

**Board of Selectmen  
August 1, 2012**

**Present:** Kenneth S. Paul, Chairperson; Peter M. Kasprzyk; Richard C. Edwards; and Toni Bodah, Secretary.

Also present were Tom Beeler, *The Granite State News*; and Ed Comeau (videotaping).

Mr. Paul called the posted meeting to order at 3:37 p.m. and led those present in the Pledge of Allegiance.

Mr. Paul stated that the purpose of this session is to review year-to-date expenditures of the current budget in order to become aware of any trouble areas. He noted that some department heads wait until the end of the year to make expenditures, just in case an unanticipated cost arises.

01-4130-1-811 TA Expenses – Overspent. Ms. Williams had previously indicated this line was used to pay for several expenses relating to retiring employees.

01-4140-2-330 ER Training – Overspent. The Supervisors of the Checklist may want to consider raising the appropriation for this line in the 2013 budget.

01-4150-1-301 Professional Audit – Overspent. This is likely due to the election of a new Tax Collector and the requirement to have the accounts of the out-going collector audited.

01-4191-3-410 HC Utilities – Overspent. Mr. Kasprzyk believes this over-expenditure resulted from a fuel delivery made late in December 2011 that was not billed until January 2012. He wonders about the procedure to address this, especially since more fuel will likely be required prior to year end. Mr. Paul suggested the Department Head discuss this with the Town Administrator.

01-4139-1-631 PEG Equipment and 01-4139-9-100 PEG Wages – Little expenditure. The Board is grateful to Jerry O'Connor for trying to save the Town money; however, it would be great to have a high school student taping meetings.

01-4199-1-625 A Postage – Overspent. This is likely due to postage having been purchased for the machine without the various departments yet being charged for their actual use of that postage.

01-4155-1-190 Payroll Contingency – Overspent. This is likely due to the retirement of several long-time employees.

01-4191-1-310 LU Professional Services – Minimal expenditure. Mr. Edwards confirmed that the Planning Board has not required any significant services; however, that Board will be meeting with the consultant to discuss his role in continuing with revision of the Master Plan. Mr. Kasprzyk noted that the Heritage Commission is also doing much of its own work on the Master Plan; however, they will require professional assistance to review final wording.

Mr. Kasprzyk wonders when we will pursue purchase of a generator for Town Hall.

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01-4196-1-520 Town Insurance – Overspent. The actual cost of property-liability insurance came in slightly higher than estimated.

01-4195-1-490 Cemetery Misc Maintenance – Nearly fully expended. Mr. Edwards was advised that this line does not include the regular maintenance contract.

01-4210-1-341 P Telephone – Nearly fully expended. Still several months of invoices left to pay.

01-4215-1-190 AMB Holidays – No expenditure. Holidays for this department are paid twice per year as employees actually work the holidays. Perhaps the first payment was charged to the wage line. (The same situation exists for 01-4324-1-190 L/TS Holidays.)

01-4220-1-660 F/A Vehicle Maintenance – Overspent. Perhaps the Chief had a problem with one of the vehicles.

01-4220-1-635 F/A Gasoline – Overspent. Mr. Paul suggested that a budget report be sent to department heads each month via email. Chief Nason does request expenditure reports periodically.

01-4240-1-625 BI-CEO Postage – No expenditure. As previously noted, it is likely that the individual departments have not yet been charged for their postage use.

01-4312-1-842 Hwy Construction Projects – No expenditure. Perhaps we have not yet received an invoice for recent work.

01-4312-1-685 Liquid Calcium – No expenditure.

01-4312-2-290 Hwy Uniforms – Overspent. Perhaps this relates to the various changes in personnel.

01-4312-2-341 Hwy Telephone – Overspent.

01-4312-2-810 Hwy Mileage & Expenses – Overspent. This is likely reimbursement for use of a personal vehicle when the pick-up truck was out of service.

01-4312-2-630 Hwy Radio Maintenance – Minimal expenditure. However, radios were recently serviced.

Overall 37.73% remains available in the 2012 budget. This number may be slightly skewed as it includes figures relating to grants and capital reserves. The items listed above will be researched.

Mr. Paul executed the application to renew the Town's Inspection Station at the Highway Garage.

Mr. Paul advised that the Board will be meeting with MRI on August 15 at 3:30 p.m. in a Non Public Session.

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Mr. Kasprzyk is interested to know whether MRI will recommend another employee for the Highway Department and, if so, in what capacity. It could be helpful to have the School District assist with the cost of that employee.

Calling hours for Pam Knight (wife of Howie Knight) will be on Friday from 5-8p.m. at Peaslee's. There will be a service at the Wakefield Congregational Church on Saturday at 11 a.m.

**Mr. Paul moved to approve the AP Warrant in the amount of (\$87.84) to void a check. Mr. Kasprzyk seconded the motion, which passed 3-0.**

Ed Morrison will meet soon regarding creation of a sign to promote Opera House activities. He suggests the sign would be about 6' x 4' and would be placed on the side of Town Hall facing Meadow Street. Mr. Morrison would like to know that the Board is on the same page before he pursues this further. The Board will expect to see an artist's rendition prior to final approval. In addition, we need to be fair and should consider the Sign Ordinance when making this decision.

The Board will confer with counsel (Kate Miller) at 3:30 p.m. on August 29, and will then meet with Time Warner Cable at 4 p.m. While this will be a public meeting, the Board may wish to consider whether it will be a public forum.

There being no further business, the meeting adjourned at 4:25 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Peter M. Kasprzyk

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Richard C. Edwards