

**Board of Selectmen  
November 14, 2018**

**Present:** Kenneth S. Paul, Chair; Connie Twombly; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6:30 p.m. Mr. Miller spoke highly of Ms. Collins' efforts in the 2019 budget preparation, including spreadsheets of explanations for the Budget Committee.

**Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Mr. Miller – 'aye'; Ms. Twombly – 'aye'; Mr. Paul – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:38 p.m. During the immediately preceding Non Public Session, the Board voted to deny a request to roll over unused earned time in excess of the allowed amount.

**Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (d). Mr. Miller seconded the motion. Roll call vote: Mr. Miller – 'aye'; Ms. Twombly – 'aye'; Mr. Paul – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, Ms. Collins updated the Board with respect to property with access to gravel, which property is no longer available for purchase. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Mr. Miller – 'aye'; Ms. Twombly – 'aye'; Mr. Paul – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:44 p.m. During the immediately preceding Non Public Session, the Board discussed compensation for a Transfer Station employee to plow snow. No action was taken. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (b). Ms. Twombly seconded the motion. Roll call vote: Mr. Miller – 'aye'; Ms. Twombly – 'aye'; Mr. Paul – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:49 p.m. During the immediately preceding Non Public Session, the Board voted to hire Priscilla Colbath as minute clerk for Planning and Zoning at the hourly rate of \$15. The Board recessed until 7 p.m., at which time those present included: Ed Noble; Relf Fogg; Pam & Rick Poore; Phil Twombly; Norman Butler; Niko Giokas (videographer); Annette Perry; and Robert Baxter. Mr. Paul led all in the Pledge of Allegiance.

**1. Appointments**

**a) Pam Wiggin re: Old Freight House to Turntable Park** – Ms. Wiggin stated she is seeking conditional approval from the Board of Selectmen to move forward with plans. The Heritage Commission is trying to acquire the old freight house from Eversource as the last remaining B&M building in Town and move same to Turntable Park. She referred to a meeting last week, both at the site of the building and at Turntable Park. The Commission will apply for a 100% CLG grant for an archeological study of Turntable Park. We will know early in 2019 whether this application has been approved. If so, a public hearing must be scheduled. Ms. Twombly referred to the footprints of original buildings in the park. Ms. Wiggin shared a plan of the area from 1914. The archeological study will determine the original location of the freight house.

Mr. Miller questioned how many steps in this process will require Selectmen's approval. Ms. Collins noted that the 25-year lease between the Town and the State for use of the Park expired in 2017. Her predecessor had communicated with Chris Gamache for a year prior to expiration of the lease in an attempt to acquire the property. The Board at that time felt it important to the community and wanted to acquire it, rather than lease it. Mr. Gamache was to begin the process by contacting various State departments. At his direction, the Town appropriated the fees involved with this transfer (\$1500). Eventually, the State determined it would prefer to enter another long-term lease. Unfortunately, the funds appropriated by the Town were specifically for acquisition. The State now indicates that if the Town were to purchase the property, it would be at fair market value. In addition, the Town would have to pay for an appraisal. We will now have to do another warrant article to lease the property. The original lease would have allowed the State to demand we remove any structure placed on the property. We need more assurances than that.

Ms. Wiggin noted that Nadene Miller of DHR has recommended we do the archeological study of the site. A lease could be prepared in anticipation of the Town's approval. DHR will be very cautious about this historic site. Ms. Wiggin will discuss with Eversource the possibility of their donating the freight house to the Town. However, the Town must wait to see the outcome of acquiring v. leasing Turntable Park. All could work out by the end of Summer 2019. Eventually, Town Counsel will review the State's proposed long-term lease. A warrant article to rescind the prior vote (for acquisition of the Park) will be written, as well as an article to approve another long-term lease.

Mr. Paul would like to see an estimate to relocate the building, as well as a plan for use of the building. Ms. Wiggin noted the Commission has a number of artifacts that would be moved to that building. They are also planning to promote the historical businesses of the community. In addition, they are gathering quite a bit of information and old photos for exhibit. Ms. Wiggin stated there will be no expense to the Town. Any cost will be borne by the Heritage Commission. They may do a capital campaign; however, they do not have any costs yet. First the Commission wants to be sure that it has the support of the Board of Selectmen. Mr. Paul stated that once the Board knows the cost, it can determine whether to support the project. Discussion followed as to whether wires will need to be moved. Ms. Collins stressed that we cannot spend the funds appropriated for acquisition on a lease; therefore, we have no budgeted funds. We need to know if we must appropriate any funds prior to development of the 2019 warrant. Mr. Paul stressed that this must be a usable building; we cannot just save it and lock it up. Ms. Wiggin referred to their plans to encourage more use of the Spinney Meeting House. She noted that the East Wakefield School saw significant use this past summer.

Ms. Wiggin advised that in 2014 PSNH wanted to demolish the freight house. The Commission tried to acquire the building at that time. Eventually the project was taken off PSNH's table. Ms. Wiggin noted that building is not taxed; therefore, the Town would not lose any tax revenue. They are encouraging Eversource to donate the building to the Commission. Mr. Miller and Ms. Twombly both expressed their support of moving the building. Mr. Paul wants to know the cost prior to offering his support. Mr. Miller also believes we should move forward with a long-term lease of Turntable Park. Ms. Collins referred to her numerous attempts to work with the State on this effort. It is good for the Town that Nadene Miller of DHR has become involved.

**2. Unscheduled Matters/Public Comment #1**

--Mr. Fogg read from a prepared statement regarding the erosion on Pond Road, resulting from the damage and removal of a culvert. According to Mr. Fogg, a few hours and \$500 should be used to address this issue, which he encourages the Board to take action on this evening.

**3. Unfinished Business**

**a) Pond Road Status Update** – Ms. Collins referred to the petition recently received regarding the status of Pond Road. RSA 231:8, 9 & 10 require a public hearing be held with 30 days' notice. Notice must go to mortgage holders via certified mail; and notice to property owners must be made via registered mail. There are 69 properties with 50 different owners to be notified. A list of mortgage holders will be developed with research. The Board must follow this process to legally take action on the petition presented to the Board. Mr. Paul asked who would be tasked with identification of mortgage holders. Ms. Collins stated that information is held by the Tax Collector. If we task Town Counsel with this effort, the cost to the Town will be much higher. Mr. Paul noted that the road will be frozen soon. As long as we are moving forward to make sure this process is done accurately, we should be ready to complete the process by spring. He is not in favor of hiring Town Counsel to do this research. Mr. Miller agrees that the Tax Collector should do this research. He referred to the cost involved to complete this necessary process in accordance with the RSA's. Ms. Twombly agreed the process should be done in house.

**b) Maple Street Bridge Status Update** – Ms. Collins noted we have been notified that our application to prioritize this bridge for the Hazard Mitigation Grant Program was denied. One of the criteria on which we did not score well was the fact that the drive around is only .2 miles. In addition, the project is not shovel ready. The ultimate cost to the Town would have been lower if we were approved for both an HMGP grant and the State Bridge Aid program. We may be able to apply again. Mr. Miller stated we should reapply in the spring. If we are turned down again, the bridge should be demolished before it falls down. We have 7 or 8 bridges to address.

Ms. Collins noted that we also have been advised that the State Bridge Aid program has been frozen and pushed out to 2030. Our 4 bridges did not make it into this program. Mr. Miller noted that since funding has been delayed, perhaps we could appropriate less for the Bridge CRF for 2019. Ms. Collins noted that HEB is still recommending that we appropriate \$250,000. Mr. Miller understands but is concerned with the timing given the SBA program being delayed. Ms. Collins stated that the Maple Street Bridge should be removed to avoid it falling in, and to continue to get it into the program. Residents should call their legislators looking for more funding. Mr. Miller would support a CRF appropriation in accordance with the schedule when we are ready to do the project. For now, we should delay the funding process. Mr. Paul would prefer to cross some bridges off the list. Bridge Street Bridge becomes more important to maintain if we can't replace Maple Street Bridge. Ms. Collins noted that the Town DPW can address the current necessary maintenance needs of Bridge Street Bridge.

Mr. Miller noted that the bridge on North Old Farms Road services only 1 home and is not worth \$750,000 to maintain. Ms. Collins advised this will come up again during discussion of warrant articles, when we will have better numbers. HEB is meeting with DOT tomorrow, so we may have more information.

Ms. Collins advised Ms. Twombly that a portable pressure washer is needed to address Bridge Street Bridge, which the Highway Department can accomplish. Ms. Twombly stressed that we need to keep it maintained. Ms. Collins will communicate with Brock Mitchell.

**c) Facility Use Agreement** – Ms. Collins advised that the only Town building that has use of alcohol written into its agreement is the Greater Wakefield Resource Center. The previous Board did not want alcohol to be allowed via this Facility Use Agreement. The Town's insurance carrier says "all or nothing". This agreement would apply to all Town buildings. Petitioners can appeal to the Board for a champagne toast at a wedding reception. **Mr. Miller moved to support the Facility Use Agreement as presented. Ms. Twombly seconded the motion, which passed 3-0.**

#### **4. New Business**

**a) Sewer Connection Application** – Ms. Collins advised that both Brock Mitchell and Mike Soucy have reviewed/approved this application. **Mr. Miller moved to approve this application for 38 Meadow Street, and to authorize the chair to execute necessary documentation. Ms. Twombly seconded the motion, which passed 3-0.**

#### **5. Proposed Capital Reserve Fund Expenditures**

**a) Highway Truck CRF \$208,250** – Discussed delivery, which is expected by the end of the week. The other truck is coming right behind it. **Mr. Paul moved to approve this expenditure of \$208,250 as presented. Mr. Miller seconded the motion, which passed 3-0.**

#### **6. Correspondence**

**a) Charter Communications** – Charter advises us of more line-up changes.

**b) Wakefield Food Pantry** – The WFP has submitted its annual reports. Mr. Mill noted that their garden did very well this year and produces about ½ of what is given away. The support from local farmers is phenomenal. Discussed the process for donations of food.

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

--Ms. Perry requested clarification as to why the Maple Street Bridge did not qualify for the grant. Ms. Collins explained that there is a limited pool of funds, and grants were awarded based on scores. The detour for Maple Street is only .2 miles, so it did not score well in that area. The project is not shovel ready—the site is not ready to go. Unfortunately, many applications were received by the State which scored higher than our applications. There will be another pool of funding available in March or May. We must hope that we can score higher or that fewer applications are received for that program. Ms. Perry stated she had been told years ago that the bridge would be put on the State Bridge Aid list. She spoke to the danger involved with the bridge that they have been waiting 10 years to be fixed. Ms. Twombly applauded all Ms. Perry's efforts in support of this bridge. Ms. Perry then referred to a warrant article in either 2012 or 2013 that appropriated funds for the Bridge CRF, which she believes were specific to the Maple Street Bridge.

--Mr. Baxter referred to the road conditions several days ago, which resulted in some motorists having difficulty stopping at the bottom of the hill across from Maple Street. Had the bridge been open, it would have provide a place for those vehicles to go.

--Mr. Fogg referred to the grading of a highway to summer cottages and maintenance of a Class VI road. If the taxpayers are willing to do enough work to stop polluting the lake, would that impact the process to get the other work done? He believes the Town owns and should maintain the road. He is anxious to remedy the pollution factor but does not want to compromise the goal of the petitioners. Mr. Paul noted that 2-3 months will not make a difference once the ground is frozen. Mr. Fogg noted that one could skid on that ice, causing property damage and/or bodily injury. People should be able to be safe going over the road. Most important, however, is the quality of the water body. Mr. Fogg can prove that phosphorus levels are increasing, and property values will eventually diminish.

## **8. Administrative Matters**

### **a) Town Administrator's Update**

--Ms. Collins shared the monthly report from the Greater Wakefield Resource Center, submitted for the Board's information.

--Ms. Collins noted we must establish a date/time to consider warrant articles. There have been many recommendations from the CIP. It was agreed to meet from 4-6 p.m. on November 28 to discuss warrant articles; 6-7 p.m. will be for non public sessions, and the regular meeting will begin at 7 p.m.

--Ms. Collins opened bids received in response to our solicitation for sale of surplus vehicles as follows:

#### **Vehicle #1 2002 Freightliner FK112**

|        |                 |
|--------|-----------------|
| \$1500 | Joseph Melanson |
| \$3000 | Dale Crawford   |
| \$1500 | Matt Scruton    |
| \$1500 | Andrew Morse    |

**Mr. Miller moved to accept the bid of Dale Crawford at \$3000. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Vehicle #2 2005 Chevrolet 5500 4x4 with plow and wing**

|           |              |
|-----------|--------------|
| \$4321.09 | Asian Auto   |
| \$5026.01 | Matt Scruton |
| \$4010    | Rusty Loring |

**Mr. Miller moved to accept the bid of Matt Scruton at \$5026.01. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Vehicle #3 2006 Ford Expedition**

|          |              |
|----------|--------------|
| \$527.01 | Matt Scruton |
| \$543.21 | Asian Auto   |

**Ms. Twombly moved to accept the bid of Asian Auto at \$543.21. Mr. Miller seconded the motion, which passed 3-0.**

#### **Vehicle #4 2009 Ford Crown Vic**

|          |              |
|----------|--------------|
| \$150    | Joe Gore     |
| \$527.01 | Matt Scruton |
| \$332.12 | Asian Auto   |

**Ms. Twombly moved to accept the bid of Matt Scruton at \$527.01. Mr. Miller seconded the motion, which passed 3-0.**

--HEB is currently working on permitting for the Landfill. However, DES is now requiring a one-time sample for all landfills of foam PFAS's. HEB can coordinate this for \$5000, or the Town can reach out to individual labs directly. Ms. Collins believes the bulk of the cost relates to lab fees rather than the work to take the sample. **Mr. Miller moved to have HEB coordinate the PFAS sample in the amount of \$5000, to be paid out of the applicable CRF. Mr. Twombly seconded the motion, which passed 3-0.**

--Foyer heat: Ms. Collins contacted the Town's boiler maintenance company, who is of the opinion we should just put in an electric cabinet heater. We also need insulation in the ceiling in the back stairway. The other 2 prices were for zones on the furnace. Shall she have them rework the quotes with the cabinet heaters? Yes!

**b) Treasurer's Monthly Reports** – Provided for the Board's information.

**c) Tax Collector's Monthly Comparison** – Provided for the Board's information.

**d) Building Permit Releases** – Ms. Twombly moved to approve the building permit release for Colbath on Francis Road. Mr. Miller seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the building permit release for Curtin on Gold Coast Drive. Mr. Miller seconded the motion, which passed 3-0.

**e) Payment Manifests** – Mr. Miller moved to approve AP #58 in the amount of \$613,401.82. Mr. Paul seconded the motion, which passed 3-0.

**f) Minutes** – Ms. Twombly moved to approve all public and non public minutes of October 24 & 29, and November 1 & 6, 2018. Mr. Paul seconded the motion, which passed 3-0.

Discussion followed regarding the many questions forthcoming from taxpayers who have received their tax bills. Ms. Collins suggested that she and Ms. Bickford record a 10/15-minute video through Clearview regarding the change in values and the tax rate. Mr. Miller noted that a section on the web site for "Frequently Asked Questions" might be helpful as many people do not understand the process involved. Ms. Collins noted that only 27% of the tax rate applies to the Town, with the rest relating to local school, State education and the County. Many callers admit to paying more than the assessed value for their homes but are now disgruntled that the assessed value equals the purchase price. Mr. Miller noted that although most of our tax money goes to the school, few people attend those budget meetings. Ms. Collins stated it is incumbent on the Town to help taxpayers understand the process. We need to make the public aware of various exemptions for which they may qualify, as well as the abatement process.

Another complaint is that no heads-up was provided. It would have been difficult to predict the outcome of the statistical update. Mr. Paul noted that utilities were looked at differently, with their values increasing dramatically.


Ms. Perry noted that Ms. Bickford was very helpful to her in explaining why her tax bill increased. She encouraged all to contact Ms. Bickford for an explanation.

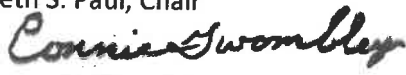
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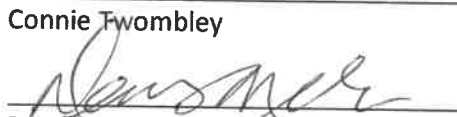
Mr. Miller moved to adjourn at 8:43 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
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Kenneth S. Paul, Chair

  
\_\_\_\_\_  
Connie Twombly

  
\_\_\_\_\_  
Dennis M. Miller