

**Board of Selectmen
October 21, 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.

Assessing – Arlene Fogg and Cindy Bickford

Ms. Bickford noted there are not really many changes. Five responses were received from the request for assessment proposals. The Board of Assessors voted to award the contract to RB Wood for another year (no increase). The Assessing Tech wage line (01-4152-1-110) reflects the rate increase awarded in 2013. The software line (01-4152-1-342) reflects a 10% increase, which is only an estimate. When Avitar provides a firm cost, this line can be adjusted. There were no monetary changes to the contracts with CAI; however, that may not hold true for 2015. Ms. Bickford spoke to the purpose and value of the sales questionnaire sent to the seller of each property.

Overall this budget request is about \$2500 over 2013. Ms. Bickford explained the purpose of the CAI tax map maintenance contract to Mr. Edwards. **Mr. Edwards moved the section total at \$111,754. Ms. Twombly seconded the motion, which passed 3-0.**

Public Assistance – Arlene Fogg

There is a slight decrease in this overall budget. Ms. Fogg explained there is a potential for a policy change, whereby if a payment is made to landlord, the payment can actually be applied directly the property and/or sewer taxes, regardless of whether there is any balance outstanding for either property or sewer taxes. This budget includes an increase to 25 hours per week (from 20). **Mr. Edwards moved the section at \$51,423. Ms. Twombly seconded the motion, which passed 3-0.**

General Government - Legal – Teresa Williams

Ms. Williams spoke to the over-expenditure of this section in 2013, and referred to several on-going cases. **Mr. Paul moved the section total at \$30,001. Ms. Twombly seconded the motion, which passed 3-0.**

General Government – Personnel Benefits – Teresa Williams

Ms. Williams stated that the Payroll Liability line (01-4155-1-190) is meant to offset wage increases given throughout the year, as well as to pay amounts owed to employees who leave. Two employees left in 2013, and it is likely that several more could leave in 2014. The Board viewed the longevity table for 2014. Ms. Williams advised she will not have figures to consider for health and dental until next month, so she has used 2013 figures for now. HealthTrust will increase its fee to administer FSA; however, other providers offer this service free of charge. **Mr. Paul moved the section total at \$697,690. Ms. Twombly seconded the motion, which passed 3-0.** This section will be revisited when health and dental figures are available.

General Government – Town Hall – Teresa Williams

This budget reflects a slight reduction in the cost of #2 heating fuel. Ms. Williams stated that the outside front of Town hall requires painting, but she wonders whether to include this in the operating budget or the CIP. Mr. Paul spoke to the need for a maintenance person to take care of all Town buildings.

Land Use – Steve Royle

The legal line (01-4191-1-320) was reduced to \$1000 since most of those costs are paid from the general legal line. Mr. Royle is concerned with this reduction as he would like to see their warrant articles reviewed by Town Counsel well before the public hearings. He also wants to be sure this department could contact Town Counsel if necessary. This line was increased to \$1500. Discussion followed regarding the professional services line (01-4191-1-310) and the status of the master plan, a chapter of which is anticipated to be addressed each year. Water quality testing is already being done, and some funds would be expended, possibly to AWWA or to Forest Bell, to compile this data into a table. **Ms. Twombly moved the section total at \$11,172. Mr. Edwards seconded the motion, which passed 3-0.**

Parks & Recreation – Wayne Robinson

It was noted that not having lifeguards on duty at the Town Beach actually reduces the Town's liability, although we have experienced more issues with trash without the lifeguards there. Mr. Robinson stated that he included costs for fuel and maintenance for a mini bus/van in the facility repairs line (01-4520-1-430) in the event the warrant article for the purchase is approved. Mr. Paul suggested including the first year's cost for operation and maintenance as part of the warrant article. Mr. Robinson spoke to the multiple uses for such a bus/van. This line was reduced to \$1500, with the anticipation the warrant article will include operation and maintenance costs.

The salary line (01-4520-1-110) was increased to reflect 36 hours per week for the program director (up from 30 hours per week). Year-to-date expenditures were reviewed. Currently, the miscellaneous & advertising line (01-4520-1-650) is used also for mileage reimbursement. A new line will be created for mileage reimbursement, with a \$1000 appropriation. Additionally, a line will be created for office equipment, with a \$1900 appropriation (for the copier). The advertising line will be at \$100. **Mr. Edwards moved the section total at \$136,645. Ms. Twombly seconded the motion, which passed 3-0.**

Town Hall Annex – Wayne Robinson

Mr. Robinson plans to have the outside of the annex painted in 2014. He also plans to construct cabinets and lockers for storage in the garage. We are waiting for janitorial proposals, so 2013 figures were used for now. **Mr. Paul moved the section total at \$18,658. Mr. Edwards seconded the motion, which passed 3-0.**

Greater Wakefield Resource Center

Mr. Edwards moved the section total at \$2500. Ms. Twombly seconded the motion, which passed 3-0.

General Government – Insurance – Teresa Williams

The only figures confirmed are for unemployment at \$6378. 2013 figures have been used for now for workers' compensation and Town insurance. **Mr. Paul moved the section total at \$104,925. Ms. Twombly seconded the motion. Workers' compensation and Town insurance will be revisited when firm figures are available. The motion then passed 3-0.**

General Government – General Administration – Teresa Williams

Ms. Williams has included funds in the part time clerical line (01-4199-1-120) for assistance to the Finance Clerk with year-end work in preparation for the audit. **Mr. Edwards moved the section total at \$81,803. Ms. Twombly seconded the motion, which passed 3-0.**

Capital Outlay – Teresa Williams

Ms. Twombly moved the section total at \$13,417. Mr. Paul seconded the motion, which passed 3-0.

Warrant articles are not yet ready for review.

General Government – Town Hall (again) – Teresa Williams

Ms. Williams has adjusted the repairs/maintenance line (01-4194-1-430) to \$12,280. The explanation column will be revised. **Mr. Edwards moved the section total at \$48,250. Ms. Twombly seconded the motion.** This section will need to be revisited when the bids for janitorial services are reviewed. An additional meeting with the Budget Committee will be scheduled in November to address outstanding items. Mr. Paul would still like to consider hiring a part time maintenance person, noting there would be plenty of work among all Town buildings. **The motion then passed 3-0.**

The Board will review the budget again at 5 p.m. on Wednesday, October 23.

Ms. Williams noted that the IRS mileage rate is \$0.565, while the Town's reimbursement rate has been \$0.50 for some time. Does the Board wish to revise the Town's rate? **Mr. Paul moved to set the Town's mileage reimbursement rate at \$0.56. Ms. Twombly seconded the motion, which passed 3-0.**

The possibility of including domestic partners on the Town's insurance plans has been raised. Does the Board wish to add coverage for domestic partners? The Board agreed by consensus not to expand coverage for domestic partners.

As noted previously, HealthTrust will increase its administration fee for FSA. Should the Board elect to continue coverage through HealthTrust, the increased administrative fee will be paid.

Previously, discussion had taken place as to why the Gafney and Wakefield Libraries are included in the Town's general budget instead of being listed as outside agencies, as the Board has no control of how appropriated funds are expended. Ms. Williams has determined that the libraries cannot be included with the established outside agencies as those organizations all relate to health and welfare. The chart of accounts established by the State of NH dictates the account numbers to be used to a certain extent.

Mr. Paul referred to the \$143,000 needed to purchase a fire truck in 2014. Perhaps we could partially fund this purchase from the unexpended fund balance, rather than through taxation. We will know more about this possibility when the tax rate is set, which we hope will occur by the end of the month.

There being no further business, the meeting adjourned at 7:15 p.m.

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Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly