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AUG 07 2019

# First Congregational Church of Wakefield

*United Church of Christ*

The Rev. Dr. Alberta Wallace, *Interim Pastor*  
The Rev. George A. Harvey, *Pastor Emeritus*  
Hearing God's Call, Growing in Love and Care



August 7, 2019

Board of Selectmen  
Town of Wakefield  
Sanbornville, NH 03872

Hand Delivered

Dear Board Members:

Members of the First Congregational Church of Wakefield, UCC, respectfully request permission to be heard at the Board's August 14<sup>th</sup> meeting concerning Traffic Calming Devices that have been donated to the Town for use at the entrances to the historic area known as Wakefield Corner.

If this topic is not on the agenda for August 14, kindly let us know when it will be discussed and considered so that we may participate. Thank you.

Respectfully,

  
Carol A. Lundgren,

On Behalf of Building & Grounds Ministry and Safe Church/Safe Street Team

*Connie*

# First Congregational Church of Wakefield



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July 23, 2019

**Police Chief John Ventura**

**Wakefield Police Department**

Via email through Admin: Barbara Schnurbush

Dear Chief Ventura:

I hope you are well and want to thank you for recent communication with me (for the church) regarding the traffic calming devices (TCD for short) that are in your possession.

Since these were purchased some time ago, Church Leadership met today to remind ourselves about the details beginning with receiving a grant from the Alden Young Trust. The gift required the church to manage the money by researching the most appropriate device for the area, purchasing them and delivering them to the Town. Then Chief Fifield instructed the delivery to be to his office at the Police Department and that was done. The Town owns the devices.

Following (and attached) are salient points to also know:

- On July 8, 2016 State DOT Engineer, Bill Lambert, did a site visit here. He met with a variety of neighbors and church representatives as well as Colin Lentz who is Transportation Planner of the Strafford Regional Planning Commission. Colin's report is attached. I also enclose Mr. Lambert's February 13, 2018 letter to me where he states: "I will anticipate correspondence from the Town of Wakefield, requesting approval to maintain "driver feedback" signs to supplement 30 mph speed limit signs. We will then execute a maintenance agreement for installation and maintenance of said signs."
- There were multiple gatherings of residents of the Village at the Wakefield Inn over a course of several months in 2017 where street safety was one of the topics discussed. Residents were aware and concerned as well about the speed with which cars and trucks traveled Wakefield Road to get to Rt. 16. At one such pot luck supper, an officer attended and spoke to the group about safety.
- When asked by the Town about liability if damage occurs, we mistakenly thought we could insure them via our umbrella liability policy, but that is not possible. We are not able to insure something we do not own. We apologize for thinking we could.
- The devices were selected specifically to "fit" into a residential area, to be programmable and to give data to the Town for awareness and enforcement purposes. This feature of data collection, we feel,

is invaluable to law enforcement – being able to see traffic patterns at times of day, seasons as well as speeds, should help with decisions to enhance enforcement.

- If for some reason the Town does not install these devices, we feel a fiduciary responsibility to return them (if possible) and reimburse the Alden Young Trust. With the length of time that has elapsed from purchase, however, full credit or return is doubtful.
- The devices were originally intended to be placed at the entrances to the Village District. We feel that it is up to the State Traffic Engineer along with consultation from Wakefield PD to pick the best spots, based on traffic expertise, to place these devices for public safety and to minimize impact on this historic area.
- Lastly, but of utmost importance always, is safety to citizens, whether traveling in a vehicle, walking in the Village or crossing the road. There has been one physical injury to a resident that we are aware of and more than one physical damage done to parked vehicles. Our goal is to make sure NO ONE is harmed due to fast travel. Let's mitigate that danger as much as possible.

We have been informed by Pam Wiggin, Chairperson of the Wakefield Heritage Commission, that she is presenting to the Selectmen during one of their August meetings a perspective on the devices as it affects the character of the Historic District. We look forward to that meeting and plan to also be present to answer questions and provide information that may be sought.

We do feel that the matter now resides with the Town and the State to discern best course of action. Thank you for taking the lead in resolving this.

Since the devices likely have not been opened, here are links with specific details to acquaint you with the parameters of performance and intended results:

Main website - <https://www.elancity.net/elan-city-community-driven-traffic-calming-experts/>

The devices we purchased - <https://www.elancity.net/evolis-radar-speed-sign/>

Traffic data monitoring - [https://www.elancity.net/evolis-radar-speed-sign/#traffic\\_data](https://www.elancity.net/evolis-radar-speed-sign/#traffic_data)

Customization – fitting in the neighborhood - [https://www.elancity.net/evolis-radar-speed-sign/#efficient\\_talks\\_about\\_amber\\_only\\_if\\_that\\_is\\_needed\\_to\\_comply](https://www.elancity.net/evolis-radar-speed-sign/#efficient_talks_about_amber_only_if_that_is_needed_to_comply)

Respectfully,

Carol A. Lundgren,

On Behalf of Building & Grounds Ministry and Safe Church/Safe Street Team

Copy to: Pam Wiggin, Resident and Wakefield Heritage Commission Chairperson

The Nicastro Family  
2723 Wakefield Road  
Sanbornville, NH 03872

RE: Selectman's Meeting - August 14, 2019  
Traffic Calming Devices

Dear Selectmen,

I would like to submit this letter in support of installing the traffic calming devices that have been approved by the State DOT, the Wakefield Police Department, the Wakefield Board of Selectman and the Wakefield Public Works. I would request that this letter be read at your August 14th meeting on our behalf.

We had planned to be at the Selectman's meeting in person, but due to the death of a very close member of our family, we will all be unable to attend.

From a historical perspective, our family has been one of the driving forces behind having the traffic calming devices installed on Wakefield Road. We have been fighting for these signs as a neighborhood because we are all scared to death that someone is going to be more seriously injured. I am sure that everyone is already aware that David Fairchild was hit and injured by a speeding car a few years ago.

With regard to our neighborhood, we've actually had several neighborhood pot luck meetings in years past where the topic of safety was our primary discussion. We have been involved in this effort since 2015 but I do understand that it's been an issue for even longer.

In attendance at those meetings was nearly the entire neighborhood, the Wakefield Police Department, the Wakefield Heritage Commission, The First Congregation Church of Wakefield, and the Wakefield Selectman, Town Administrator and Wakefield Ordinance Manager were always invited and copied on our meeting minutes.

We quickly realized that we would need to take a phased, multi-pronged approach to solve the problem. Over the past 4 years, we have been working on the following:

1. The little green men purchased by Nancy Spencer Smith
2. The little green men purchased by the Church (the first set of green men were stolen)
3. The Speed Limit reduction to 30 MPH (Wakefield Police made this happen)
4. The crosswalk, which thanks to Peter Brown was finally made a reality
5. Along with the crosswalk came a handicapped accessible sidewalk (thanks to the Church) and Handicap Parking signs that are utilized on a regular basis
6. Additional police presence - we have been promised and regularly see Wakefield Police pulling over endless speeders
7. The Church uses traffic volunteers, with bright green vests, to help people cross the street when big events are going on
8. The Wakefield Police place the blinking speed limit sign on wheels in the neighborhood on a regular basis; yet we still see speeders on a regular basis.

As all of the above has been being worked, the group continued to lobby for approval to install the traffic calming devices. Once approval was received by State DOT, the Wakefield Police Department, the Wakefield Board of Selectman and the Wakefield Public Works, the First Congregational Church of Wakefield purchased that traffic calming devices.

With regard to the purchase of the traffic calming devices, Frank Frazier did a thorough investigation, collected multiple quotes, explained to the companies that we did not want an obnoxious sign because we would be placing the signs within a Historic District. The companies assured Frank that the devices could be easily programmed to meet our specific needs. As an aside, we would not have done any of this without the support from Peter Brown who was representing the Wakefield Heritage Commission throughout this process.

The new stakeholder in all of this, as of this past September, is the Hazel McBrien Nursery School. There are now a nursery school full of children in our neighborhood on a daily basis getting in and out of cars alongside these speeding cars.

We have seen these traffic signs/calming devices in action, specifically, in Ossipee, on Route 28, the site where a young woman was killed. We would never want to see a similar tragedy here.

In closing, it has always been about safety for us. We, as a family, are not able to let our grandchildren play in our front yard because of the excessive speed, never mind trying to put them into their car seats while cars are screaming by at 50 MPH.

Thank you for your consideration,

The Nicastro Family,  
Dean, Colleen, Nick, Christina, Vincenzo and Giacomo



# Wakefield Police Department

2017 Wakefield Road, Wakefield, NH 03872

Telephone  
603.522.3232  
Fax  
603.522.8481  
Dispatch  
603.539.2284

Kenneth G. Fifield  
Chief

Commissioner Victoria Sheehan  
New Hampshire Department of Transportation  
John O. Morton Building  
PO Box 483 | 7 Hazen Drive  
Concord, New Hampshire 03302-0483

April 12, 2016

Re: Wakefield NN (Route 153 -Wakefield Road – Historic district)

Dear Commissioner Sheehan,

Please accept this letter as follow up to the meeting that you and Executive Counselor Kenney attended with the concerned citizens of Wakefield Corner. As you probably deemed from the meeting the citizens in that section of Town are keenly and passionately aware of a long history of a dangerous traffic problem.

**This section of Town possesses many unique characteristic sand Challenges:**

- It serves as a commuter road between people from Maine and north Wakefield, and funnels most of Route 109, 110 and 153 from the North out to Route 16.
- The Road speed limit was recently changed to 30 MPH, after recommendations from William Lambert (who by the way does a fantastic job).
- The road lies along the oldest section of Wakefield and on many occasions becomes a roadside parking lot for some businesses, an INN, a large Congregational Church, and Farming. In that area there is no OFF Street parking resulting in rows of cars encroaching both sides of the roadway. The pedestrians are mostly walking down the travel portion of the roadway once parked and literally walking in traffic.
- Historically this section of road had a sidewalk which over time and development has been covered over, meaning that in years back when traffic flow was considerably lower the people had a place to walk out of traffic.
- We have had several documented and undocumented incidents which include struck pedestrians, animals hit, and many "close calls".

**Our request:**

- Your Department perform a study of the roadway and the surrounding area with its unique characteristics. Make recommendations for improved safety, quality of life and Historic preservation.

- Coordinate a meeting with William Lambert for some input on signage and speed zone at the Wakefield Corner.
- Evaluate potential for parking and cross walks construction.

In closing I would like to thank you for the time and commitment you gave us and look forward to working with you and your department.

Sincerely,

Kenneth G. Fifield  
Chief of Police



## Toni Bodah

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**From:** Pamela Wiggin <pwiggin14@gmail.com>  
**Sent:** Wednesday, April 13, 2016 6:40 AM  
**To:** Mary James  
**Cc:** Ken Fifield; Peter Brown; Kenney, Joseph; Janice and David Fairchild; Charlie Edwards; Ken Paul; ctwombley@wakefieldnh.com; Kelley A. Collins; Toni Bodah; landusecodeddept@wakefieldnh.com; AHanscom@dot.state.nh.us; Carol Lundgren  
**Subject:** Re: Wakefield Corner: Traffic Concerns letter to Commissioner Sheehan.

Thank you Ken for this letter. As you know, the Heritage Commission will do whatever we can to assist in this project.  
Pam

On Tuesday, April 12, 2016, Mary James <fccwpastor@gmail.com> wrote:  
Hi All,

I am glad to see this letter! Thank you, Ken.

Recently, a number of participants in a community music class that meets every Thursday evening at the church spoke of a number of "close calls" they have experienced while parking near the church and walking into the building.

One spoke of "almost losing a car door;" others spoke of the excessive speed of drivers moving along the road as they walk along with their musical instruments and of feeling fearful when cars come along, racing by.

Action on this cannot happen too soon!

Sincerely,  
Mary James

On Tue, Apr 12, 2016 at 9:58 AM, Ken Fifield <kenfifield@wakefieldnhpublicsafety.com> wrote:

Hi Peter, and company

Here is a copy of my letter to Commissioner Sheehan.

Now that the weather is clearing up maybe we can get this started.

Thank you

Ken Fifield



--

The Rev. Mary James  
Pastor  
First Congregational Church of Wakefield, United Church of Christ  
2718 Wakefield Rd.  
Wakefield, NH 03872  
603-522-3189

--

Pam Wiggin  
KW Lakes & Mountains Realty  
136 South Main Street  
PO Box 385  
Wolfeboro, NH 03894  
603-387-3698

**Board of Selectmen**

**July 13, 2016**

**Page 2**

Mr. Pike believes the culverts on the other roads will not need to be replaced. **The motion then passed 3-0.**

The Board members and Ms. Williams have received many great comments from the public regarding Mr. Pike and his crew! Mr. Pike noted that renovations are in process at the Transfer Station. A brief discussion followed of more work to come.

**b) Chief Fifield re: Crosswalk Update** – The Chief has taken a tour with William Lambert of NH DOT. The State plans to combine a number of the chevron signs along Route 153, which will eliminate a number of the signposts. Also, the 30 mph speed limit will extend for about ¼ mile on Route 153 from the hay scales north.

The State will “install” a 90 degree crosswalk from the ADA entry of the Congregational Church in the Historic District, to include crosswalk signs. The Town will have to provide direct lighting for this crosswalk. There will be no need to cut into the curb.

The State will “install” another crosswalk from the Lovell Lake Food Center, across Meadow Street, to the sidewalk in front of Profile Bank. This will require a curb cut and must also be lighted—both of which will be provided by the Town. The Chief advised Ms. Williams that the State has no requirements for keeping the lines painted. He further stated that SRPC is working with residents of the Historic District to investigate extension of the existing sidewalk in that area. Mr. Paul noted that the Town may eventually need to look at winter maintenance of sidewalks. Ms. Williams asked about the availability of State grants for the sidewalk project. Chief Fifield indicated that if it is deemed to be a safety issue, there may be State funding available. Ms. Williams noted we may need to consider the cost of maintenance as the project goes forward. The Board members expressed agreement to move forward with the crosswalk projects.

**c) Shoreland Compliance Officer Job Description & d) Permit Application** – Mr. Fogg joined the Board, noting that these 2 topics go hand-in-hand. He stressed the importance of protecting the lakes in our town. The power to enforce the State’s shoreland protection act resides within our zoning ordinance. In addition, funds were included in the 2016 budget to hire a Shoreland Compliance Officer. Ms. Williams has developed a job description, and Mr. Fogg has developed a local Shoreland Permit Application. Mr. Fogg stated that currently the Town does not get a copy of the plan approved by the State. That would be rectified with the new permit application. Mr. Fogg is suggesting a \$25 fee accompany the permit application. Once the State application is approved, the property owner would file a local application, which would run in conjunction with the State permit. He confirmed to Mr. Edwards that we are not creating any new rules, nor are we making it more restrictive than the State requirements. Mr. Paul noted that the State does not have sufficient staff to enforce the approved permit. Mr. Edwards does not want it made more difficult for property owners. To him it appears to be a permit of notification to allow local enforcement. **Mr. Paul moved to accept the Shoreland Compliance Officer job description as presented and to post the position. Ms. Twombly seconded the motion, which passed 3-0.**

## Toni Bodah

---

**From:** Titia B <trioletulipholland@gmail.com> on behalf of Titia <trioletulip@roadrunner.com>  
**Sent:** Tuesday, March 14, 2017 7:44 AM  
**To:** Ken Fifield  
**Cc:** Colleen; landusecodedept@wakefieldnh.com; Kelley A. Collins; Ken Paul; Toni Bodah; Colin Lentz; nancyhall2010@hotmail.com; Pamela Wiggin; Peter Brown; 4jacksons@roadrunner.com; David and Ginny Schweitzer; Mr.and Mrs. Brad Hayes; susie@hayesrealestate.net; dino@hayesrealestate.net; Janice Fairchild; Janie & Donald Silcocks; Church Mary; Carol Lundgren; Jan & Joe Brejwo; Robert Nelson; negs2370@gmail.com; Parker & Donna Vanderhoof; eighthearths@myfairpoint.net; Nancy Spencer-Smith; Christina; nick@wakefieldinn.com  
**Subject:** Re: Follow Up - January 2017 Wakefield Corner Pot Luck Dinner

That is wonderful news.!

Titia

> On Mar 13, 2017, at 1:05 PM, Ken Fifield <kfifield@wakefieldnh.com> wrote:

>

> Hi Collen & everyone,

> I just spoke to William Lambert DOT:

> 1. He said that the he would approve "driver feedback signs" they can be posted on the existing speed limit signs. I will handle writing a letter to him regarding the Town and an agreement to maintain the sign once the feedback sign is installed, but we can install now if we want to.

> 2. He has approved the reduction in speed from the Hay scale north for a short distance and he has sent out a work order to installed the new signs.

> 3. The cross walks should be painted starting in May - depending on how many people they can hire at DOT for summer help (PS he is taking applications).

>

> Thank you

> Ken Fifield

>

> From: Colleen [mailto:colleen@wakefieldinn.com]

> Sent: Saturday, February 04, 2017 4:02 PM

> To: landusecodedept@wakefieldnh.com; Teresa Williams <townadmin@wakefieldnh.com>; kpaul@wakefieldnh.com; selasst@wakefieldnh.com; Ken Fifield <kfifield@wakefieldnh.com>; Colin Lentz <clentz@strafford.org>; nancyhall2010@hotmail.com; Pamela Wiggin <pwiggin14@gmail.com>; Peter Brown <peter@wakefieldcorner.com>; 4jacksons@roadrunner.com; Ginny Schweitzer <moonriver43@earthlink.net>; brad@hayesrealestate.net; susie@hayesrealestate.net; dino@hayesrealestate.net; Janice and David Fairchild <btownboilers@gmail.com>; janieds@yahoo.com; James, Mary <fccwpastor@gmail.com>; Carol Lundgren <carollundgren@roadrunner.com>; jbrejwo@roadrunner.com; Titia Bozuwa <trioletulip@roadrunner.com>; robnelson30@yahoo.com; negs2370@gmail.com; pardon001@yahoo.com; eighthearths@myfairpoint.net; Nancy Spencer-Smith <revnsmith@gmail.com>; Christina <christina@wakefieldinn.com>; nick@wakefieldinn.com

> Cc: Colleen <colleen@wakefieldinn.com>

> Subject: Follow Up - January 2017 Wakefield Corner Pot Luck Dinner

>

> Hi Everyone,

>

> A very special thank you to those who were able to make it to the Wakefield Corner Pot Luck Dinner on Monday night.

>

- > Attached are the notes from our get-together. We have made lots of progress!
- >
- > As soon as I am able to connect with Chief Fifield, I will send out an email update.
- >
- > Hi Teresa,
- >
- > As you will see on the attached notes, we have a decision on the Welcome to Wakefield - Village of Wakefield Corner.
- >
- > The plan is to reconvene for another pot luck dinner in May.
- >
- > If anyone has any questions, just let me know.
- >
- > Thanks,
- > Colleen
- >
- >
- > Colleen Nicastro
- > Wakefield Inn & Restaurant
- > [www.wakefieldinn.com](http://www.wakefieldinn.com)
- > 603-522-8272

**Board of Selectmen  
August 9, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:30 p.m. Ms. Twombley moved to enter **Non Public Session under RSA 91-A:3, II (a)**. Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘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 authorize an increase for Duane Marsh to \$16.79 per hour, effective as of August 14, 2017.

Mr. Avellani moved to enter **Non Public Session under RSA 91-A:3, II (b)**. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘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 voted to hire Jill Garnett as Deputy Tax Collector at the hourly rate of \$13, pending successful completion of the hiring process.

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

The Board returned to public session at 6:53 p.m. During the immediately preceding non-public session, the Board reviewed results of an exit interview performed by Ms. Collins with Michael Fenton. Mr. Edwards called a recess. He called the meeting back to order in the conference room at 7:05 p.m., where those present included: Peter Brown; Pam Wiggin; Phil Twombley; Lt. John Ventura; Leigh Nichols; Ed Noble; Ed Comeau (videographer); and Donna Martin (videographer). Sgt. Waldron and Officer Jendrock joined the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments**

**a) Peter Brown re: Historic District Sidewalks** – Mr. Brown explained that the purpose of those involved is to restore the original sidewalks in the Historic District. He referred to the significant traffic problem in that village. In addition, when there is an event at the Church, the street is filled with cars. Church members are largely an elderly group and struggle to walk along the road to get to the Church. Mr. Brown noted that the application for a 100% funded project is December 1. The sidewalks currently running from Hayes Real Estate to the Wakefield Inn would be upgraded, then carried on to the Red School House. Last year Joe Kenney was on site with the head of DOT, who very clearly saw safety issues which would allow us to get ahead of DOT’s 10-year plan. Colin Lynch of Strafford Regional Planning Commission is working on the project, as is Chief Fifield. The application for a Road Safety Audit is just the first step in a lengthy process. Mr. Brown stressed that the existing sidewalks would not be enlarged. It is hoped to install granite curbing with a stone dust coating.

Mr. Edwards referred to maintenance of the granite curbing. Mr. Brown conceded that would likely fall back on the Town; however, we are a long way from that. Mr. Brown believes the adjacent homeowners could be made responsible. He referred to existing sidewalks in the Village of Sanbornville that should be maintained, as well as the need for sidewalk repair and maintenance in Union Village. At this point, Mr. Brown is asking the Board to support the study going forward. All will review the results of that study when available and determine the worthiness of the project at that time.

Mr. Nichols is not sure how wide the road is in that area, it being a State road. However, he knows that the sidewalks must be ADA compliant, which means being between 3.5' – 4' wide. He believes the Town would be required to maintain the sidewalks to some degree.

Mr. Brown stated that parking would be limited to the side of the road with sidewalks. The Police Department would need to address illegal parking on the other side. Mr. Avellani referred to the need to work with the property owners and get various permits as the sidewalk will encroach on their properties. Lt. Ventura stressed that we are currently considering very preliminary steps, the first of which is to receive permission to file the application to look further into such a project.

Ms. Collins noted that Wakefield is not a member of Strafford Regional and questioned whether there would be a cost for their participation. Ms. Wiggin stated that SRPC has done work for Wakefield groups in the past without Wakefield being a member. Wakefield is still part of their area, and they provide service at no charge. **Mr. Avellani moved to go forward with the Road Safety Audit. Ms. Twombly seconded the motion, which passed 3-0.**

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

--Ms. Collins referred to the work being done at the railroad crossing by NH DOT. They have asked that the Town remove the maple tree which blocks the signal. The DOT cannot accomplish this as the tree was planted by the Town. **Mr. Avellani moved to have the Wakefield Highway Department proceed with necessary maintenance in accordance with railroad safety. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Twombly referred to the sobriety checkpoint that was held this past weekend. In past years Chief Fifield has come to the Selectmen to discuss the checkpoint and notify the Board of the date for same. Following the checkpoint he has addressed the Board with the results. This did not happen this year. Ms. Twombly believes the Board should have been made aware of this event prior to reading it in the paper. Mr. Edwards is in agreement.

--Mr. Comeau also referred to the sobriety checkpoint, which he believes is against the 4<sup>th</sup> amendment. He had asked the Chief if he had a hearing in order to inform the Board of Selectmen and to get the word out. According to Mr. Comeau, the Chief advised he followed a different process this year by having the hearing as part of the Budget Committee's hearing.

--Mr. Comeau invited everyone to Old Home Day in Brookfield on Saturday, August 12 at 5 p.m. at the Town House. There will be a BBQ and music. Kids - \$5; adults - \$12.

## **3. Unfinished Business**

**a) GWRC Septic Tank Replacement Bids** – Ms. Collins advised 2 bids were received for this project: BH Cameron - \$3855; and Lakes Region Septic – \$4230.



The Board compared the 2 bids, with Mr. Edwards noting the minimal difference between the 2 (approximately 10%). He also noted that Lakes Region is very active in town. Discussion followed regarding the purpose of the bidding process. If jobs are only awarded to those within the town of Wakefield, we will have difficulty getting participation in the bid process. **Mr. Avellani moved to award the bid to BH Cameron in the amount of \$3855 to replace the septic tank at the GWRC. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Crown Vic Bids** – Ms. Collins advised that no response was received from our solicitation for the 2010 Crown Vic. Alternatively, we contacted Landry's Auto Salvage, who is apparently getting out of the business. We contacted Union Used Auto, who is willing to pick up the vehicle and pay the Town \$150, as long as the vehicle is complete. **Ms. Twombly moved to accept the offer of Union Used Auto. Mr. Edwards seconded the motion, which passed 3-0.**

**c) Abatement of Dog Licensing Forfeiture Fees** – Ms. Collins noted that the Board previously authorized a waiver of dog licensing forfeiture fees due to a dog not being able to receive a rabies shot until it finished nursing. Although the dog did in fact get its rabies shot, its owner failed to license the dog within the grace period, due to extenuating circumstances. The Board members were in agreement that the previous motion was very clear and that the full cost to license the dog, to include forfeiture fees, is now payable.

#### 4. New Business

**a) Sewer Warrant 2017<sup>1</sup>** – The Board reviewed the warrant for the first billing of 2017. **Mr. Avellani moved to approve the 2017<sup>1</sup> Sewer Warrant in the amount of \$27,481.64, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

#### 5. Proposed Capital Reserve Fund Expenditures

**a) Invasive Species \$3000 Pine River Pond** – Mr. Avellani moved to approve this expenditure as presented. **Ms. Twombly seconded the motion, which passed 3-0.**

**b) Invasive Species \$7500 Belleau Lake Property Owners Assoc** – Mr. Avellani moved to approve this expenditure as presented. **Ms. Twombly seconded the motion, which passed 3-0.**

**c) Invasive Species \$4375 Great East Lake Improvement Assoc** – Mr. Avellani moved to approve this expenditure as presented. **Ms. Twombly seconded the motion, which passed 3-0.**

**d) Police Vehicle \$7369** – Mr. Avellani asked whether other quotes for this work were obtained. Ms. Collins is not sure, but believes it unlikely. Mr. Avellani stressed that more than one quote should be obtained if the service is not part of the State's bid list. **Mr. Avellani moved to approve this expenditure as presented, with the understanding that a minimum of 2 quotes will be obtained in the future if the total exceeds \$5000. Ms. Twombly seconded the motion, which passed 3-0.**

**e) Town Hall Improvements \$33.50** – This is the cost to advertise the bid to paint the Town Hall connector. **Mr. Avellani moved to approve this expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**



**6. Correspondence**

**a) Charter Communications** – Provided for the Board's information. Charter is advising of changes in their channel line-up.

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

**8. Administrative Matters**

**a) Town Administrator's Update**

- The Town Clerk would like to register OHRV's and snowmobiles. In order to accomplish this, the Board must execute an application. Mr. Avellani expressed concern about competing with other local businesses who already offer that service. Ms. Collins will obtain a list of those businesses, and the town clerk could contact them to see if any have issues with that service being available at Town Hall.
- We will conduct a public hearing under RSA 91:95-b on August 23 in order to accept highway block grant funds totaling \$116,009.33. Leigh Nichols, Director of Public Works, will be present and will have a list of proposed projects, including repair of the sidewalks in Union. These funds will automatically be encumbered to next year. Mr. Avellani stressed that the funds can be used only for infrastructure projects.
- Chief Fifield and June Garneau, with input from various department heads, have completed our Hazard Mitigation Plan, a copy of which is available at Town Hall for review. This document was prepared via a 50/50 grant. Review/approval of this plan will occur at the September 13 meeting.
- Ms. Collins has received all but 2 department budgets. She has been meeting with department heads, and will meet with DPW/transfer station/sewer tomorrow.
- Our "new" chairs brought an odor with them! Servpro would charge \$20 per chair to clean/deodorize. It was decided we would live with the odor.
- Seven properties were sold at auction last Saturday, for a total assessed value of \$352,600. Total bids were \$163,000. Someone in attendance suggested that one property had an old, outstanding mortgage in place. We have since received verification that this mortgage was discharged a number of years ago. Ms. Collins stressed that the Town does its due diligence and had a title search performed.
- Ms. Collins has received a request to install electric doors at the Greater Wakefield Resource Center, one of which requires an electronic eye. The Town does own the building; however, according to the Management Agreement, the Town is responsible for the outside of the building, while the GWRC is responsible for the inside. It is possible that one of the doors could be purchased via the GWRC capital reserve fund. Additional estimates should be forthcoming to include electrical work for the inside door. Perhaps the Town could purchase the outside door, and the GWRC could purchase the inside door. Ms. Collins would also suggest installation of a fixed wrought iron gate in the rear of the building on a set of granite steps, utilizing the capital reserve fund. Ms. Collins anticipates attending the GWRC board meeting on August 11.
- On Friday, August 11, there will be a Battle of the Badges baseball fundraiser for CHAD at Fisher Cat Stadium in Manchester. Two Wakefield FF/EMT's have been chosen to play: Josh Tapley and Duane Marsh. Ms. Collins will draft letters to our local participants thanking them for their participation.
- RSA 466:14 allows the Town to charge a \$7 administrative fee for each dog unlicensed by the deadline. Generally, there are 140-170 dogs on the list, and the Animal Control Officer spends much time tracking them down. Implementation of the \$7 fee would help to defray the cost to the Town to enforce this license requirement.

This is a very labor intensive process. The Board is willing to consider this, and it will be discussed again in the future.

**b) Building Permit Releases** – Mr. Avellani moved to approve the building permit release for Jakubec on Elm Street, as presented. Ms. Twombley seconded the motion, which passed 3-0.

**c) Payment Manifests** – Ms. Twombley moved to approve PR #19 in the amount of \$77,430.36, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #25 in the amount of \$174,744.68, as presented. Mr. Edwards seconded the motion, which passed 3-0.

**d) Minutes** – Mr. Avellani moved to approve all minutes of July 26, 2017, as presented. Ms. Twombley seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).


**e) Auditor's Representation Letter** – Ms. Collins stated this needs to be signed by the Finance Clerk and the Chair of the Board of Selectmen. Mr. Avellani moved to authorize the Chair to execute this letter. Ms. Twombley seconded the motion, which passed 3-0.

**f) Other** – Mr. Avellani moved to seal indefinitely the minutes of the 3<sup>rd</sup> non-public session held earlier this evening. Ms. Twombley seconded the motion, which passed 3-0. Mr. Comeau suggested numbering the non-public sessions on the agenda in order to simplify reference to same.

Ms. Twombley moved to adjourn at 8:28 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
Richard C. Edwards, Chairperson

\_\_\_\_\_  
Connie Twombley

  
\_\_\_\_\_  
Lino Avellani

## **TA Guidance for Communities**

[http://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](http://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

- FAST Act transferred TA to STBG program as a set-aside
  - \$835 to \$850 million set aside for states
  - STBG funds apportioned based on population
- These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.
- Eligible projects can apply for grants: 80% federal funds , 20% local match

### **Eligible Projects (23 U.S.C. 133(h)(3))**

TA Set-Aside funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 213, as such provisions were in effect on the day before the date of enactment of the FAST Act. See TAP Eligible Projects Legislation as in effect prior to enactment of the FAST Act.

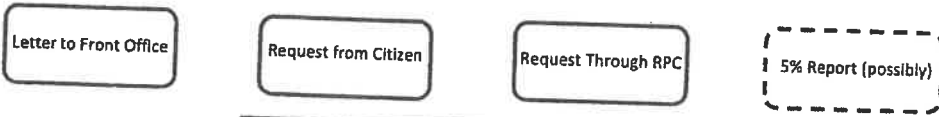
Former 23 U.S.C. 213(b)(1):

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)]:  
The term "transportation alternatives" means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:
  - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
  - B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
  - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
  - D. Construction of turnouts, overlooks, and viewing areas.
  - E. Community improvement activities, *which include but are not limited to*:
    - i. inventory, control, or removal of outdoor advertising;
    - ii. historic preservation and rehabilitation of historic transportation facilities;
    - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
    - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
  - F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
    - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or

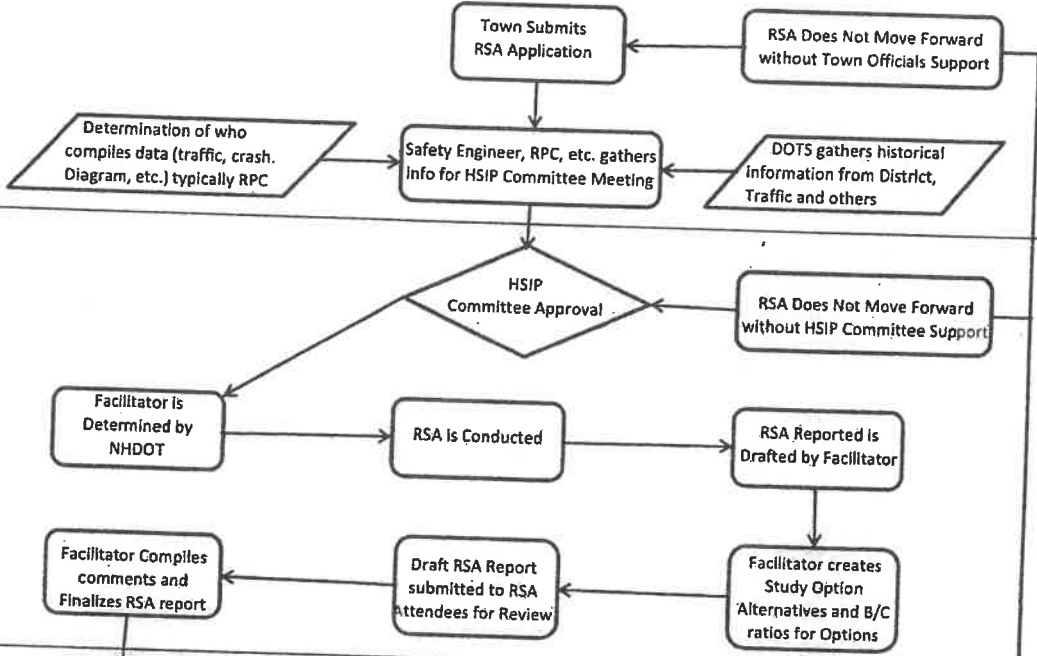
# Road Safety Audit (RSA) Process

## A Safety Issue is Brought Forward

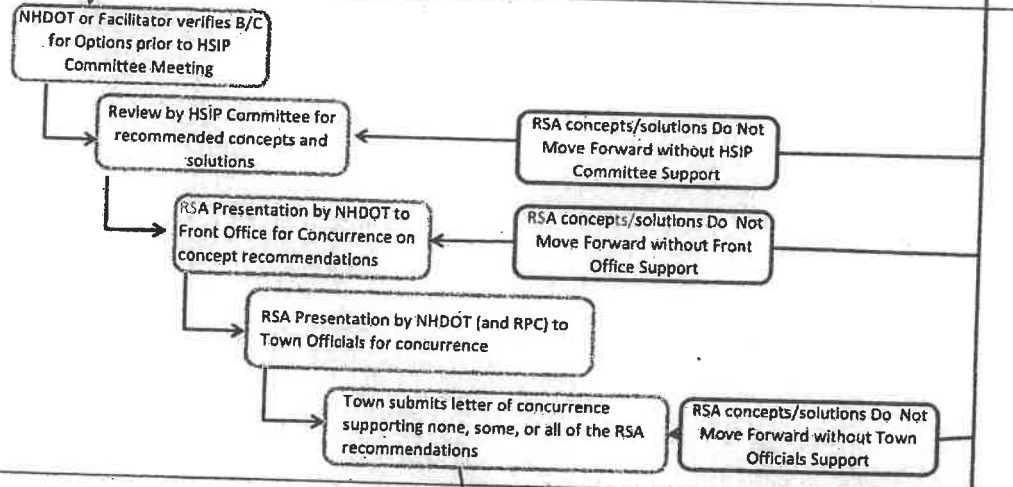
RSA Application Process



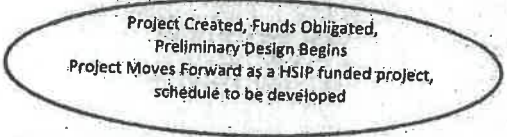
Conducting the RSA



RSA Approval Process

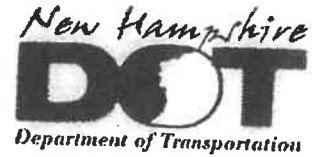


RSA becomes a Project



NHDOT Communicates to Sponsor the approval/rejection of RSA throughout the process

Sample RSA Application Form



ROAD SAFETY AUDIT APPLICATION

1. Name, Position/Title, Address of Contact Person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_ \*

1. Type of assessment requested (planning, design, construction, existing): \_\_\_\_\_

2. Specific location of proposed RSA project (intersection, spot location, road segment or project, or new facility):

Route(s): \_\_\_\_\_ Intersecting Road \_\_\_\_\_ Project: \_\_\_\_\_

From/To (if segment/project): \_\_\_\_\_ Segment Length: \_\_\_\_\_

City/Town/County: \_\_\_\_\_ RPC \_\_\_\_\_

3. Describe any improvement plans, including stage (scoping, design, construction, etc.), for this location:

4. Reasons for requesting RSA: \_\_\_\_\_

5. What is the crash experience for the most recent 10 -year period (total crashes, fatal crashes, injury crashes, crash rate, etc.)? (Attach Crash Records and Diagram (intersection) Not applicable for new facility)

6. Does your agency have a method to identify and prioritize road safety issues? \_\_\_\_\_ If yes, where does this location rank within your agency's problem locations \_\_\_\_\_

7. Average Daily Traffic (ADT) volume for road(s), turning movements intersections attached: \_\_\_\_\_

8. Please list month and/or days of week when safety issues are most prevalent, if applicable: \_\_\_\_\_

9. Describe any future development planned for this area: \_\_\_\_\_

10. Please include any additional road owners, photos and/or other information that highlight the location: \_\_\_\_\_

11. Signature (and printed name) of Person with Authority to Respond To/Implement the RSA Findings:

\_\_\_\_\_  
Date: \_\_\_\_\_

State Road  
District Engineer \_\_\_\_\_

City/Town Road  
Agency Signature \_\_\_\_\_

RPC Signature \_\_\_\_\_

Submit Application to:

Michelle Marshall  
Highway Safety Engineer  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Phone: 603-271-1407  
Fax: 603-271-7025  
Email: memarshall@dot.state.nh.us





Peter Brown &lt;peter.g.brown2734@gmail.com&gt;

**RE: December 23, 2015 Fall**

2 messages

David &lt;btownboilers@gmail.com&gt;

Sat, Aug 5, 2017 at 2:50 PM

To: Peter Brown &lt;peter@wakefieldcorner.com&gt;

Hi Peter,

My fall occurred on December 23, 2015, just east of Brejwo's driveway, across the road from Pam's.

I was walking east toward home, in the early afternoon. As usual, I was on the dirt shoulder, walking against traffic. A line of traffic, perhaps 6 or 8 vehicles approached me, heading toward Rte 16. The first vehicle was a pickup driven by Rob Nelson. Rob slowed and then stopped as I stepped as far off the road as I could. Once I stopped, Rob proceeded slowly, followed by the others. Several vehicles back was a small red pickup, perhaps a Ford, that was accelerating quickly and driving towards the fog line. I back nearly to the fence as he almost brushed me on his way by. He did not hit me with his vehicle, but suddenly I was on the ground - probably caught in the vortex of him passing.

I fell into the roadway, landing on the asphalt very heavily on my right hip. I could not get up right away, and as I laid here in the roadway, the red pickup kept going, as did at least a couple drivers behind him also heading toward Rte 16. At least two vehicles heading toward the hayscale also passed me as I was on the ground. No one stopped.

I finally got myself upright and stumbled home. It was clear I was injured: the contusion that emerged stretched from just above my pelvis down to my knee and nearly all the way around my thigh. I received physical therapy for a couple months subsequent, dealing with hip and back pain, decreasing range of motion in the hip, loss of leg strength and balance issues. I discontinued PT when Carol was diagnosed with pancreatic cancer and subsequently died. My walking was seriously compromised at that point and running was out of the question.

I resumed physical therapy in the fall of 2016, but showed little improvement. An MRI confirmed instability in my back at L4-L5, and I had surgery (laminectomy and fusion) in January 2017. I had physical therapy through June. At this point, it appears I damaged the hip labrum, probably a tear. I wear braces on both feet, walk with a cane, and have nearly constant, notable hip pain.

The bottom line here is that we absolutely refuse to walk in the neighborhood: not by ourselves and not with the dogs. We no longer feel safe on the roads here.

David Fairchild  
the OIPrfsr

Sent from my iPad

Peter Brown &lt;peter@wakefieldcorner.com&gt;

Sat, Aug 5, 2017 at 3:54 PM

To: David &lt;btownboilers@gmail.com&gt;

Dear David,

Thank you for this. I will get it to the Chief for his files as well as our case for a sidewalk.

Sincerely,

Peter  
Wakefield Corner

## Kelley A. Collins

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**From:** Colleen <colleen@wakefieldinn.com>  
**Sent:** Tuesday, February 13, 2018 4:52 PM  
**To:** Kelley A. Collins  
**Cc:** Rev Mary; FPG Frank Frazier; 'Peter Brown'; 'carollundgren@roadrunner.com'; Colleen  
**Subject:** Re: William Lambert Letter 2.12.18 Regarding Concerns at Wakefield Road, Wakefield, NH

Hello Kelly,

I wanted to provide you with the letter received today from Bill Lambert at the State DOT indicating that they will take care of the crosswalk and installation of the driver feedback signs.

Please let us know if there is anything that you or the Selectmen need from us.

Thanks,  
Colleen

*Colleen Nicaastro  
Wakefield Inn & Restaurant  
www.wakefieldinn.com  
603-522-8272*

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**From:** Lambert, William <William.Lambert@dot.nh.gov>  
**Sent:** Tuesday, February 13, 2018 11:05 AM  
**To:** 'carollundgren@roadrunner.com'  
**Cc:** Colleen; Rev Mary; FPG Frank Frazier; 'Peter Brown'; Healey, Eric; O'Donnell, Michael; Keuenhoff, Walter; Hanscom, Alan; DOT: Bureau 03 District 3  
**Subject:** RE: William Lambert Letter 2.12.18 Regarding Concerns at Wakefield Road, Wakefield, NH

Ms. Lundgren,

Thank you for your letter.

By copy of this reply, I will notify my pavement marking staff that you have completed work to make the proposed crosswalk accessible and ask that he put the initial crosswalk markings on the priority list for this spring. I will also ask our engineering staff to issue a permit for the crosswalk to the town. Lastly, I will assure that the pedestrian warning signs are installed as well.

With regard to the referenced elm tree, I have copied Highway Maintenance District 3. It is likely that you previously spoke to someone from that office about the tree.

As you noted, I will anticipate correspondence from the Town of Wakefield, requesting approval to maintain "driver feedback" signs to supplement 30 mph speed limit signs. We will then execute a maintenance agreement for installation and maintenance of said signs.



Thank you again for the correspondence. If you have further questions, please do not hesitate to let me know.

Regards,  
Bill

*William R. Lambert, PE*

Traffic Engineer/Administrator  
NHDOT Bureau of Traffic  
P.O. Box 483, 18 Smokey Bear Blvd.  
Concord, NH 03302-0483  
(603) 271-1679

**From:** carollundgren@roadrunner.com [mailto:carollundgren@roadrunner.com]

**Sent:** Monday, February 12, 2018 7:59 PM

**To:** Lambert, William

**Cc:** Colleen; Rev Mary; FPG Frank Frazier; 'Peter Brown'

**Subject:** William Lambert Letter 2.12.18 Regarding Concerns at Wakefield Road, Wakefield, NH

**Importance:** High

Dear Mr. Lambert – kindly open and review the attached documents. We look forward to your response.

Thank you most sincerely,

Carol A. Lundgren  
Building and Grounds Coordinator  
First Congregational Church of Wakefield, UCC  
978 807-4041

**DRAFT - Memorandum of Understanding**

This memorandum of Understanding sets forth the terms and understanding between the State of New Hampshire, Department of Transportation, the Town of Wakefield and the First Congregational Church of Wakefield to maintain the Driver Feedback Signs on the stretch of Wakefield Road, Route 153 from Route 16 through the Village of Wakefield Corner.

**Background** - On or about August 5, 2016, a group of concerned Wakefield Residents, businesses, the Town of Wakefield, members of the Wakefield Heritage Commission, the Wakefield Police Department, Strafford County Planning and the First Congregational Church of Wakefield gathered to discuss the safety concerns within the Village of Wakefield Corner. This meeting was a continuation of a meeting that first took place in January of 2016 with the NH DOT Commissioner, Victoria Sheehan at the Poor People's Pub.

The group continued to meet regularly to come up with ideas on what could be done to help slow the traffic down. Little green traffic men were purchased by one of the residents as well as by the Church.

As most everyone knows, Wakefield Corner is a busy place between the Wakefield Inn, the Library, the Treasure Chest in the summer and the Church who has activities on a daily basis and could soon be hosting a pre-school program, which makes the installation of the Driver Feedback signs and crosswalk even more imperative. If an event of significance is held at the Church, they dress members in reflective vests to help people navigate the traffic.

**Purpose** - The speed and careless disregard of drivers who travel this short span of 153 coming from Route 16 toward Sanbornville or East Wakefield and drivers traveling to Route 16 from East Wakefield or Sanbornville is completely out of control. The Speed Limit on this stretch of 153 is 30 MPH, but no one travels 30 MPH but closer to 50 to 55 MPH.

There were 2 items that the group agreed to and settled upon over the next many months. The first item was to re-generate the request and obtain approval for a cross walk at the UCC Church. The second item was to come up with a way to raise funds to install Driver Feedback signage (driver calming devices) on each end of the stretch of roadway to help ensure the safety of the residents of Wakefield Corner, the customers who patronize business in Wakefield Corner, members and visitors to the Church, Library and Treasure shop and lastly to help protect the children who live in Wakefield Corner.

The crosswalk was approved with conditions. First, the Town was required to install lighting at the end of our driveway (complete). Second, the cement pad to from the Church (complete).

The Driver Feedback signs were purchased with a donation made to the Church.

**Funding** - Funding is not needed as the Church received a donation for the Traffic Calming Devices. Regarding the crosswalk, the State will be taking care of the painting and the Town put a Pedestrian cone in their 2018 budget. With regard to maintenance of the Driver Feedback signs, the Church has agreed to take on the responsibility of sign maintenance from the Town of Wakefield.

Duration - The Church is requesting that the Town take the responsibility from State of NH, Department of Transportation over the maintenance of the Driver Feedback signs and then the Church will take the responsibility from the Town with no end date.

Contact Information:

State of NH, DOT

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Date

Town of Wakefield

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Date

First Congregational Church of Wakefield

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Date

--Ms. Collins received a complaint via email from a resident of Thoreau Trail, which she shared, along with her response. The resident has had a difficult time contacting the Walden Property Owners Association to report poor road conditions in inclement weather. He has requested that the Town sand the roads in that development, and then bill the association. Ms. Collins has advised that the Town cannot do that and has suggested he discuss this issue with other area residents in order to determine contact information for the Walden Property Owners Association.

--Ms. Collins shared information she received Monday regarding the crosswalk and traffic calming devices for the Historic District. Peter Brown had addressed the Board regarding the traffic concerns last fall. Ms. Collins believes the residents in that area worked with Chief Fifield to obtain traffic calming devices and get a crosswalk painted. The State is willing to install the devices if the Town is willing to accept all liability thereafter. A draft Memorandum of Understanding (between the State and the Town) was provided. Ms. Collins recommends that the Board take this information under advisement and allow her to send same to Town Counsel. She has concerns about the Town accepting all liability. **Ms. Twombly moved to take this information under advisement and to authorize Ms. Collins to share the draft Memorandum of Understanding with Town Counsel. Mr. Avellani seconded the motion.** Ms. Collins explained the purpose of traffic calming devices. Mr. Blackwood agreed with painting a crosswalk, but he does not believe the Town should accept liability for traffic calming devices. Mr. Avellani noted that the crosswalk will require signage, which may not be in keeping with the character of the Historic District. Mr. Fogg stated the area is on a scenic byway and must, therefore, adhere to the requirements of same. Mr. Knisley noted that the speed limit on Route 153 should not have been increased to 45 mph. There are many potholes in the road and one must drive slowly. He added that the State should address the condition of that road. Mr. Avellani noted that it is on the State's 10-year plan. **The motion then passed 3-0.**

--Ms. Collins noted that it has been publicly stated that waterfront property represents 75% of Wakefield's tax base. Based upon research provided by Cindy Bickford, Ms. Collins advised: Waterfront properties represent 30% of our parcel count and 56.9% of assessed value; and waterfront/water access property represents 51% of our parcel count and 67.5% of assessed value (based on 2017 data).

**b) Building Permit Releases** – Ms. Twombly moved to approve building permit releases for Kennedy and Goldberg on Wansor Road, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombly moved to approve a building permit release for Colbath on Francis Road, as presented. Mr. Avellani seconded the motion, which passed 3-0.

**c) Payment Manifests** – Ms. Twombly moved to approve PR #4 in the amount of \$83,877.26. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #5 in the amount of \$1,036,601.04. Mr. Avellani seconded the motion, which passed 3-0.

Mr. Knisley referred to Eversource removing many trees hanging dangerously over our roads. He does not believe that Eversource should pay more taxes to the Town, given the benefit provided to the Town via removal of trees.