

**Board of Selectmen
October 29, 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 reviewed the proposed 2013 municipal budget with Department Heads as follows:

Chief Ken Fifield

Chief Fifield expects to submit a warrant article for 3 laptops for the cruisers. The existing laptops are about 10 years old. Mr. Kasprzyk noted that several Town groups are seeking laptops and he wondered whether any of those to be replaced could be passed over. Chief Fifield agreed that a couple could be passed on. Mr. Paul noted that by the time they are wiped clean, it may not be worth investing the money, considering their age. Chief Fifield stated that they are not very user-friendly, as they were actually made to be used to interface with the car. He expects to keep one laptop for emergencies. CCS has provided a quote of \$11,740 for the 3 laptops.

The Chief will also have a warrant article for a new cruiser; however, he does not yet have final numbers.

The Chief will have a warrant article for a 50/50 video system, which will be the last one for a few years. He has two systems for the primary patrol vehicles, but he has another vehicle used partially for patrol. The systems have proven useful, and he estimates it will be 5 years before he needs to replace any of these systems. However, he may need to replace the microphones.

A brief discussion of Tasers followed. The Chief did receive a grant for 5 new portables valued at \$3300 each.

Fred Clough, Road Agent

Mr. Clough is present to discuss potential road projects for 2013. He advised that the Sanbornville Water Precinct is considering replacing the water lines on Witchtrot Road, so he would like the Board to consider addressing a portion of that road in 2013. Mr. Kasprzyk asked whether Mr. Clough has considered addressing High Street, noting that it is a heavily used Town road. Mr. Clough noted it would be necessary to replace the catch basins and would be a large project. He had been under the impression that the Board preferred to address lower-cost projects next year. Mr. Kasprzyk suggested that there should be established criteria to rate roads to prioritize projects. Ms. Williams stated that we do have "score sheets." Mr. Clough confirmed he has such sheets for each road.

Ms. Williams noted we had originally considered a portion of Canal Road at \$42,000, which would include shim and overlay, as well as culverts. Discussion followed to Mt. View. Mr. Kasprzyk stressed that we should wait for the Sanbornville Water Precinct to replace water lines before we consider any "shared" roads. He noted there are several issues on Ballards Ridge Road. Mr. Clough expects to have unexpended funds in Outside Hire this year, and perhaps he can address several issues this year.

AWWA has suggested we do not plan any project for Bonnyman Road next year. White Birch will need to be torn up and rebuilt. We must wait for new water lines on Rines Road. High Street will be a very costly project. Mr. Kasprzyk suggested it could be addressed in thirds.

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Mr. Clough agreed it could be done in sections, putting only a base coat down, with a finish coat when the job is complete. Mr. Kasprzyk noted that High Street does have water lines (at the lower end). He suggested that Mr. Clough work with the Water Precinct to establish a schedule for "shared" roads.

If the Water Precinct plans to replace water lines on Witchtrot Road, it would be a good time for the Town to address that road; however, Mr. Clough does not yet have a price for that road. Mr. Kasprzyk noted that the worst part of High Street is from the Episcopal Church to the top of the hill. Mr. Clough will get a price for High Street (including culverts) and Witchtrot Road. He expects the culvert work on High Street would disturb the sidewalks.

Mr. Kasprzyk will share contact information regarding rental equipment for ditching with Mr. Clough. He also spoke to the need for a working relationship with the Water Precinct.

Mr. Clough would like to address fixing the truck. The good news is that the 2004 Freightliner does not need to be done for the next 2-3 years. However, repairs to the 2001 truck will be more than originally estimated. \$15,000 will include 2 new rails; however, the cost could be as much as \$20,000 if the walking beams are bad. Ms. Williams stated that we had included \$43,000 in that line (vehicle maintenance) to address 2 trucks. Mr. Paul referred to the balance in the CRF for purchase of a new truck (for which there will be a warrant article to amend the purpose to include purchase of a used truck, which amendment will require a 2/3 vote). Mr. Clough noted that if we decide to hold on to the 2000, we will likely need to invest some money into it. Ms. Williams will reduce the vehicle maintenance line (01-4312-2-660) to \$38,000 at the Budget Committee meeting on Saturday.

Discussion followed regarding the replacement schedule. Perhaps we should appropriate \$50,000 for the CRF so that we do not drain the account on the next purchase. Mr. Kasprzyk questioned whether, if we purchase a new truck, we could keep the old truck in service so that the new truck does not see so much use and, thereby, extend its life. Mr. Clough agreed it was a possibility

Back to road projects! Brief discussion as to whether road projects could be funded via a capital reserve fund. Ms. Williams will check with LGC. The Board agreed to appropriate \$102,340 for Construction Projects (line 01-4312-1-842), broken down as follows: High Street - \$25,000; Witchtrot Road - \$36,000; and Canal Road \$41,340. Mr. Clough will obtain firmer numbers to present to the Budget Committee. He will also discuss High Street with the Water Precinct, as well as a plan for next year.

Health Insurance

Ms. Williams had supplied the Board with information regarding the new rates, which increased by 19.1%. There is a second Site-of-Service plan available, but it would be a substantial out-of-pocket cost increase to employees. Ms. Williams provided Mr. Edwards with background information, as well as limitations of the current plan. She recommends changing the percentage paid by the employees, rather than changing the plan itself. The Board agreed to stay with the current plan and to increase the employee contribution to 5% (up from 3%)

Legal – Town Counsel

Given the potential for several issues in 2013, the Board agreed to appropriate \$30,000 in this line (01-4153-1-320).

Longevity (01-4155-1-191)

Discussion ensued as to why this plan was instituted, with Ms. Williams reading from relevant Selectmen's minutes. There was much discussion as to how this plan affects, or is affected by, the wage scale. Mr. Kasprzyk believes that the Longevity Pay is for those long-time employees who have reached the end of their pay scale and for whom no merit increases will be awarded in the event they are above the end of the pay scale. No change was made to this line at \$7700.

Dental (01-4155-1-219)

This cost has increased by 1.2% (about \$5000).

Retirement (01-4155-1-230; 01-4155-1-231; 01-4155-1-232)

All reflect increases.

Payroll Liability (01-4155-1-190)

Kept this line at \$20,000.

With the Health Insurance line (01-4155-1-210) set at \$303,416, this section (Personnel Benefits) total is \$665,450.

Town Hall Repairs/Maintenance (01-4194-1-430)

Ms. Williams has adjusted this line to include shingle repair for the tower and installation of propane for the new generator. She is still waiting for an estimate to address mold in the back stairway, so we may need to add to this line later in the budget cycle.

Discussion followed regarding installation of a concrete pad for the propane tanks. Funds may become available within the 2012 budget.

General Admin – Website

Ms. Williams reported that Virtual Town Hall is keeping their fees the same for the Town of Wakefield, at \$6400, which includes a one-time set up fee. Thereafter, yearly support fees are less than what we now pay. However, Town staff would be maintaining the site. Discussion followed regarding other potential hosting services. Ms. Williams will do some more investigating.

Other

Paving for the public safety building will cost of \$30,000 and should be listed within that building's budget. Ms. Williams is still working on Workers' Comp and PLT figures.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Toni Bodah, Secretary
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Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards