

**Board of Selectmen
October 7, 2013**

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

Various department heads/committee representatives were present as indicated below.

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

Wakefield Library – Nancy Hall

This request is down a little from last year. According to Ms. Hall, the Library's long-term goal is to become less dependent upon the Town of Wakefield each year. **Mr. Paul moved the request (01-4550-1-012) at \$9610. Ms. Twombly seconded the motion, which passed 3-0.**

Patriotic Purposes – Teresa Williams

This request is for level funding. **Mr. Paul moved the line (01-4583-1-820) at \$1650. Ms. Twombly seconded the motion, which passed 3-0.**

Gafney Library – Beryl Donovan, Tom Lavender and Jim Murfey

Ms. Donovan provided a comparison of wages from a number of surrounding libraries. The increased appropriation request reflects the anticipation to add another employee in the children's library, as well as an increase for the librarian. Discussion followed regarding security issues and ways to address same.

Mr. Paul noted that the request for the literacy program is lower than last year, so combined the 2 requests reflect only a slight increase. Ms. Donovan noted that last year's estimate for building repairs was actually quite low, as the cost to do the work was much higher than anticipated. Discussed the possibility of tying the Gafney's fire alarm panel into the panel for the Town Hall. **Mr. Edwards moved the lines (01-4550-1-011 and 01-4550-1-014) at \$116,425 and \$37,210, respectively. Ms. Twombly seconded the motion, which passed 3-0.** The total for this overall section (Libraries) is \$163,245.

There was a brief discussion about Transfer Station permits. This discussion will continue with Warren Winn later in the meeting.

Outside Agencies

Several of these organizations have increased their appropriation requests. Mr. Paul stated that WPI's request would again be \$8200. **Ms. Twombly moved the total for the Outside Agencies section at \$105,031. Mr. Edwards seconded the motion, which passed 3-0.**

Sewer – Michael Soucy

This budget request is down a little! In part, this is because we will not need to pump the lagoons in 2014. The purpose of the training line was clarified for Mr. Edwards. There are various courses in order for Mr. Soucy to keep his certificate up-to-date. Mr. Soucy noted there have been no clogging issues at the pump station recently. The status of the equipment at the facility was briefly discussed.

The proposal of Rocky Point Road residents to extend the sewer system was discussed, as well as the status of the current pumping system. Mr. Soucy noted that the system is working well now, and he is concerned about extending it.

Mr. Edwards moved the Sewer budget at \$69,695. Mr. Paul seconded the motion, which passed 3-0.

Ms. Williams referred to the Heritage Commission budget, which was reviewed on October 2. Funds for 100 gallons of heating fuel were included in that budget. It had been the Commission's intent to budget for 1000 gallons. Upon reconsideration, the Commission requests that funds for 500 gallons of heating fuel be included in the 2014 budget. Therefore, there will be a slight increase in that section of the budget.

Ms. Williams again referred to the October 2 meeting, at which time the budgets of the Town Clerk and Tax Collector were reviewed. At that meeting when Mr. Edwards asked about the increase in the Town Clerk's wage line, he was advised that the Town Clerk is budgeting for more hours in 2014. While this is the case, it is also true that the Town Clerk has budgeted for a \$1 per hour wage increase. Likewise, the Tax Collector has budgeted for a \$0.50 per hour wage increase.

Ms. Williams advised the Board that she has solicited for bids for cleaning of Town buildings.

Transfer Station – Warren Winn

The Board reviewed several lines showing increases for 2014. Mr. Winn is concerned that costs for 2013 disposal may exceed the budget. Ms. Williams explained that such an over-expenditure would likely be absorbed by unexpended funds in other lines within the transfer station budget. Failing that, it will be hoped that there are unexpended funds available within the overall municipal budget. Mr. Winn noted we are usually down to 2 containers per week by now; however, we are still hauling 4 containers per week. Mr. Paul stressed that we need to be sure that our revenues offset the cost of operation. Fees may need to be adjusted.

It is anticipated that open-pit burning will be eliminated. We are no longer operating the burn pile. Chipping costs were discussed.

Mr. Edwards referred to transfer station permits. The Town has received about \$20,000 in permit fees since 2012. Mr. Winn estimated that about 20% of those utilizing the transfer station do so without a valid permit. Mr. Edwards suggested hiring a young person during summer weekends to check for stickers. Mr. Winn stated this would probably be of help; however, it is very helpful when a police officer is on site occasionally. **Mr. Edwards moved the section at \$416,752. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul referred to the retaining wall at the transfer station. This is part of the CIP, as is paving of the driveway. Mr. Winn would like the Board to consider purchase of a pick-up truck for 2014. Mr. Paul stated that we need a better method to dispose of paper. Possibilities were discussed. There are funds available in the CRF for recycling equipment. Purchase of a pick-up truck, new or used, would need to be a separate warrant article.

Police Department – Chief Ken Fifield

Overall, this section indicates a \$20,000 increase over 2013. Chief Fifield explained that this includes a full year of the "new" officer's salary (approved in March 2013).

This salary line also reflects increases awarded during 2013. The Chief has budgeted for additional overtime hours in order to cover vacations. The uniform line includes the cost of boots. Discussed the eventual purchase of a copier/fax/scanning unit.

Ms. Twombly noted that the Town Hall pays for its own coffee and snacks, and she questioned why the Police Department purchases these items on a Town account. Chief Fifield stated that members of his department often pay for their own coffee and snacks. However, sometimes soda, coffee and cookies are provided for various classes being offered, such as self-defense, SEALED, etc. Additionally, the Chief occasionally hosts area training sessions. Ms. Twombly noted that several years ago, the Board of Selectmen reduced the Town Clerk's budget, which resulted in the Town not providing food for the ballot clerks that work all day at elections. It bothers her that the Police Department can still purchase food while the Town Clerk cannot. Chief Fifield noted that he sometimes receives free training classes, in which event he is happy to provide coffee. Additionally, there are police, fire and ambulance personnel on duty 24 hours a day. Ms. Twombly thanked the Chief for his comments, noting that she wants to be able to explain the situation when she is asked about it.

Ms. Twombly referred to a warrant article passed several years ago regarding detail reimbursement, and she asked where that shows up in the budget. Chief Fifield explained the previous process of raising and appropriating funds for we expected to pay, but the numbers did not always match. We now have established a revolving fund. Eventually funds will build up in that account, at which time those funds could be expended by the Board of Selectmen. Ms. Williams stated we would need to print a detail for the revenue line in order to see the status of that fund.

Ms. Twombly mentioned that her ID badge needs to be changed. The Chief suggested leaving the badge(s) at the PSB, where they will be taken care of.

Mr. Edwards suggested that a patrol officer may be needed at the Transfer Station to check for stickers. Chief Fifield indicated he could schedule an officer to be there on a Saturday with about a week's notice. Ms. Williams noted that the current stickers expire in January, adding it might be best to wait until then. Perhaps ClearView would give this some air time. **Mr. Edwards moved this section total at \$708,652. Ms. Twombly seconded the motion, which passed 3-0.**

Animal Control – Chief Ken Fifield

This request includes \$300 for new dog licensing software, which would be compatible with the Town Clerk's software. The request also includes a \$0.50 per hour increase for the AC officer. The kennel is working out well; however, the chain link fence may need to be replaced in a couple of years. **Mr. Paul moved this section total at \$23,511. Mr. Edwards seconded the motion, which passed 3-0.**

Emergency Management – Chief Ken Fifield

For several years we have appropriated \$250 in the operating budget and another \$1750 for the CRF. The original plan was to build the CRF up to \$10,000. **Mr. Edwards moved the section total at \$250. Ms. Twombly seconded the motion, which passed 3-0.**

Public Safety Building – Chief Ken Fifield

The Chief explained that the building maintenance line is up \$1600 to include more cleaning (specifically the floors), as well as to cover the increased cost of regular maintenance issues. The status of the driveway was briefly discussed. **Mr. Edwards moved the section total at \$66,677. Mr. Paul seconded the motion, which passed 3-0.**

Chief Fifield suggested he may pursue purchase of a 4-door pickup truck this year. The Expedition could either be used as a trade-in or could be passed on to the Code Department.

There being no further business, the meeting adjourned at 7:55 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly