

**Board of Selectmen  
May 22, 2013**

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

Also present were: Norman Bellavance; John Blackwood; Chief Ken Fifield; Ed Comeau (videotaping); Tom Beeler, *The Granite State News*. Joining the session in progress were Reuben Knisley and Richard Sager.

Mr. Paul called the posted meeting to order at 7 p.m. and led those present in the Pledge of Allegiance.

**1. Appointments**

**a) Norman Bellavance re: Documentation of Verbal Discussions** – Mr. Bellavance referred to on-going issues on Emery Lane, which issues have included discussions with the Police Department. Mr. Bellavance has also obtained relevant information from NH DOT. In his experience (as a former Public Works employee in Massachusetts), any meetings between the public and a department head were recorded by a recording secretary. Mr. Bellavance believes all such meetings with department heads (including Public Works and Police Department) should be so recorded in order to avoid any misunderstanding of the discussion. There was another officer present during such a discussion at the Police Department; however, that officer was not taking any minutes or recording the discussion.

Mr. Paul stated that he personally would be in favor of video equipment in all Town buildings, which could include voice recording. This would likely be costly. Mr. Bellavance admitted that he was “out of line” during his discussion with the Chief of Police, for which he has apologized; however, he would still like to see such meetings recorded. Chief Fifield stated that he is somewhat in agreement with Mr. Bellavance; however, he would urge caution. He agreed it would have been helpful to have the referenced meeting recorded, and he may consider doing so in the future. Mr. Paul asked whether there is a video camera in the lobby of the Public Safety Building. Chief Fifield advised there is not. He added that it would be impossible to record every such meeting as there are literally thousands of them each year.

Mr. Paul suggested use of surveillance cameras used in stores that could be written over after a certain number of days. He added such cameras could be very useful at Little League games. Mr. Bellavance suggested use of recorders could save money on lawyers later. Mr. Paul thanked Mr. Bellavance for his input and stated the Board will keep the suggestion in mind during preparation of the 2014 budget. Mr. Bellavance noted that the voters of the Town should make the decision.

Ms. Twombly asked Chief Fifield whether he uses a tape recorder in his office. The Chief stated he would use the recorder if a suspect is being interviewed and agreed it would be put to good use during meetings about community issues.

**b) Rick Sager, Town Counsel**

Attorney Sager presented the Board with a Selectmen’s deed for redeemed tax acquired property. The Board executed the deed relating to Map 244, Lot 21, which Attorney Sager will have recorded.

Attorney Sager then referred to the list of tax acquired property eligible for auction. He would recommend conducting a public auction in this case, as bidders unsuccessful in their first attempt would still have an opportunity to succeed with the next property. Attorney Sager has conducted similar auctions for both the Towns of Wakefield and Ossipee. He would be willing to handle the entire auction, including advertising and preparing packages for each property (to be sold to interested bidders). The total assessed value of the properties exceeds \$1 million; however, the Town might reasonably expect to receive 25-35% of that value. He would charge each successful bidder a 10% bidder's premium (on top of the purchase price), to be paid directly to Attorney Sager, to cover his expenses.

Attorney Sager explained the 3-year "window" during which a former owner has to redeem the property for all taxes, interest and penalties. The Board was in agreement to move forward with Attorney Sager's proposal. He will target late July or early August for a public auction. Discussion followed regarding whether to establish minimum bids. Attorney Sager cautioned that if we set a minimum bid and that bid is not achieved, the Town would still own the property and would collect no taxes. It may be better to sell the property for a lower amount and get it back on the tax rolls. If we advertise an "absolute auction," where everything must go, then we will likely attract much more interest. Attorney Sager advised Ms. Twombly that auction prices would have no effect on assessed values. Attorney Sager will coordinate dates with Ms. Williams.

**2. Unscheduled Matters/Public Comment #1** – None forthcoming.

**3. Unfinished Business** – None scheduled.

**4. New Business** – None scheduled.

**5. Proposed CRF Expenditures** – None scheduled.

**6. Correspondence**

**a) Kate Miller, DTC** – Attorney Miller has outlined the revisions she has made to the proposal recently sent to Time Warner.

**b) Fairpoint Communications** – Fairpoint has expanded its service area to include the southern part of Wakefield.

**c) Tax Deeding Tutorial** – The Board members were provided with a website address at which they can view a tutorial conducted by LGC on the tax deeding process.

**7. Unscheduled Matters/Public Comment #2**

--Mr. Comeau asked whether the communication with Attorney Miller related to franchise fees. Mr. Paul stated there is no new information relating to franchise fees. TWC does not mind these fees as they are just added to the cable bill. Mr. Edwards expects the fee on each bill to be \$1 or less. Mr. Comeau asked about build-out. Mr. Paul stated that the Town wanted total build-out, while TWC was offering build-out where there are 15 houses per mile. The Town has counter offered at 10 houses per mile. Mr. Edwards personally believes everyone should have access to cable, but he is willing to compromise at 10 houses per mile in order to see some expansion.

Mr. Comeau suggested the Town put together a list of those property owners who would be willing to sign up for TWC service were it made available in their area. Ms. Williams noted that there are not that many roads without access to cable, so it might be a good idea to survey those property owners.

#### **8. Administrative Matters**

**a) Liaison Reports – Mr. Edwards:** The Police Department reminds everyone about upcoming women's defense classes. The Emergency Operations Plan is complete and ready for adoption. Pet owners are reminded to license their dogs prior to action by the Animal Control Officer. The Highway Department continues truck repairs. They are ditching on Witchtrot Road and addressing culverts there. This work will continue into next week. The Board has received a breakdown of costs for winter sand as requested from the Road Agent. The Road Agent has estimated a cost of \$20,760 for the Town to haul 3000 yards, and \$25,500 to have Alky haul the same. This does not take wear/tear on the trucks into account. Mr. Paul noted the Board agreed to allow the Town crew to haul the material as fill-in work this year; however, he stated we will need to address other options in the next budget cycle. The Board reviewed the bids received at the request of Mr. Blackwood. Mr. Blackwood stated that he is not in favor of purchasing the sand by the ton. He suggested that Landscaping Depot might have been willing to negotiate. Unfortunately, the Town cannot negotiate when it has solicited bids. Mr. Blackwood is of the opinion that Turk's product contains too much clay; he prefers coarser sand. Mr. Edwards noted we should not be hauling 8 yards per trip, and 12 yards is not much better. It would make more sense to outsource the hauling. If the Highway crew has not begun hauling, the Board should reconsider. Ms. Williams will discuss with the Road Agent and have him attend the next meeting. Mr. Blackwood suggested re-advertising to seek prices for delivery only.

**Ms. Twombly:** The Heritage Commission had a meeting regarding the scenic byway. At that meeting, Strafford Regional presented a slide show of the byway from Route 16 to Milton. 2014 will be the 20<sup>th</sup> anniversary of this byway. It is hoped that people (tourists) will become more familiar with the attractions along that route. The next meeting will be at the Plummer House in Milton. A new brochure may be generated. Planning Board had an uneventful meeting where ideas were shared.

**Mr. Paul:** The Budget Committee met to consider purchase of a boiler for the Greater Wakefield Resource Center from the undesignated fund balance, which proposal passed unanimously. WPI had a water test done for the sprinkler system.

**b) Selectmen's Letter of Appreciation** – The Board agreed to send this month's letter to Cathy Kinville.

#### **c) Administrator's Update**

--Emergency Operations Plan: Chief Fifield advised this will replace the plan developed in 2007. The Hazard Mitigation Plan has already been updated. A grant was received last year for the EOP, which requires in-kind contribution (no money). The draft plan is 260 pages and requires the Board's signatures for adoption. Chief Fifield confirmed that the plan meets all new requirements. Once finalized, we will have several hard copies, as well as a number of discs, with which to work. The Public Safety Building is the main shelter. Chief Fifield referred to the many people who worked on this project, noting that Pat Brackett did the lion's share of the work.

Department Heads also had input and are up to speed. Ms. Twombly asked whether there will be any mock drills. The Chief confirmed there have been. He added that the Paul School is the second shelter; however, they have no generator. The Board agreed by consensus to adopt the Emergency Operations Plan as presented and executed the documents presented by Chief Fifield.

--Ms. Williams presented a letter to DRA for the Board's signature, which letter requests an emergency expenditure of \$14,000 from the undesignated fund balance for replacement of the boiler at the GWRC. The Board executed the letter as presented.

--Valerie Ward needs to be appointed as Municipal Agent for the Town of Wakefield. **Mr. Paul moved to appoint Valerie Ward as Municipal Agent for the Town of Wakefield. Mr. Edwards seconded the motion, which passed 3-0.** The Board executed a letter to DMV, advising of that appointment. Ms. Williams advised that the Deputy Town Clerk has moved and interviews have been conducted for her replacement. It is hoped a decision will be made by early next week.

--The lease with the Faith Renewal Fellowship expired as of March 1, 2013. Ms. Williams presented a new lease for one year. **Mr. Paul moved to approve the one-year lease with Faith Renewal Fellowship as presented. Mr. Edwards seconded the motion, which passed 3-0.**

--According to our management agreement with the GWRC, the Board of Selectmen is supposed to approve all leases for space at that building. The GWRC has provided original leases for the Board's review/approval. **Mr. Paul moved to approve leases with the Gafney Library/GED Program, the Abundant Harvest Family Church, Moose Mountain Regional Greenways/Acton Wakefield Watersheds Alliance, and a User Fee Agreement with the Veterans of Foreign Wars Union Post 7663, as presented by the GWRC. Mr. Edwards seconded the motion, which passed 3-0.**

--Ms. Williams met with Victor Becker, Phil Hesketh and a Tier One representative regarding the Town Hall renovation project. Because of the delays of the project, there are added costs. Bids were received in January, with contractors anticipating this to be winter work. The Fire Chief is also requiring additional smoke detectors on the main floor. Right now we can only do the sprinkler system, the lighting work and smoke detectors. Mr. Paul noted that WPI anticipates a big campaign to raise funds with a theme of "see what we have done and help us to do more." Ms. Williams stated that the Trustees of the Trust Funds are ok with the Town releasing \$38,000 to WPI to release as expenses are incurred, with Ms. Williams to sign off on all bills as received. Likely WPI would hope that the Town would also release the remaining \$30,000 in a like manner. **Mr. Edwards moved that the Town release the \$30,000 in the CRF to WPI to use for on-going renovation expenses. Ms. Twombly seconded the motion, which passed 3-0.**

--Wayne Robinson had advised that the same bus drivers employed last year for summer trips are still interested in this year's trips. All are currently employed by the School. The Board agreed by consensus to allow the same drivers to work for Parks & Rec this summer, without the need to advertise for those positions.

**c) Building Permit Releases – Mr. Edwards moved to approve building permit releases for Carabott on Nottingham Road, Miller on Pinewood Shores and Holt on Grant Towle Road. Ms. Twombly seconded the motion, which passed 3-0.**

**d) Payment Manifests – Ms. Twombly questioned an \$83 expense of the Police Department to the Lovell Lake Market. The receipts look like supplies were purchased for a breakfast meeting.**

Ms. Twombly also questioned an invoice from Crowell's for an oil change on a Town truck, since the Highway Department mechanic performs the oil changes. The back-up information indicated that the oil change was done on the Code Enforcement vehicle, not a Town truck.

**Ms. Twombly moved to approve AP #19 in the amount of \$51,744.86. Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve PR #11 in the amount of \$3945.02. Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve AP #20, a void in the amount of (\$2296.52). Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve AP #18, a void in the amount of (\$159.47). Mr. Paul seconded the motion, which passed 3-0.**

**Mr. Edwards moved to approve AP #21 in the amount of \$1534.06. Mr. Paul seconded the motion, which passed 3-0.**

Ms. Williams advised that tax bills will be going out next week. Yippee.

**e) Minutes – Mr. Edwards moved to approve the minutes of May 8 and 15, 2013, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Edwards stated he received an email questioning why the compactor at the Transfer Station is not used for cardboard. Mr. Paul advised that would require a bailer, as well as the means to keep the material dry. At present the compactors are used for trash and plastic. He personally would like to see the Department Head develop a plan to address the issue with cardboard/paper. Much discussion followed regarding wind blowing the loose paper around. Mr. Blackwood suggested posting a notice reading "Enter at Your Own Risk." It was doubtful that would absolve the Town of liability. Mr. Knisley thought we are supposed to tie up paper into bundles before we put it in the container. Mr. Paul noted we used to do that with newspaper.

There being no further business, the meeting adjourned at 8:45 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

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**May 22, 2013**  
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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