



TOWN OF WAKEFIELD, NEW HAMPSHIRE
PLANNING BOARD

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WAKEFIELD PLANNING BOARD

December 20, 2010

Chairperson Peg Stevenson called the meeting to order at the Town Hall at 6:30 pm. Attendees included:

MEMBERS		ALTERNATES		STAFF	
Peg Stevenson, Chairperson	X	Dave Mankus	X	Anna Williams, Secretary	X
Donna Faucette, Vice-Chairperson	X	Tom Dube		Arthur Capello, Bldg. Inspector	
Peter Kasprzyk, Selectmen's Rep		Stephen Royle		Mike Garrepy, Planning Cons	
John Blackwood	X				
Paul Winckler	X				

There were no others present.

BOARD DISCUSSION

1. **Discussion and Approval of Contract with Cartographics Regarding New Maps** – Ms Stevenson advised the Town has now received the cost for the maps being produced by Cartographics. She stated the total cost will be \$1,600 with a breakdown of \$900 for the existing land map and \$700 for the future use map. She mentioned this cost is only for the large maps and not any small ones. She said the corrections done previously by a sub-committee of this group which included Arthur Capello, Code Enforcement Officer, and Mike Garrepy, the Board's planning consultant, will be included in the existing land use map. She stated the Board had previously requested a base map with the existing land uses and another map for future land uses which is necessary for the Master Plan. She mentioned that the Town will also be getting a CD [compact disc] which will contain a PDF file that can be used to print additional maps.

Mr. Mankus explained that after the Town receives the CD, it could hire a person with CAD [computer aided drafting] experience who can color in the parcels and then the Town can have them print locally.

Ms Stevenson explained that Arthur Capello, the Code Enforcement Officer, spoke with Cartographics concerning the cost and Cartographics felt the price quoted is close to what it will cost for the work, but if there are any funds remaining after the work is done, the future invoices may reflect a credit.

A Motion was made and seconded to approve a sum not to exceed \$1,600 for the mapping to be done by Cartographics. Faucette/Blackwell – Unanimous.

Ms Stevenson mentioned the Board of Selectmen will have to vote to sign the contract as they are the only ones who can enter into contracts.

2. **Assistance for New Secretary** – Ms Stevenson advised there is a possibility that Ms Faucette can speak with Bette Gallagher, a former Planning Board secretary, about assisting the new secretary with some training. She asked the Board if they were all right with that occurring.

There was a consensus of the Board that they had no problem with that suggestion and Ms Faucette advised she would speak with Ms Gallagher and notify Ms Williams, the new secretary, when the arrangements have been made.

3. **Discussion of Planning Board 2011 Budget** – Ms Stevenson mentioned she didn't think there is anything the Board can do regarding the combining of the Planning Board and Zoning Board of Adjustment budgets.

Ms Faucette suggested possibly the secretary could track the hours she works for each Board.

Ms Stevenson stated she is fine with sharing a secretary, but she would like to have the Planning Board budget by itself as it has been for many years. She mentioned that the Board was never notified that the departments were to be combined.

At this time, the Board held a brief discussion regarding the fact that this is an elected Board and the Zoning Board of Adjustment is an appointed Board.

Ms Stevenson advised she would bring this matter up at the Budget Public Hearing and will explain the Board's position at that time.

APPROVAL OF MINUTES

Approval of the Minutes of the December 9, 2010 Meeting was postponed until January 6, 2011.

ADJOURNMENT

A Motion was made and seconded to adjourn the Meeting at 6:50 PM. Faucette/Blackwood – Unanimous.

Respectfully submitted,

ANNA M. WILLIAMS
Land Use Clerk