

**Board of Selectmen
October 15, 2012**

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

Mr. Paul called the posted meeting to order at 6 p.m. The Board reviewed 2013 budget requests with various department heads as indicated below.

Wakefield Library – Debbie Joyce and Nancy Hall

The Library is requesting level funding. They anticipate some higher costs but hope to offset a portion of that via return on investments. A brief discussion followed regarding various investment avenues.

Gafney Library – Tom Lavender, Beryl Donovan and Dick DeRochers

Ms. Donovan advised the Board that the building is in need of repair. They have compiled a rough estimate of the cost totaling \$22,000; and the Library is hopeful that the Town will pay 50% of the actual cost. That \$11,000, in addition to a 1.8% COLA for staff, makes up most of the increase over the 2012 appropriation. If the actual cost is less than estimated, the Library would hold the Town to only 50%.

Discussion followed regarding the repairs necessary to address the water issue. This issue will not be solved by installation of a generator. **Mr. Kasprzyk moved that the Town appropriate \$2000 towards a temporary solution for the Gafney Library steps. No second; motion fails.** Generally, the Board has no issue with the 1.8% merit increases. Mr. Kasprzyk stated that currently the Library does not have a solid plan. He noted that the front steps are not used by the public and are only used for an emergency exit. Much discussion followed regarding the estimated cost to replace the front steps of the Library. **Mr. Edwards moved line 01-4550-1-011 (Gafney Library) at \$113,000. Mr. Kasprzyk seconded the motion, which passed 3-0.**

Literacy Program – Tom Lavender, Beryl Donovan and Dick DeRochers

Ms. Donovan advised the Board of the national GED testing requirements that will be effective as of January 1, 2014. The increase in their requested appropriation for 2013 will help prepare for the new requirements. There were 206 visits last year, with the average age of participants being in their mid-20's. The SAU covers the cost of the testing program. Ms. Donovan stated they have sought funding from every town that sends students, without success. Although they do have students from other towns, about 95% of the participants are from Wakefield. Mr. Paul questioned the need for cell phones and suggested they may want to consider a land-line with an answering machine. **Mr. Edwards moved line 01-4550-1-014 (Literacy Program) at \$36,067, with the expectation that the 3 computers needed in accordance with the revised testing requirements will be purchased. Mr. Paul seconded the motion, which passed 3-0.**

PEG Channel – Jerry O'Connor

Mr. Edwards asked why the 2012 wage line is not being used. Mr. Kasprzyk advised it had been expected that it would be used to pay for assistance to Mr. O'Connor. Mr. Edwards stated that Mr. O'Connor should get paid. Mr. O'Connor noted that originally his work had been seen as a service for cable subscribers only; therefore, there was reluctance to utilize taxpayers' money. Mr. Edwards stressed that Mr. O'Connor should be paid for some of this time spent in this regard. Mr. O'Connor noted that he had offered another individual \$25 to videotape a meeting, but that did not work out. Mr. Kasprzyk stated that whoever works should get paid.

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The station needs to begin to produce a legitimate budget. The 501.c.3 will not get people to work for free. We need to start budgeting for time spent. Ms. Williams agreed that both Mr. O'Connor and Ms. Ward should be paid. Mr. Kasprzyk also wants a log and schedule for every week of programming.

Mr. Kasprzyk moved line 01-4139-9-100 at \$3000 (representing \$8 per hour for 5 hours per week, times 52 weeks per year, to keep a log, maintain the bulletin board, etc., with the remainder to be used for videotaping Town meetings); and line 01-4139-1-631 at \$500, in part to cover the cost of discs. No second; motion fails.

Mr. Kasprzyk moved line 01-4139-9-100 at \$4160 (2 people, \$8/hour, 5 hours/week) and line 01-4139-1-631 at \$500. Mr. Edwards seconded the motion, which passed 3-0.

Solid Waste – Warren Winn

Mr. Winn noted that the equipment line (01-4324-1-661) shows an increase representing the maintenance agreement for the copier recently "inherited." The diesel (01-4324-1-636) and heating fuel (01-4324-1-642) lines show an increase because of price increases. Discussion followed regarding the condition of the driveway adjacent to the scale house. Mr. Winn grades the area when weather allows. Briefly discussed the cost of paving that area. The Board made no change to the bottom line of \$403,173.

Mr. Winn referred to the condition of the pickup truck, which may only last one more year due to rust. Discussed replacement vs. repair. Ms. Williams noted that there is only one truck to be used by both Transfer Station and Wastewater. She does not believe that employees should utilize personal vehicles to perform duties relating to Town work. Discussion regarding size of vehicle needed, as well as possible use of tractor with snow plow located at the WWTF. Ms. Williams stated that there is a CRF for a Transfer Station truck.

Mr. Paul asked about a paper bailer. Mr. Winn noted we would need a building to store the bailed material, and added that the whole process is labor intensive. Mr. Kasprzyk would like to investigate a bailer for cardboard in more detail. Mr. Winn suggested a field trip to Pittsfield on a Thursday and will make those arrangements. He stated that the Town will only generate a profit if the various types of paper are separated.

Mr. Winn is soliciting bids for work on the cement wall and the new oil shed. Mr. Kasprzyk would like us to consider the pattern before repairing the wall. Mr. Winn noted that the wall will need to be repaired regardless of what is "held" there. Mr. Kasprzyk suggested that building an island, with metal on one side and cardboard on the other, would facilitate tamping down both materials. He believes we need a design. Mr. Paul believes the proposed work could be covered by the existing CRF. The Transfer Station Facility CRF has a balance of \$51,000, while the Transfer Station Recycling CRF has a balance of \$57,000. The work for the oil shed will be put out to bid.

Police Department – Chief Ken Fifield

01-4210-1-341 Telephone – Although we are saving money, the savings are not as much as anticipated.

01-4210-1-110 Full Time Salaries – This line is about \$75,000 higher than 2012. A portion of that increase is a result of authorized merit increases; another portion relates to the Town’s responsibility to cover the 4th year of the officer hired under the COPS grant. In addition, Chief Fifield is proposing to add another fulltime position and to eliminate 3 part-time positions. The actual cost of the new sergeant position could be less if the position were to be filled by an existing employee.

Mr. Kasprzyk asked about income from detail work. Chief Fifield explained that the funds are placed in (and expended from) the new revolving fund, which fund is just beginning to show a positive balance. Eventually, he hopes to have a significant balance to be used for Board-approved purchases. Discussion followed regarding the anticipated price of gas. The Police Department is exempt from certain taxes charged at the pump.

Emergency Management – Chief Ken Fifield

The Chief advised this will be the third year that we have requested a \$1750 appropriation for the relevant CRF; however, he would like to keep \$250 in the general budget line (01-4290-1-820) for emergencies.

Public Safety Building – Chief Ken Fifield

The title for 01-4299-2-631 was changed to Computers and Communications. This request includes 3 cell phones for the Police Department and 2 for the Fire Department. When the Fire Department budget request is reviewed, the Board will see that Chief Nason has removed that cost from his budget. The Town will enjoy a cost savings by bundling these cell phones together. Line 01-4299-2-411 Heat was revised to \$17,456 as a result of correcting the new price per gallon. Hopefully, the heat is turned down on the fire side when the bay doors are open.

Animal Control – Chief Ken Fifield

No changes were made to the budget request.

Mr. Edwards moved: Police Department at \$691,699; Emergency Management at \$250; Public Safety Building at \$59,631; and Animal Control at \$22,255. Mr. Kasprzyk seconded the motion, which passed 3-0.

The Board will discuss CRF appropriations on October 29.

General Gov’t – Executive – Teresa Williams

Ms. Williams is proposing that she attend LGC’s Leadership Institute. This is a 2-year program and includes 6 class days in 2013.

Mr. Edwards suggested consideration of increasing the stipend for the Board of Selectmen. This will be discussed further at the end of the budget review. Mr. Kasprzyk stressed the need to address the condition of Town roads.

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The Board members reviewed applications received for the positions at the Highway Department. Several applicants will be interviewed on October 18. It is anticipated that the interview committee will include Fred Clough, Rusty Loring, Teresa Williams, Charlie Edwards and Peter Kasprzyk.

Ms. Williams advised that MRI will present their report to the Board on November 14, which meeting (open to the public) will begin at 6 p.m.

There being no further business, the meeting adjourned at 9:43 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards