

**Board of Selectmen
October 9, 2013**

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

Also present were Tammy Webb, Vachon Clukay & Co.; and Ed Comeau (videotaping). Bill Nelson joined the session in progress.

Mr. Paul opened the posted meeting at 7 p.m. and led those presented in the Pledge of Allegiance.

1. Appointments

a) Tammy Webb, Vachon Clukay – Ms. Webb provided an overview of the Town’s financial report for 2012. The Town has received an unqualified opinion again for 2012, the highest opinion an auditor can give.

There were several new GASB pronouncements implemented this year--#63 and #65. Basically, this results in a few changes in the terms used.

The Town’s capital assets decreased slightly from 2011 to \$3.9 million. The Town continued to have no OPEG obligation at year end. Additionally, Wakefield was one of the few communities that had an actuarial study performed. The Town has minimal outstanding long-term obligation--\$62,500. Wakefield does still have the landfill closure monitoring liability at about \$737,000; however, it also has \$342,000 in an expendable trust fund for this purpose.

Wakefield continues to have a solid cash balance in the general fund (\$5.6 million at year end). In 2012 Wakefield had \$1.1 million in unearned revenue. The fund balance is \$2.1 million, which includes a total of \$1.4 million in expendable trust funds and the Turntable Park fund. The budgetary fund balance is \$1.7 million, which is an increase of \$243,000 over 2011. The Town is well within its fund balance policy.

Ms. Webb stated that there are several items that need to be addressed. First, encumbrances are not liabilities at year end. The way we charge those encumbrances must be adjusted. Secondly, the “due to—due from” accounts were out of balance by \$40,000. This has been cleaned up, but we should be aware of this for 2013.

2. Unscheduled Matters/Public Comment #1

--Mr. Nelson, one of our State Representatives, stated he is ready to listen to any concerns the Board may have. He referred to the White Mountain Medical facility being affected by the extended health insurance program. Only Anthem is participating in that program, and Anthem did not choose to allow Frisbie to be involved. Mr. Nelson believes all the facilities should have had a fair shot.

Ms. Williams referred to the issues between the Department of Education and the Department of Revenue Administration affecting the setting of tax rates. Although that is back on track, it is disconcerting that the issues were not addressed until recently even though they were known in 2012.

Mr. Nelson stated he is currently working on legislation to allow the nurse at Paul School to provide shots to diabetic students, if needed. He encouraged the Board members and Ms. Williams to contact him at any time with questions.

Additionally, he would like permission to visit the Transfer Station to hear the issues of the residents (not to campaign) on October 13. This is ok with the Board members, but Ms. Williams will check with the Transfer Station manager.

3. Unfinished Business

a) E911 Data Capture and ENS Participation – Mr. Paul has viewed the material provided electronically but needs additional time to review the maps, etc. The Police Chief is comfortable with the information provided. Ms. Williams will discuss this with the Fire Chief as well. This issue was tabled until the October 23 meeting.

4. New Business

a) CAI Technologies GIS Internet Services Maintenance Agreement – This cost of this agreement continues to be \$1800 per year. The previous agreement for MapsOnline had cost the Town \$3000 per year. **Mr. Paul moved to accept the proposal of CAI Technologies in the amount of \$1800. Ms. Twombly seconded the motion, which passed 3-0.**

5. Proposed CRF Expenditures – None forthcoming.

6. Correspondence

a) Request for Selectmen's Warrant Article re: Newfield Road – The letter asks the Board to include an article to reclassify Newfield Road as a Class V road. This would require the Town to maintain the road year-round. As a Class VI road, the residents should ask permission of the Town prior to working on the road. The Town has occasionally done some summer maintenance on that road. Should the Board chose not to include an article on the warrant, the residents could still submit a petitioned warrant article. Discussion followed as to whether the road could be abandoned and whether there would be a benefit to the residents and/or the Town. It is thought that the residents would prefer it to remain a Class VI road rather than being abandoned. Reference was made to Pond Road. Ms. Williams noted that a section of Pond Road was designated as a "summer highway" years ago. She noted that according to law, the Town should not maintain a Class VI road. All agreed that the Road Agent should view the Newfield Road situation, to include determining a price to ditch 2 sides and whether a right-of-way would be necessary in order for the Town trucks to plow that road.

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

8. Administrative Matters

a) Administrator's Update – None forthcoming.

b) Building Permit Releases – No new releases were presented; however, the Board did finalize execution of a release approved at the September 25 meeting.

c) Payment Manifests – **Mr. Edwards moved to approve AP #43 in the amount of \$115,354.48. Mr. Paul seconded the motion, which passed 3-0.**

Mr. Paul moved to approve AP #44 in the amount of \$627,630. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul referred to the proposed 2014 budget and questioned whether it would make more sense for the libraries to be listed under Outside Agencies. Currently, it would appear as though their budgets are part of the Town's budget; however, the Board has no control over their expenditures.

Ms. Williams advised that we are waiting for the County to do its apportionment. This could cause a delay in the tax rate setting and could cause the tax bills to go out late.

d) Minutes – Mr. Edwards moved to approve the minutes of September 23 & 25, and October 2, 2013, as presented. Ms. Twombly seconded the motion, which passed 3-0.

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