

**Board of Selectmen
October 1, 2014**

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

Various board/committee representatives were present as indicated below. Mr. Paul called the posted meeting to order at 5 p.m.

Heritage Commission – Pam Wiggin – A brief discussion was held regarding the Christmas at Wakefield Corner event scheduled for December 11, and whether any specific insurance would be necessary. The Board then reviewed the proposed 2015 budget for the Heritage Commission. Electric and heating fuel now have separate lines. The electric line was increased to reflect 2014 usage. 01-41913-810 was adjusted to \$1280 to reflect the cost of the third security system. The new section total is \$12,507. **Mr. Edwards moved the section total at \$12,507. Ms. Twombly seconded the motion, which passed 3-0.**

Election, Registration & Vital Statistics – Valerie Ward – Several lines have been separated for easier tracking (in the future!). Many expenses have decreased as there will be fewer elections in 2015. **Mr. Paul moved the section total at \$69,638. Mr. Edwards seconded the motion, which passed 3-0.**

Voter Registration – Ms. Williams presented this proposed budget, noting again that there will be fewer elections in 2015, hence the reduction in this appropriation. **Mr. Edwards moved the section total at \$1975. Ms. Twombly seconded the motion, which passed 3-0.**

Greater Wakefield Resource Center – Ms. Williams had requested that GWRC research the actual cost of a planned project relating to this appropriation; however, GWRC chose to request level funding in this line. 2013 funds were encumbered and combined with 2014 funds to complete a project. **Ms. Twombly moved the section total at \$2500. Mr. Edwards seconded the motion, which passed 3-0.**

General Administration – Ms. Williams referred to the need to replace the server. Discussed cost to purchase vs. cost to lease. Considering the costs over a 3-year period, it would appear to be best to purchase rather than lease. This cost (\$12,095 plus the service contract) will be considered when capital reserves are discussed. Line 01-41991-810 was adjusted to \$4575 to reflect association dues for certain tax acquired properties. The new section total is \$78,311. **Ms. Twombly moved to approve the section total at \$78,311. Mr. Edwards seconded the motion, which passed 3-0.**

Financial Administration – Angie Casperonis – [Thanks for the cookies! Yum!!] Again, Ms. Williams explained that some lines have been separated to more accurately track expenses. Line 01-41505-130 was adjusted to \$3856. It was noted that this section includes expenses for the Treasurer and Budget Committee. Ms. Casperonis provided back-up for, and is here to discuss only, those areas of the section directly relating to Tax Collection. Line 01-41504-610 was adjusted to \$2950. Mr. Edwards questioned the increase in the Tax Collector Wage line (01-41504-130). Ms. Casperonis explained that she budgeted an increase in order to get her on the current wage scale. Her current rate is \$17.50 per hour; \$22.63 is the average low point on the current wage scale. **Mr. Paul moved the section total at \$81,469. No second—motion fails.**

Mr. Paul stated that if an employee is underpaid, they should be brought up to a fair wage. Various suggestions for a fair increase were considered. The line was adjusted to \$37,440, to reflect an increase to \$19.50 per hour for 39 weeks. The new section total is \$79,245. **Mr. Edwards moved the section total at \$79,245. Ms. Twombly seconded the motion, which passed 2-1.**

Cemeteries – Dave Tibbetts and Phil Twombly – The new software is working well. **Mr. Edwards moved the section total at \$37,660. Mr. Paul seconded the motion, which passed 2-0-1.** The new well has been installed at Stonehedge Cemetery. The Trustees may decide to have the utility pole installed this fall; otherwise, they may look to encumber funds.

Executive – This section total is less than 2014 due to PEG Channel expenses no longer being funded through the General Fund. **Mr. Edwards moved the section total at \$112,053. Ms. Twombly seconded the motion, which passed 3-0.**

A brief discussion regarding the possibility of utilizing time clocks was held.

Town Hall – Ms. Williams had added a line for Emergency Repairs at \$4000, making the new section total \$56,232. This includes funds that were previously listed in other areas of the budget. TH Repairs/Maintenance (01-41941-430) includes the cost for handicapped access push buttons for 2 inside doors. We may be able to utilize 2014 funds to do several other doors. Ms. Williams would like to add funds to refurbish the Opera House floor. The estimated cost to do so is \$5300. The new section total is \$61,532. **Mr. Edwards moved the section total at \$61,532. Ms. Twombly seconded the motion, which passed 3-0.**

General Administration (again) – Discussion followed regarding creating a position for a part-time maintenance person for all Town buildings. Reviewed the types of chores such an individual would be given. **Mr. Paul moved the new section total at \$88,311, to include \$10,000 for a part-time maintenance person. Ms. Twombly seconded the motion, which passed 3-0.**

In a non-budget related matter, Ms. Williams advised that PLT has agreed to settle a claim against the Town. The Board agreed by consensus to authorize Mr. Paul to execute the documentation to allow PLT to coordinate with Medicare on behalf of the Town relating to this issue.

There being no further business, the meeting adjourned at 7:35 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Kenneth S. Paul, Chairperson

Richard C. Edwards

Connie M. Twombly