

**Board of Selectmen
October 3, 2012**

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

The posted meeting was called to order at 6 p.m. by Mr. Paul. The Board proceeded to review the proposed 2013 budget requests with various department heads as follows:

Heritage Commission – Pam Judge

The overall budget request is down by about \$900. Discussion followed regarding a possible security system for the Heritage Centre. The utility line (01-4191-3-410) was increased by \$200 (to \$3780) to include the cost of the new telephone and the domain name. Briefly discussed the cost of climate control for the railroad station. The Board will consider a warrant article for the cost of a security system. New bottom line: \$9202.

On another note, Ms. Judge will attend the October 10 Selectmen's meeting regarding acceptance of the deed to the blacksmith shop in Union.

Financial Administration – Angie Casperonis

Discussion ensued as to whether a Deputy Tax Collector must be a resident. The TC Expenses line (01-4150-1-810) shows an increase of \$100 for networking the copier. Ms. Casperonis anticipates being able to view/pay tax bills on line in the future. The Square system was discussed as a possible tool. The Tax Collectors' Association has discussed on-line billing, but we're not there yet. An estimate of \$14,000 was added for the audit, for a new bottom line of \$82,230. [Note: Great cookies, Angie!]

Voter Registration – Sandi Cools

With no national election in 2013, the overall budget request was reduced by \$1600 (to \$2175).

At this point, the Board is ahead of schedule for this evening's appointments. Therefore, Ms. Williams presented drainage easements for Boucher and Lewis, relating to the Brackett Road project. The Board agreed by consensus to execute the drainage easements as presented.

Ms. Williams referred to the cleaning contract for Town buildings. She read from the Purchasing Policy and questioned whether it is practical to put this work out to bid every year if we are satisfied with services. Mr. Kasprzyk stressed that the Board should have an opportunity to review the contract with the Town Administrator. All agreed to continue with the current services for 2013.

The landfill cap is in need of mowing. It will take about 40 hours to mow the entire cap. The Board authorized the Transfer Station Manager to mow the cap, on Thursdays if possible, with payment to be taken from the appropriate capital reserve fund.

Discussion followed regarding the location of the new generator and propane tank. It was believed that a smaller propane tank could be next to the building, while larger tanks would need to be 15' away. Also, it may not be practical to tie the Gafney Library into the Town's generator. \$20,000 was appropriated for a generator, but that will not cover the cost to run the lines and fill the propane tank. All work will be put out to bid. More to come on this project.

Election, Registration & Vital Stats – Monique Wood

Ms. Williams advised that Ms. Wood had applied to the NH State Library for a Conservation License Plate grant and was awarded a grant sufficient to have two record books preserved. Woo hoo! Ms. Wood would like to include the cost to preserve another book in the 2013 budget (at about \$1800). Mr. Kasprzyk suggested waiting until the end of the budget process.

The Interware Fee (01-4140-1-300) line is an off-setting line for fees collected. However, funds need to be appropriated in order to be expended, so \$800 was added to that line. New bottom line: \$62,202. [Note: More wonderful cookies—thanks, Monique!]

Cemeteries – Phil Twombly and Dave Tibbetts (Dave Mankus joined in progress)

Mr. Paul noted the reduced appropriation for Misc Maintenance (01-4195-1-490). Mr. Twombly stated the Trustees would like to remove a large pine tree at Lovell Lake Cemetery, and noted that at least 15 trees should be removed. Mr. Kasprzyk suggested that the Trustees obtain a firm cost prior to addressing the Budget Committee.

Mr. Edwards questioned the increase in the 2013 maintenance contract. Mr. Twombly advised they have added the cost to mow Stonehedge Cemetery, as well as the waterfront area at Lovell Lake Cemetery.

Mr. Twombly stated that none of the Town cemeteries have signs. The Trustees have an estimate of \$200 each for 2 new signs. Mr. Paul questioned whether the funds could come from the 2012 budget. Mr. Twombly stated they have other plans for those funds. In addition to those 2 signs, the Trustees would also like to make inexpensive signs for the other 39 cemeteries. They have included \$1000 for those signs in the 2013 budget.

Mr. Twombly referred to the CRF created in 2008 for Cemetery Maintenance and noted they would like to add \$1000 to that CRF in 2013. Discussion followed regarding the 2 CRF's relating to cemeteries and the balances of each. Perhaps the lime needed for Stonehedge Cemetery could be taken from the appropriate CRF, with the tree removal to be taken from the 2012 budget. Discussed future needs of Stonehedge Cemetery, including a well. Perhaps \$1000 should be added to that CRF in 2013. Mr. Kasprzyk suggested expending the existing CRF for lime, then close that CRF; then we could establish a new CRF specifically for a well. There was much discussion. It was finally agreed to: Establish a new CRF for a well and associated expenses, with a \$1000 appropriation; appropriate \$1000 for the existing Cemetery Maintenance CRF; and expend funds in the Town Cemetery CRF for lime.

Mr. Twombly stated that the new cemetery needs a flag and pole, for a cost of about \$200. Mr. Paul suggested they utilize funds in the Town Cemetery CRF for the flag and pole (in addition to the lime).

Conservation Commission – Dave Mankus

Mr. Mankus referred to the funds appropriated by the taxpayers for the last two years for professional services, in part to complete the Master Plan. A significant amount of those funds remain unexpended in the 2012 budget.

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The Conservation Commission is working on the Natural Resources Chapter, and Mr. Mankus shared a Natural Resources Inventory prepared for another town. Mr. Mankus plans to address the Planning Board regarding use of some of those unexpended funds.

He expects to receive an estimate for each menu item by tomorrow, and he would then use those figures to put the work out to bid, the product of which would be the basis for the Master Plan. If a contract is in place by December, the section could be complete by spring of 2013, in accordance with the relevant RSA. Mr. Kasprzyk stated Mr. Mankus should involve other professionals in combining information for the bid package. Mr. Mankus noted that this is just a heads' up; he is not looking for a decision this evening. Ms. Williams stressed that she will need any information regarding encumbrances by the Board's first meeting in December.

Mr. Mankus advised that the laptop used by the Conservation Clerk needs to be replaced. Mr. Paul suggested either increasing the clerk's rate of pay, thereby allowing the clerk to purchase his/her own computer, or making the purchase through the Technology CRF. This will be discussed later in the budget process.

Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Kasprzyk seconded the motion. Roll call vote: Mr. Kasprzyk – 'aye'; Mr. Edwards – 'aye'; Mr. Paul – 'aye'. The motion passed 3-0, and the Board entered Non Public Session at 9 p.m.

The Board returned to public session at 9:05 p.m. **Mr. Kasprzyk moved to execute the voided check warrant in the amount of (\$1605.00) and the Payroll Warrant in the amount of \$59,759.07. Mr. Paul seconded the motion, which passed 3-0.**

There being no further business, the meeting adjourned at 9:06 p.m.

Respectfully submitted
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards