

**Board of Selectmen
October 16, 2013**

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

Mr. Paul called the posted meeting to order at 5 p.m. Department heads and committee representatives were present as indicated below.

Code Enforcement/Building Inspection – Nathan Fogg

Discussion ensued regarding the various duties being covered by personnel in these departments. Mr. Fogg may need training in order to perform as Deputy Building Inspector. The title of line 01-4240-1-850 (currently "Tax Maps") will be changed to reflect the use to be for the cost to assign 911 street addresses. The CEO wage line (01-4240-1-110) shows a significant increase; however, it now includes land use clerk wages (all the same individual). The Land Use budget will reflect a reduction.

Discussed the postage line (01-4240-1-625), although no change was made. Rates are due to increase. Certified letters are not sent unless there is a legal issue. Much correspondence is done via email.

The Mileage/Staff Car line (01-4240-1-635) was set at \$2000. Mr. Fogg is trying to obtain estimates for necessary repairs to the Expedition (to be obtained from the Police Department). The Gas line (01-4240-1-636) was set at \$1700. The Expedition will likely use more fuel.

Mr. Fogg explained the cost for the ArcView software. Discussion followed regarding the wealth of information available via Cartographics.

The Road Release line (01-4240-1-830) is a new line established in order to pay to record releases for building permits issued for property on private or Class VI roads. This cost is offset by revenue.

Mr. Fogg would like the Board to consider purchase of a scanner. There is so much information that should be kept, and paper takes up a lot of space. Such a scanner should be at least 36". Mr. Fogg estimated an adequate scanner could be purchased for \$3000 to \$4000, although you could certainly spend more. Perhaps this equipment could be leased. Mr. Fogg believes use of a scanner would make the data we have more useful.

Discussion followed regarding the computer replacement schedule. Mr. Fogg also referred to the Bayring filter being too sensitive. Several email addresses should be forwarded to the code secretary. Ms. Williams believes this is already happening. Mr. Fogg noted that items scanned via email sometimes do not arrive in a timely manner. **Mr. Paul moved the section total at \$104,535. Ms. Twombly seconded the motion, which passed 3-0.**

Conservation Commission – Nathan Fogg

A brief discussion occurred regarding the pay rate of the clerk. The Map line (01-4611-1-390) was increased in order to create maps for the NRI project. The Printing/Supplies line (01-4611-1-610) was increased in order to produce brochures for display at kiosks to be located at various Town-owned conservation properties in an effort to help people enjoy the property. It may be possible to purchase these brochures with 2013 funds. Plans for the Harmony Drive conservation land were discussed.

Mr. Paul moved the section total at \$3966, provided a purchase planned for 2014 can be made with 2013 funds. Ms. Twombly seconded the motion, which passed 3-0.

A brief discussion followed regarding current activity for the Planning Board.

Highways, etc., - Town Maintenance – Fred Clough

Ms. Williams asked whether the Board would like to establish a CRF for road construction projects. Mr. Clough stated that Canal and Witchtrot Roads are ready for hot-topping, other than a few sewer risers on Witchtrot Road. The catch basins and culverts on High Street were scheduled for 2013; however, since that would leave the street quite torn up, Mr. Clough and Ms. Williams determined it made more sense to pave that street immediately thereafter. The catch basins are much too deep. Mr. Clough indicated that when they were installed, they did not have the same technology available today. Ms. Williams suggested encumbering the \$25,000, then doing the entire project next year. Mr. Clough will obtain 3 quotes for the materials necessary for catch basins and culverts (as the Highway crew can do the actual work).

In 2014 Mr. Clough suggests work on Rines Road, High Street, a portion of Bonnyman Road and the rest of Canal Road. He will obtain estimates for budgeting. Mr. Paul would like to see a 10-year plan for road maintenance. Mr. Edwards noted that Pickpocket Road needs work. Mr. Clough stated that White Birch Road should be rebuilt. Mr. Paul suggested including \$100,000 for 2014 road projects and establishing a CRF with an additional appropriation. Year-to-date expenditures were reviewed. Ms. Williams noted that if the Board wants to purchase winter sand delivered to the garage, then an appropriation to cover that cost should be considered. **Mr. Paul moved the section total at \$203,000. Ms. Twombly seconded the motion, which passed 3-0.**

Highway Department – Fred Clough

Reviewed the increases and decreases proposed for 2014. Mr. Clough will obtain the cost for a “Jumping Jack” as well as a pavement cutter. **Mr. Paul moved the section total at \$352,423. Ms. Twombly seconded the motion, which passed 3-0.**

It was suggested that there may be funds available within the 2013 budget to purchase the pavement cutter. Mr. Clough suggested inclusion of a warrant article to purchase the chipper (if it is still available). Discussed whether it would be better for the crew to transport that material to be chipped to the Transfer Station. Discussed whether a tractor with a flail head would be a better investment. Mr. Clough will investigate the cost of same.

The Board agreed to include \$75,000 in the Highway Truck CRF.

Ambulance – Chief Todd Nason

When asked about the lack of funds in the Training line (01-4215-1-330) Chief Nason explained that all training is combined in the General Fire budget. This line will be removed from the budget worksheet. The Chief explained that the wage line (01-4215-1-110) includes coverage for vacations. **Mr. Edwards moved the section total at \$190,841. Ms. Twombly seconded the motion, which passed 3-0.**

General Fire – Chief Todd Nason

Chief Nason stated that the wage line (01-4220-1-120) was adjusted to include an incentive for those signing up for the overnight coverage. A stipend of \$40 is paid just for signing up; an additional \$15/hour will be paid for active calls within that shift. Schedule A for New Equipment (01-4220-1-710) was reviewed. Chief Nason advised that the Sanbornville Fire Association purchased an \$8000 gear extractor for the department. **Mr. Edwards moved the section total at \$165,960. Ms. Twombly seconded the motion, which passed 3-0.**

East Wakefield Fire – Chief Todd Nason

Chief Nason spoke to necessary electrical work that needs to be accomplished, which may cause the Building Maintenance line (01-4220-3-430) to be increased. **Mr. Edwards moved the section total at \$4688. Ms. Twombly seconded the motion, which passed 3-0.**

Union Fire – Chief Todd Nason

Mr. Edwards moved the section total at \$3860. Ms. Twombly seconded the motion, which passed 3-0.

Forest Fires – Chief Todd Nason

Chief Nason indicated the chances are good that they could receive a \$2000 grant for equipment, which would require a match of \$2000. **Mr. Edwards moved the section total at \$2001. Ms. Twombly seconded the motion, which passed 3-0.**

Chief Nason then referred to purchase of a new fire truck. A significant amount of time has been invested in establishing necessary specs for this vehicle. The current CRF balance is about \$314,000. A quoted cost of \$457,000 is good through March 2014. Thereafter, a 4% increase is anticipated. We do have an option of applying funds on hand to the purchase and spreading out the remaining balance over several years. More thought will be given to this appropriation, as well as to the Ambulance CRF appropriation.

Public Works – Streetlights

Ms. Williams reviewed actual costs over the past several years. **Mr. Edwards moved the line (01-4316-1-410) at \$29,000. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul moved to approve Payroll Warrant #22 in the amount of \$63,324.22. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Williams has received a request for funding in 2014 from COAST Bus in the amount of \$1148. **Mr. Edwards moved the request at \$1148. Ms. Twombly seconded the motion, which passed 3-0.**

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There being no further business, the meeting adjourned at 7:35 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly