

**Board of Selectmen
October 2, 2013**

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

Various Committee Chairs/Department Heads attended as indicated below.

Mr. Paul called the posted meeting to order at 5 p.m.

Ms. Williams advised the Board that DRA has indicated they will not be setting any tax rates until after November 7. There will undoubtedly be more information to follow! The contractors are currently working on the Opera House lights. Mr. Paul questioned the status of the elevator. Ms. Williams advised that the elevator has been fixed and reviewed the events surrounding its breakdown.

Heritage Commission – Pam Wiggin

The only line for which an increase is proposed is the Utility line (01-4191-3-410). After reviewing the gallons anticipated for each building and applying the 2013 fuel rate, a total of \$4111 was included in this line. Expenditures year-to-date were reviewed. Ms. Wiggin provided a brief status report on renovations at the Grange for the museum. A dedication is anticipated for spring 2014. Work on the blacksmith shop is progressing. **Mr. Edwards moved the section at \$9533. Ms. Twombly seconded the motion, which passed 3-0.** Ms. Wiggin added that they are waiting to hear the final determination on the CLG grant application.

Election/Registration & Vital Statistics – Valerie Ward

Ms. Ward advised she has budgeted herself for 40 hours per week in 2014. She would like to change the office hours to Monday through Friday, 8:30 a.m. to 4 p.m., and stay open til 6 p.m. on Thursdays. She would then determine whether Saturday hours are necessary. Ms. Ward plans to transition to different software during 2014. Discussion followed regarding the cost of mailings, as well as the possibility of increasing the Town's MA fee by \$0.50. This could increase revenues by about \$3000. Mr. Edwards noted that the bulk of the increase to this section of the budget is in the Town Clerk salary line. Ms. Ward stated this is due to increasing her hours. Some other increases are due to there being 3 elections in 2014. Ms. Ward stated that 2014 is the Town Clerk's turn to cover the cost of the copier maintenance (shared with the Tax Collector). The Board determined it would be best for the 2 departments to share the cost equally each year. The Town Clerk's Expenses line was adjusted to share the cost of copier maintenance and to include \$1800 for Interware (the new software), with a new total of \$7125. The new section total is \$75604. **Ms. Twombly moved to approve the section at \$75,604. Mr. Paul seconded the motion, which passed 3-0.**

Financial Administration – Angie Casperonis

The Postmaster has suggested we plan for a 5% increase in postage for 2014. This increases the Tax Collection line (01-4150-1-610) by \$325, to \$12,025. The Expense line (01-4150-1-810) was increased by \$350 in order to share the cost of the copier maintenance contract with the Town Clerk. The new section total is \$76,430. **Mr. Edwards moved to approve the section at \$76,430. Ms. Twombly seconded the motion, which passed 3-0.**

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Ms. Williams referred to some renovations to the tax office, including changing the location of the door, which might deflect some of the traffic. More space is needed for storage. This proposed work is part of Ms. Williams' plan for the CIP.

General Government – Executive – Teresa Williams

Mr. Edwards suggested that the Board of Selectmen's wage line be increased to \$9000. Mr. Paul suggested that the Board wait to review the entire budget before considering that increase. The appropriation request for cable is increased as we are still waiting for franchise fees. **Mr. Paul moved the section total at \$114,044, with the understanding that the Selectmen's wage line will be revisited. Mr. Edwards seconded the motion, which passed 3-0.**

Voter Registration – Sandy Cools

Ms. Cools stated that the increased appropriation request is a direct result of 3 elections scheduled for 2014. **Mr. Edwards moved the section at \$3100. Ms. Twombly seconded the motion, which passed 3-0.** Ms. Cools noted that the baseboard in their office needs to be replaced. She was advised to contact the Highway Department to burn outdated material in the wood furnace.

Cemeteries – Phil Twombly and Dave Tibbetts

Mr. Twombly noted they are seeking a \$500 increase in Miscellaneous Expense line (01-4195-1-492) in order to cover the yearly maintenance fee for their new software. He also referred to the 124 cemeteries in Wakefield, 95 of which have been entered into the computer system. This software will allow a link from the Town's website at a cost of \$2300. That is a one-time fee, with an \$800 annual maintenance fee thereafter. This would allow the public to research information on-line. The Trustees are asking whether this should be part of the operating budget or a separate warrant article. The yearly maintenance fee should be part of the operating budget. The balances in the 2013 budget were viewed. The Trustees anticipate use of some of the unexpended funds to take down a tree. However, the cost for same might be reduced if the Highway Department were to remove the debris once the tree is cut. Mr. Twombly will investigate this possibility. It may be that there are sufficient funds in this year's budget to purchase the desired feature to the software. **Mr. Paul moved the section at \$37,000. Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Twombly advised that \$600 is received for burial plots at Stonehedge Cemetery. The Cemetery Trustees would like to be able to set aside half of that for maintenance, with the remainder going into the perpetual care fund (under the Trustees of the Trust Funds). Ms. Williams has contacted LGC, who advise this can be accomplished, but it must be put on the ballot to create a fund for cemetery maintenance. This would be established similarly to the special revolving fund for franchise fees. The Cemetery Trustees will be meeting with the Trustees of the Trust Funds to discuss this.

General Government – NH Retirement – Teresa Williams

Ms. Williams referred to the significant increase in the Town's contribution to NHRS for regular employees, Fire and Police. **Mr. Edwards moved to approve all 4 retirement lines as presented (01-4155-1-230, -231, -232 and -240). Ms. Twombly seconded the motion, which passed 3-0.**

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Ms. Williams advised she will be meeting with Davis & Towle on October 4. She is seeking estimates for health insurance from 2 other sources, as well.

Mr. Edwards moved to approve AP #24 in the amount of \$31,388.02. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Edwards moved to approve Payroll Warrant #21 in the amount of \$62,995.63. Ms. Twombly seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at 7 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly