

**Board of Selectmen  
June 17, 2013**

**Present:** Kenneth S. Paul, Chairperson; Richard C. Edwards; Connie M. Twombly; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Also present were W. David Stephen; Nathan Fogg; and Cheryl Labrie.

Mr. Paul called the posted meeting to order at 3:05 p.m. The purpose of the meeting is to discuss current operations of building inspection, code enforcement and land use, with all those involved.

In response to a question from Mr. Paul, Mr. Fogg advised that most people coming into his work area are seeking direction, although several have submitted applications. He has now done most functions of the position at least once. Mr. Fogg briefly reviewed the agenda for the upcoming Planning Board meeting. At this point Mr. Fogg is able to accomplish his work within the time allowed. He is in the process of combining Planning Board and Zoning Board files. The Building Department keeps separate files.

Mr. Stephen stated that he has been dealing with a few surprises in the Building Department, but everything is running smoothly. He has adjusted the permitting process slightly. Mr. Stephen believes that 3 days per week at this point is actually too much time for building issues. He does not have time or inclination to take on zoning or health issues. When asked, Ms. Labrie stated that the previous Health Officer attended a meeting each month. She estimated he spent approximately 5 hours each month on health issues. Ms. Williams advised that the Health Officer was part of the inspection process when wipes were clogging the Town's septic pumps. He would also address septic issues on private property.

Discussion followed regarding having 2 part-time positions: one to do building inspection, the other to do zoning/health issues. Mr. Fogg has already been dealing with some zoning issues. Mr. Paul noted that the Health Officer needs to be properly trained. Mr. Edwards likes having a builder in the Building Inspector position. Discussed ability to write letters. Mr. Stephen noted that most types of letters have already been written and need only a change in names.

Mr. Edwards asked whether Mr. Stephen uses a complaint form. Ms. Labrie confirmed that the office has such a form. Mr. Edwards does not believe Mr. Stephen should follow up any complaint without a signed complaint form.

Ms. Williams reviewed several functions performed by the previous BI/Code Officer that need to be considered: Health Officer; Zoning Compliance; use of Arcview [Mr. Paul does not believe we actually utilize this program]; budget preparation; and supervision of the downstairs offices. In addition, Mr. Stephen, as a private contractor, will require inspections to be conducted. Either Mr. Paul or Mr. Edwards, as members of the Board of Selectmen (and being inspectors in other towns) would be willing to perform that function.

Various scenarios were proposed for fulfilling those functions. Mr. Paul wondered whether Mr. Fogg would be interested in doing some code enforcement. This would likely require adjustments in pay rates and job descriptions. Mr. Edwards wonders whether a supervisor is necessary. Ms. Williams stressed that a "go-to" person is necessary—someone to take sick calls, review timesheets, etc. Ms. Labrie stated that she currently has a full schedule.

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Perhaps a new position would be created to encompass all these duties. We could then determine whether there was any interest by current employees or whether another individual would be hired. Discussion followed regarding the zoning ordinance and areas of same that need to be addressed. Mr. Paul noted that if the ordinance is in good shape, attendance by Code Enforcement at each Zoning meeting is not necessary.

Discussed the availability of the staff car. Mr. Stephen prefers to use his personal vehicle and suggested his rate of pay be adjusted rather than pay him mileage reimbursement. In response to a question by Mr. Paul, Mr. Stephen stated that phone calls and emails are generally answered the same day. Mr. Stephen would like an inexpensive, Town-issued, cell phone rather than continuing to use his personal cell phone. He keeps a log of phone calls and answers received/made on the road. Discussion of the type of phone needed, as well as email vs. texting capabilities. Mr. Stephen has many ideas regarding time-saving and streamlining of the inspection process. However, first it should be decided whether Mr. Stephen will stay on in this capacity.

Mr. Paul suggested that Mr. Stephen review the current job description and highlight what he is willing to do. Then Mr. Fogg can review to determine what he might be willing to take on. Ms. Williams provided both Mr. Stephen and Mr. Fogg with the current job description. Brief discussion followed regarding a common-sense approach to the inspection process. Mr. Edwards feels strongly that many minor inspections can be eliminated. Mr. Stephen agrees. He added that a permit by notification could often be used and informational sheets on various construction topics could be distributed. Forms could be accessible and able to be submitted on line.

Mr. Fogg and Ms. Labrie left the meeting. Mr. Stephen made several suggestions for process revisions.

- Method of permit and plan review in AIA format, which covers everything.
- Use of a location affidavit for setback permits, no need to inspect (primarily for shed locations). The document would be kept on file in the event an issue develops at a later date.
- Deck permits: These really only need 1 inspection, if pre-cast footings are used.
- Roof/siding/windows: No permit should be required, rather permit by notification would suffice. One could ask for input as necessary and informational sheets could be provided.
- Electrical/plumbing/gas: These permits should be given out to the general contractor if the person is known to the permitting technician. An electrical permit would include photos of both the electrical license the driver's license.
- Gas tanks swapping or moving: No inspection necessary.
- Gas pipes from tank to House: Done by licensed professionals and no need for Town of Wakefield to inspect.

Mr. Stephen does not want to waste the Town's time or money. Mr. Edwards believes in a common-sense rule. Mr. Paul stressed the need to be uniform. More discussion followed regarding cell phones and emails. Discussion moved to Mr. Stephen's current rate of pay (\$18 per hour) as the on-call Building Inspector. However, he is now acting as the part-time Building Inspector. The wage and salary survey was consulted. The Board will look at the budget to determine whether there are funds to purchase a cell phone and line for use by the Building Inspector to communicate with Ms. Labrie.

There being no further business, the meeting adjourned at 4:40 p.m.

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Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Richard C. Edwards

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Connie M. Twombly