-Offs' list.

--Mr. McMullin's equipment at the Transfer Station: Town Counsel is working with the Court regarding disposition of this equipment.

--Landfill Annual Report: The State is aware of issues with the cap and is working with Robert Saunders (who has done a great job). The State is requesting pictures with next year's annual report. We need to repair a few vents.

--Kathy Estabrook and Ms. Frost met with Peter Chapelle of Health Insurance Trust regarding flexible spending accounts. This would involve a monthly fee and would be administered by

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LGC. Ms. Frost provided informational packets to the Board. The debit card feature for 25 employees would result in a \$1200 yearly cost to the Town.

--Mr. Morrill met with Titia Bozuwa and Maggie Kennedy regarding long-range planning for the Gafney Library. The idea was suggested that the Town build a new town hall and turn the existing Town Hall over to the Gafney Library, where they would develop a cultural center. If this concept had been suggested prior to the commencement of the current Town Hall renovations, it might have been worthy of consideration. However, the Board does not see this as an option in the foreseeable future.

**Mr. Morrill moved to enter Non Public Session under RSA 91-A:3, II (a) & (b) at 9:10 p.m. Mr. Blackwood seconded the motion. Roll call vote: Mr. Blackwood – ‘aye’; Mr. Duffy – ‘aye’; Mr. Morrill – ‘aye’. Motion passed unanimously.** The Board returned to public session at 9:30 p.m.

**b) Administrator’s Update (cont.)**

--Sidewalks at Wakefield Corner: The sidewalks currently exist from Hayes Real Estate past the Bozuwa’s. They used to run up to the Wakefield Inn. Dr. Bozuwa has questioned whether the Town would consider replacing what has been removed. The Board will view the site.

--The US Board on Geographical Names is asking whether the Town has an issue with their officially naming an island on Pine River Pond as ‘Overlook Island’. They are also approaching the Carroll County Board of Commissioners. The Board had no issue with this, but suggested that Pine River Pond Association be contacted.

--Workers’ Comp Audit: The Town of Wakefield has a credit of \$1538.87, which will be applied to future bills.

--Tag Day: Wayne Robinson has requested that 13-15 year old Babe Ruth players be allowed to tag on Saturday, May 26, with a parent and/or coach. The Board was in agreement with this effort, provided the children are properly supervised.

--Lyman Holmes has requested that the Town assist the GWRC to purchase a pole and flag. The Board is willing to make this expenditure if funds are available at the end of the year.

--The State DOT is working on the entrance to Crew Road.

--Acton Ridge Road: At Mr. Blackwood’s request, Ms. Frost will investigate to determine whether an abutter is storing equipment/vehicles on Town Property near the railroad tracks.

--Ms. Frost provided the Board with an appraisal of the Remick property, which is being considered for purchase of conservation easement.

--Albee Pit proposal: **Mr. Morrill moved to authorize Robin L. Frost to sign contracts on behalf of the Town of Wakefield, to accept DES funds and to enter into contract with DES. Mr. Duffy seconded the motion, which passed unanimously.**

**c) Building Permit Releases – Mr. Morrill moved to approve a building permit release for Taylor on Weeks Drive. Mr. Duffy seconded the motion, which passed 3-0.**

**d) Heritage Membership** – The Heritage Commission has recommended the appointment of Connie Twombly (currently an alternate) as a member to complete the term vacated by Elizabeth MacRury. **Mr. Morrill moved to appoint Connie Twombly as a member to the Heritage Commission, to complete the term vacated by Elizabeth MacRury. Mr. Duffy seconded the motion, which passed 3-0.**

**e) Minutes** – Mr. Morrill requested that the first page, paragraph 2 of section 1.a) be amended to read (in part)...”According to Mr. Morrill, the condition of the bridge has not improved since the 2006 floods;....”. **Mr. Morrill moved to approve the minutes as amended. Mr. Duffy seconded the motion, which passed 2-0 (Mr. Blackwood abstaining).**

**f) Hauler Access** – The Board agreed by consensus to approve the application of Abbott Sanitation, a Division of Ron Crawford & Son, for access to the Town’s wastewater treatment facility, pending receipt of the \$25 annual access fee, as well as a copy of the State’s certification.

A brief discussion followed regarding possible use of a laptop by the Town Planner. Her computer would then replace the computer used by the Clerk of the Building Department.

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