

**Board of Selectmen
December 5, 2012**

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

Also present was Ed Comeau (videotaping).

Mr. Paul called the posted meeting to order at 3:40 p.m. and led all present in the Pledge of Allegiance.

Ms. Williams provided the Board members with a list of proposed CRF appropriations for the 2013 budget, which were discussed as follows:

Highway Truck \$50,000 – Discussed the best way to amend the purpose of the existing CRF (to include purchase of new or used vehicles) and to appropriate an additional \$50,000 for that CRF. Two warrant articles will be necessary: one to change the purpose; another to appropriate the \$50,000. Referring to an estimate of \$120,000 to \$130,000 for the next purchase, Mr. Kasprzyk wondered if we could reduce this appropriation. Ms. Williams advised the current estimate for purchase is \$135,000.

Ms. Williams noted that she has been able to make several reductions in the proposed budget. Considering those reductions, as well as the CRF appropriations being discussed tonight, the total increase over the 2012 budget would be 6%. This would result in a \$0.28 increase to the 2013 tax rate. We may or may not be able to utilize some of the unreserved fund balance against next year's tax rate. Mr. Williams also noted that she expects both Land Use and Conservation to approach the Budget Committee for additional funding. Discussed the unexpended funds in the Land Use Professional Services line for 2012 and potential use of those funds.

Bridge CRF \$30,000 – This would result in sufficient funds to complete the North Wakefield Road Bridge project.

Fire Truck \$75,000 – Per the CIP, the next purchase is planned for 2014, estimated at \$400,000 (a tanker). Mr. Paul stated the intent is to replace an engine and an older tanker. The MRI report validated this purchase.

Ambulance \$25,000 – This is the standard appropriation, except for the year of purchase. Mr. Paul noted that MRI has suggested stepping up the replacement schedule. The most recent purchase was 2 years ago, and it takes 3-5 years to build up sufficient funds.

Police Cruiser \$28,859 – This is slightly less than last year's purchase.

Invasive Species \$32,000 – This includes expected requests of AWWA for the various lake host programs, as well as the request of Belleau Lake Property Owners Association. It is likely that Balch Lake will also submit a request; however, the existing balance in this CRF should be sufficient.

Technology \$48,015 – This includes a quote for new accounting software. We have been advised the current program needs to be updated. Regarding a new laptop for the Conservation Commission, Mr. Kasprzyk had understood that the School was to provide their secretary with a laptop, which could be

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used for Conservation as well, since the Town's computer has been used for School Board minutes for several years. Either way, the appropriation will remain as is since \$600 is such a minor expense.

Parks & Rec \$20,000 – Mr. Paul noted that these funds were originally in the operating budget; however, the Board asked that they be moved to a separate warrant article. He noted that a simple plan of the ballfield, highlighting the area under consideration would be helpful. Ms. Williams noted that in the CIP meetings there was discussion about lighting for the fields.

Cemetery Maintenance \$2,000 – No discussion.

Emergency Management \$1750 – Mr. Paul believes the plan is to build this fund up to \$10,000.

Forest Fire Management \$2,000 – Same situation as the Emergency Management Fund.

Ms. Williams has proposed an article to establish a new CRF to drill a well, construct a pump house and a utility shed for the cemetery, and to appropriate \$5000. This fund could be built up until there are sufficient funds for the project.

Another article is proposed for laptops and stands for the Police cruisers in the amount of \$11,740.50. This would outfit 3 cruisers.

Chief Fifield is proposing an article for a cruiser video system in the amount of \$5135. Mr. Paul stated this would bring the VHS up to digital capability. This would be the last one for several years.

Mr. Paul suggested the possibility of pulling \$200,000 from the regular budget for major road repairs and establishing a CRF (with the Selectmen as agents to expend). Improvement of our infrastructure is crucial. The Board discussed splitting the appropriation between the operating budget and a warrant article. The Board reviewed the Road Agent's requested appropriation in the regular budget. Discussed plans to address culverts and catch basins on High Street and whether it could be put off for another year. Mr. Kasprzyk would rather see High Street addressed instead of Canal Road.

Ms. Williams advised she has made the following changes in the budget:

- Removed \$910 for her leadership class. Turns out she can get in for free!
- Removed \$5500 in the dental line. There was an error in the original calculation.
- Removed \$1300 from the Town Report printing line. We accepted a lower quote than anticipated.
- Removed \$2200 from Public Works for cleaning culverts. We don't usually expend the entire outside hire line, so we can probably do with a little less in that line.
- Added \$1600 to the Highway wage line.
- Removed \$2064 from the Highway uniform line. The current company is willing to reduce our cost in order to keep us as a customer.
- Removed \$1700 from the Highway heating fuel line by reducing the number of cords of wood to be purchased next year.
- Removed \$4000 from the Police wage line. The Chief says he can manage with that figure.

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Mr. Edwards questioned whether we could wait for an additional officer. Mr. Kasprzyk noted that MRI strongly recommends the additional officer. He added that the number of part-time officers would be reduced. Ms. Williams stated that the net increase in this wage line would be \$6600 (in addition to the cost of benefits). The Board agreed to reduce this line by \$4000.

Mr. Kasprzyk referred to the metal still at the Transfer Station. Ms. Williams advised that this material is still part of a Court issue. She added that she does anticipate the Board will hold an auction of tax acquired property next year. Discussion followed as to how revenues could affect the tax rate.

The Board discussed the funds included in the budget to address the parking lot at the Public Safety Building. No change was made.

Ms. Williams referred to the \$11,000 in the TH Annex maintenance/repair line. Wayne Robinson would be willing to forego some of the planned repairs until 2014. Mr. Paul stated that we need someone to do light maintenance in all Town buildings. Perhaps we should keep track for 2013 of all those issues and compile a list of items such an individual could do. Mr. Kasprzyk noted that such an individual could also do some mowing, snow removal on sidewalks, painting, etc. He added that perhaps that individual could take on some of the contracted work as those contracts expire. No change was made to this line.

Mr. Paul suggested that funds be included in the Building Inspection budget for a deputy inspector. The Board decided to remove \$150 from the new line for shirts (to \$100) and \$100 from the Expense line (to \$600). Discussed whether the BI shirts could be purchased this year. \$500 was added to the Deputy line for on-call services.

Mr. Paul reviewed the meeting schedule for December: December 12 at 6 p.m.; December 19 at 4 p.m. On December 19 we will open the bids for Opera House renovations. Phil Hesketh will also be present. No bid will be chosen at this session. There will likely be an AP warrant to sign.

Ms. Williams questioned whether the Board wanted to consider reducing the legal line. No change was made. The Board briefly discussed the salt shed, with no additional appropriation being considered. Mr. Edwards referred to the oil shed for the Transfer Station. Ms. Williams stated we already have funds for that project.

Ms. Williams stated that the Budget Committee expressed some concern regarding an anticipated 6% increase in the budget; however, this may represent what the public wants. Ms. Williams will prepare a handout of increases/changes. The entire budget increase is about \$256,000. Mr. Kasprzyk believes the taxpayers will agree to maintain what is already built.

The Board reviewed AP Warrant #37, which is a void in the amount of (\$560.53). **Mr. Kasprzyk moved to approve the warrant as presented. Mr. Paul seconded the motion, which passed 3-0.**

The Board reviewed AP Warrant #38 in the amount of \$40,431.82. **Mr. Kasprzyk moved to approve the warrant as presented. Mr. Paul seconded the motion, which passed 3-0.**

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There being no further business, the meeting adjourned at 5:05 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Peter M. Kasprzyk

Richard C. Edwards