

**Board of Selectmen
September 23, 2015**

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

Mr. Edwards called the posted meeting to order at 6:25 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Paul seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Paul – ‘aye’; Mr. Edwards - ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:50 p.m., at which time Mr. Edwards called for a recess. He called the meeting back to order at 7 p.m. Those present at this time included: Tammy Webb, Vachon Clukay; Tom Beeler, *The Granite State News*; Donna Martin (videographer); and Ed Comeau (videographer). Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Tammy Webb, Vachon Clukay – Ms. Webb reviewed highlights of the Town’s 2014 audit, noting that once again the Town has received an unmodified opinion—the highest opinion an entity can receive. Yay us! Ms. Webb noted that actual revenues exceeded estimated revenues by only \$333,400, or 7.39% of the total estimated revenues. Actual expenditures were approximately \$53,000 less than budgeted, or 1.1% of total appropriations. Both statistics are very favorable.

The Town’s unassigned fund balance is \$1,916,319, or 14.29%, well within the Town’s fund balance policy of this figure staying between 8-17% of total appropriations. According to Ms. Webb, the Town is in a very healthy position. Should the Board decide to utilize some portion of the unassigned fund balance (either to reduce the tax rate or fund a project) it would still be able to maintain the 8-17% range.

Ms. Webb referred to a new GASB standard, #68, which will be in effect with the 12/31/15 financial statements. This new standard relates to the NH Retirement System’s unfunded pension liability. Application of this standard to the Town’s unrestricted net position would reduce the balance from \$2,520,005 to (\$217,189). Ms. Webb stressed, however, that this is an unfunded liability, which the Town—or any town—would simply not be able to pay off. She added that the Town of Wakefield cannot do a thing about it and is still in a better position than many other NH towns. Ms. Williams noted that this new standard will likely affect the cost of our future audits.

b) Ken Robichaud, Carroll County Administrator – This appointment has been postponed until October 28, at which time Mr. Robichaud will be joined by the 3 County Commissioners. Mr. Comeau noted that Chuck Stewart has been hired as the new Financial Manager at the County level.

2. Unscheduled Matters/Public Comment #1

--Mr. Beeler stated that there is no need for the Board to worry about the unfunded pension liability. He added that State Senator Bradley had attempted to address this issue, without success.

--Mr. Comeau referred to the County Sheriff’s Homeland Security Grant application, for which this Board had been asked to submit a letter of support. The application now goes to the State grant review committee. He provided the entire application on a cd and recommended that the Board members, and Town Administrator, review same.

3. Unfinished Business

a) Nh Solar Garden – Andrew Keller has submitted a draft contract for the Board’s consideration. Ms. Williams asked whether the Board is ready to have Town Counsel review this document. Although he is always ready to save money, Mr. Edwards would like to see how other towns fare first. The facility in Milton has not yet been constructed. Mr. Paul would like to investigate establishment of solar panels on Town property. Once the Transfer Station Ordinance Committee has completed its mission, he would consider establishing an Energy Committee. The Board agreed by consensus to wait on the Nh Solar Garden agreement.

b) Town Seal – This discussion has been postponed until the October 14 meeting.

4. New Business

b) CAI WebGIS Contract Renewal (out of agenda order) – This contract allows CAI to publish our GIS data on the Internet (Wakefield Maps). This cost has remained level since 2011. **Mr. Paul moved to approve the WebGIS contract renewal with CAI in the amount of \$1800. Ms. Twombly seconded the motion, which passed 3-0.**

a) Bid for Town Hall Drainage Project – Mr. Edwards opened the only bid received as follows: Evergreen Landscaping (South Berwick ME) in the amount of \$25,680. The purpose of this project is to address continual issues with drainage at the front of Town Hall. Ms. Williams advised the Board that sufficient funds are in place. The relevant capital reserve fund has an approximate balance of \$52,000, although some of those funds are ear-marked for opera house lighting. Ms. Williams will determine whether the contractor will replace the disturbed walkway and whether they guarantee that this will eliminate water in the basement. The Town should make sure the affected catch basin is clean. **Mr. Edwards moved to accept the bid of Evergreen Landscaping in the amount of \$25,680, for the Town Hall drainage project. Ms. Twombly seconded the motion, which passed 3-0.**

c) Waste Management Contract Renewal – The Board had previously decided to extend this contract for 3 years. This renewal reflects a slight decrease in hauling costs. **Ms. Twombly moved to approve the Waste Management Contract as submitted. Mr. Edwards seconded the motion, which passed 3-0.** Ms. Williams hopes to have recommendations from Warren Winn for hauling plastic and mixed paper, as the previous contractor is no longer available.

5. Proposed Capital Reserve Fund Expenditures – None forthcoming.

6. Correspondence

a) DES to John Fournier – This is provided only for the Board’s information and is DES’s response to a complaint filed against Mr. Fournier by the Middleton Board of Selectmen.

b) DES to Union Used Auto – This is also provided for the Board’s information and relates to DES’s compliance investigation of this business.

c) Minutes of Sept 2 Meeting with Middleton Board of Selectmen – The Wakefield Board was invited to attend this meeting of the Middleton Board of Selectmen, which Board has compiled minutes. These minutes will be placed on file.

d) Boy Scout Troop 198 – Paul Allard has attained the rank of Eagle Scout. His ceremony will be held on October 25 at St. Anthony's. Paul has earned 21 merit badges!

d) Joe Kenney – Councilor Kenney has shared with the Board his letter to Lisciotti Development regarding the proposed Dollar General project.

7. Unscheduled Matters/Public Comment #2 – None forthcoming.

8. Administrative Matters

a) Selectmen's Letter of Appreciation – The Board agreed to send this month's letter to Alyssa Hall, who did a fabulous job with the summer camp (again) this year.

b) Town Administrator's Update

--Ms. Williams presented membership agreements with HealthTrust, through whom the Town obtains dental insurance. **Mr. Paul moved to execute the agreements as presented. Ms. Twombly seconded the motion, which passed 3-0.**

--The contractor has begun work on buttons to electronically open several interior doors on the main level, which eliminates the use of handles.

--Ms. Williams has been working on the 2016 budget, getting ready for the Board's meetings with department heads, scheduled to begin on October 5.

--Ms. Williams attended the NHMA Board meeting last week. She also attended a meeting regarding the tax rate setting using the new portal. Discussed the anticipated date for Wakefield's tax rate setting. Although the Town's tax rate is not affected by the Sanbornville Water Precinct, we still must wait for the Precinct to file its necessary paperwork with DRA before our rate is set.

Weekly reports from various departments are now on the Town's website. Mr. Edwards noted that the Public Safety Building Committee presented its plans to the Budget Committee recently. According to Mr. Edwards, the Budget Committee is in agreement that the project should move forward. Ms. Twombly advised that the Planning Board will hold a second public hearing on October 1 for the application from Lisciotti (Dollar General). Mr. Paul advised that the Transfer Station Ordinance Committee plans 2 field trips to other facilities next week.

c) Parks & Rec Membership Appointments – The Commission has recommended several appointments. **Ms. Twombly moved to approve the appointment of Gloria Belanger as a member through March 2017. Mr. Edwards seconded the motion, which passed 3-0.**

Ms. Twombly moved to appoint Donald Cheever as an alternate through March 2016. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to appoint James Francis Keating IV (Bo) as an alternate through March 2016. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to appoint Jodi Gould as an alternate through March 2017. Mr. Edwards seconded the motion, which passed 3-0.

d) Building Permit Releases – None received.

e) Payment Manifests – Ms. Twombly moved to approve PR #20, a void and reissue with no value. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to approve PR #21 in the amount of \$64,602.60. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #27 in the amount of \$39,799.79. Mr. Edwards seconded the motion, which passed 3-0.

f) Minutes – Ms. Twombly moved to approve the minutes of September 9, 2015, as presented. Mr. Edwards seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at 8:03 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly