

**Board of Selectmen
October 6, 2015**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly (joined the session in progress); Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 5:10 p.m. Various department heads/committee representatives were present as indicated below. Cindy Bickford was also present.

Wakefield Library (no representative present)

Ms. Williams noted that the funding request has remained the same for the past several years. **Mr. Paul moved to accept the request for \$9610. Mr. Edwards seconded the motion, which passed 2-0.**

Gafney Library – Dick DesRoches and Jim Murfey

Mr. DesRoches noted that their 2016 request is up by \$4800; however, their request for the Literacy budget is significantly less. The Gafney has amped up its fundraising efforts. Mr. Paul referred to the recent book sale (held in the opera house), which disrupted use of the opera house by the Planning Board for an important public hearing. The book sale is run by The Friends of the Gafney Library, and the gentlemen present had no involvement. Mr. Paul believes the Town offered to have the tables (with books) moved by the Highway crew; however, the Friends refused. Mr. DesRoches had not been aware of the issue but stressed that all need to work together.

Mr. DesRoches reviewed anticipated expenditures for 2016, noting implementation of several new programs. Most of the increase in the budget represents additional labor costs. The planned expansion is taking much of Ms. Donovan's time, and the Gafney Board is hoping to add 12 hours per week for a part-time person, thereby allowing Ms. Donovan to get away from her desk.

Mr. DesRoches then referred to the Literacy Program. This request has decreased as a result of the State changing the testing routine. \$8000 earmarked for this testing remains unexpended for the past 2 years. Those funds will be used for the program in 2016, thereby resulting in a reduction of approximately \$15,000 in the request for the Literacy Program.

When asked by Mr. Paul, Mr. Murfey estimated that the Gafney has about 5000 users. He confirmed that no fee is charged to residents.

Mr. DesRoches then referred to the project to connect the Gafney's fire alarm system to the Town Hall's system (as requested by the Fire Chief). \$4640 was previously appropriated in order to accomplish this project; however, the actual cost to build the system is in the vicinity of \$12,000. The architect was paid \$2300 to prepare the bid specs. The project was put out to bid, with no response.

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Bob Kilroy, who did the original Gafney fire alarm system, was consulted. Mr. Kilroy had conversations with the Fire Chief. According to code, the Town and Gafney are 2 separate organizations and cannot be tied into the same fire alarm system. The Gafney must have its own panel. \$9000 was estimated to install a panel for the Gafney, which would then send a signal to the Town's panel, which in turn would send a signal to the Fire Department. Considering the \$2300 remaining from the original \$4640, the Gafney would need another \$6700 to comply with the Chief's request. The Gafney is currently code compliant, although its system does not call out.

Mr. Paul moved to accept the \$22,398 for the Literacy Program. Mr. Edwards seconded the motion, which passed 2-0.

Discussion returned to the proposed new panel and the likelihood of it not fitting with the proposed expansion. Mr. Paul suggested that the 2 programs could connect via radio waves rather than wiring, which might cost more but would require less labor costs. Mr. Paul stated that the Gafney could generate around \$25,000 by charging its users for a library card. People who utilize the facility should help to pay for the increase in the budget request. He also suggested it might be less expensive to install a system that would call out directly to the Fire Department rather than going through the Town Hall's system. Mr. Murfey will ask Mr. Kilroy if this would be less expensive. It was agreed that the panel project would be put on hold for 2016.

Mr. Paul is in favor of funding the Gafney at the 2014 level. He stated that the Gafney Board does a great job; however, the building is not owned by the Town and the Town has no control of how the funds are spent. Mr. DesRoches referred to their efforts to raise funds to build a larger facility. Mr. Edwards noted that the increase in the request is due to the addition of a part-time position in order to allow Ms. Donovan to work on the expansion plan. **Mr. Edwards moved to accept the Gafney request at \$132,600. Mr. Paul seconded the motion, which passed 2-0.**

Gen'l Government – Gen'l Administration

Ms. Williams advised that CCS has submitted a service contract for 2016 (for our computers), which came in a little higher. She recommended that line #01-41991-631 be increased to \$12,322, for a section total of \$91,258. **Mr. Paul moved to accept the change in line #01-41991-631 to \$12,322, and the section total of \$91,258. Mr. Edwards seconded the motion, which passed 2-0.**

Agricultural Commission

Ms. Williams has received a request for funds from the Agricultural Commission in the amount of \$711.46. The Board members are not in favor of the Commission giving out cash prizes for the pig scramble. Mr. Paul would support funds for a secretary, banner and flyers, totaling \$261.46.

Mr. Paul moved to accept \$261.46 in funding for the Agricultural Commission. No second—motion fails. The original request included funds to support Wakefield 4H, which does not yet exist. If a 4H were to be formed, that group should come in as a separate agency with a budget. It was decided to ask the Agricultural Commission chair to attend the October 19 session to discuss this in more detail.

Ms. Twombley joined the session at 6 p.m.

Gen'l Government – Elections, etc. – Valerie Ward

Ms. Ward stated that part of the increase in her request relates to 4 elections scheduled for 2016. Reference was made to the over-expenditure in the Fishing/Hunting Licenses line. Ms. Ward stated that all funds appropriated are sent to the State, except for \$1 per license, retained by the Town.

Discussed the increase in the Deputy/Assistant line, as well as the hours/days worked by both the Town Clerk and her Deputy. Ms. Williams calculated the Town Clerk wage line at \$21.09 per hour in an effort to get that rate closer to the appropriate place on the wage chart. The Board had her recalculate it at the rate of \$21.60, the probationary rate on the current chart. **Mr. Paul moved to accept line #01-41401-130 at \$43,388, for a section total of \$84,023. Ms. Twombley seconded the motion, which passed 3-0.**

Financial Administration – Angie Nichols

The tax bills are still outsourced, although we no longer use the lock box at TD Bank. Ms. Williams asked whether the Board wants to put the audit out to bid. This was done last in 2012, when only 2 bids were received. Reviewed anticipated costs for the next 3 years if we renew our contract with Vachon Clukay.

Ms. Nichols expects her Deputy to submit a resignation soon, following which she will advertise for that position. Her assistant resigned earlier this summer. Ms. Nichols advised that she based her wage line on an hourly rate of \$22.45, year 2 on the wage chart (although she has been in this position nearly 4 years). Ms. Williams applied the same methodology she used to calculate the rate for the Town Clerk and suggested an hourly rate of \$21.26. Mr. Edwards noted that the Board has been trying to accommodate larger increases (to get employees on the wage chart) in several smaller steps in order to avoid a large hit to the budget. He suggested a rate of \$22 per hour. That would result in line #01-41504-130 being \$41,681.

Ms. Twombley asked why this office still uses a post office box. She believes we originally had the box when the Tax Collector was not in an actual office at Town Hall. Sometimes the Tax Collector worked from home. Ms. Nichols stated that decision was up to the Board.

It would necessitate her revising the tax bills, changing the website, notifying mortgage companies, etc. The post office box is paid through much of 2016, so this change could be implemented gradually. **Ms. Twombly moved to reduce line #01-41504-810 by \$76, for a new total of \$2530. Mr. Edwards seconded the motion, which passed 3-0.**

Ms. Twombly moved the section total at \$85,872. Mr. Paul seconded the motion, which passed 3-0.

Ms. Twombly moved to retain the services of Vachon Clukay for the 2016 audit. Mr. Paul seconded the motion, which passed 3-0.

Elections, etc. (again)

Ms. Williams had an opportunity to double check the revised figures (following the change in the rate of pay), and determined line #01-41401-130 should be \$43,823, with a section total at \$84,458. **Mr. Paul moved to accept the change, for a section total of \$84,458. Ms. Twombly seconded the motion, which passed 3-0.**

While waiting for the Police Chief, Mr. Edwards noted there is an Accounts Payable warrant to approve. **Ms. Twombly moved to approve AP #28 in the amount of \$36,722.56. Mr. Edwards seconded the motion, which passed 3-0.**

Police/Animal Control/ Emergency Management/Public Safety Building – Ken Fifield

Emergency Management – Chief Fifield referred to his funding request of \$250. The balance in the capital reserve fund for this purpose continues to increase. **Ms. Twombly moved to accept the line at \$250. Mr. Paul seconded the motion, which passed 3-0.**

Animal Control – Chief Fifield is proposing an increase of \$0.25 per hour for this position. He anticipates the wage line will be under-spent for 2015. **Mr. Paul moved the line at \$24,226. Ms. Twombly seconded the motion, which passed 3-0.**

Public Safety Building – Chief Fifield is proposing a new line to provide cell phones for both the Fire and Police Departments. This line also includes a monthly stipend for use of personal cell phones for both Chiefs. Some expenditures were moved from /to various lines. Discussed unexpended funds in several lines.

Discussion followed regarding the need to repave the parking lot. Chief Fifield hopes to include that cost in 2017 as part of the Highway Construction Projects. In 2015, he hopes to use \$2000 to seal the remaining cracks. Mr. Paul stated that we need to keep the outside of the building clean.

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We should also address the original outside lighting with a view to utilizing more efficient products. **Ms. Twombly moved the section total at \$67,543. Mr. Paul seconded the motion, which passed 3-0.**

Police Department – Chief Fifield stated that although the training line has been increased, it will not be sufficient for 2016. NH Police Standards and Training will now charge for some training that used to be provided free of charge.

Ms. Twombly referred the Clerical wage line. Chief Fifield noted he proposes to increase the part-time paralegal to a fulltime position. The requirements for court cases are becoming more involved. In addition, the Chief would like to utilize that position for administrative work for him and the Lieutenant, most likely on Wednesdays when the Prosecuting Sergeant does not work for the Town.

Mr. Paul referred to the need to consider use of video equipment around Town buildings. He added that the Milton Transfer Station staff wears Go-Pros. Chief Fifield is considering a security video camera for the building; however, he does not support the officers wearing cameras on their person for a number of reasons. However, he does approve of their use on cruisers. This could be a wonderful tool if improvements in legislation are made.

The bulk of this budget is in the first 5 lines, all relating to wages. **Mr. Edwards moved the section total at \$783,663. Ms. Twombly seconded the motion, which passed 2-0-1.**

The meeting adjourned at 7:45 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly