

**Board of Selectmen
October 7, 2015**

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

Various department heads/committee representatives were present as indicated below. Cindy Bickford was also present.

Mr. Edwards called the posted meeting to order at 5:03 p.m.

Town Maintenance – Mike Gingras

Mr. Edwards referred to the tar/coldpatch line. Mr. Gingras indicated he would like to work on the Canal Road culvert and North Wakefield Bridge in 2016. He informed Ms. Twombly that he anticipates St. Anthony's Road being on the Highway Construction Projects list. Ms. Twombly referred to a residence on Summer Street that continues to get water in the basement. Mr. Gingras has spoken with the property owner and plans to address the situation.

Mr. Gingras advised that the gravel and CBR will be used to address dirt roads. He is working on cross-training for the entire staff on all equipment. The gravel/CBR line shows minimal year-to-date expenditures; however, the crew has been "hauling like crazy."

The State has 2 choices for salt: Granite State and Morton. Morton is a little more expensive, but Mr. Gingras recommends using that material. He believes we are paying for water when using Granite State material, while Morton keeps their material covered. Morton is about \$2 per ton higher, resulting in an increase of \$6 per ton over what was projected in the 2016 budget.

The request for culverts, etc., has increased. Mr. Gingras notes there are many areas to be addressed, especially at stop signs. The crew is still hauling winter sand, but must be aware that limited funds are left in that line. The outside hire line was reduced as we will not need to hire out the mowing.

Ms. Twombly moved line #01-34121-682 at \$62,090. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved the section total at \$148,591. Mr. Edwards seconded the motion, which passed 2-0.

Highways, Streets & Bridges – Mike Gingras

Mr. Edwards cautioned Mr. Gingras that he must limit use of overtime. Mr. Gingras stressed that the burden will fall on him if issues occur during his absence. He stressed that his bottom line budget will not be overspent.

Mr. Gingras referred to the amount of work going on and the time constraints involved and indicated that he hears the Board's concerns.

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Mr. Gingras is proposing to add another fulltime employee to the Highway staff. He would eliminate the part-time (plow operator) position. [Mr. Paul joined the session at 5:30 p.m.] Given his rate of pay, the number of hours the crew will be out plowing, and the number of pieces of equipment available, Mr. Gingras does not believe it makes economic sense for him to be called out after regular hours to plow. He expects each crew member to load themselves (rather than having one employee available to load the trucks as they return to the garage). Ms. Williams noted that should the Board agree to budget for another staff member, that individual would not be on board for the 2015/2016 winter season. Further, should the Board decide to move forward with the new position, the part-time line could be reduced. Perhaps the overtime line could also be reduced. Discussion included various needs and positions, including maintenance, plowing, and general highway.

Mr. Gingras stressed that he is trying to move this department into the future. Discussed the potential for reorganization of various departments and what role Mr. Gingras might play in such scenarios. Mr. Paul stressed the need for forward thinking people in the various departments, including a game plan and direction. Perhaps we are trending towards a public works department, rather than 3 separate departments (highway, transfer station and sewer).

Ms. Williams made adjustments to various lines: 01-43122-110 - \$174,616; 01-43122-120 - \$4063; section total \$429,319. Ms. Twombly noted that year-to-date expenditures are currently much less than amounts budgeted. Mr. Gingras noted that he did not calculate the 2015 appropriations; however, he does anticipate use of much of the funds available. **Ms. Twombly moved the section total at \$429,319, with the understanding the Board will revisit this budget on October 21. Mr. Paul seconded the motion, which passed 3-0.**

Parks & Rec – Wayne Robinson

Mr. Robinson referred to the park caretaker line (for which we are waiting for bids) and suggested assuming \$25,000. He has added more properties to the specs and is anticipating use of more fertilizer. Otherwise, most of the increase is a result of the wage chart. Discussed the purchase of wooden vs. plastic picnic tables. The Rec program line was increased to develop a Senior Babe Ruth team. Mr. Robinson hopes to accomplish some building renovations this year in order to keep the bus under cover during the winter. Ms. Twombly referred to the unexpended funds in the park caretaker line. Mr. Robinson is waiting for invoices from the contractor for work done during the summer. **Ms. Twombly moved the new section total at \$153,277. Mr. Paul seconded the motion, which passed 3-0.**

Town Hall Annex – Wayne Robinson

Ms. Twombly moved the section total at \$12,520. Mr. Paul seconded the motion, which passed 3-0.

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Mr. Robinson noted the Commission will open maintenance bids at the October 13 meeting (beginning at 5:30 p.m. at the ballfields concession building) and hopes that a member of the Board can be in attendance. Mr. Paul will try to attend.

Ms. Williams referred to Mr. Paul having suggested the possibility of hiring an employee to take care of park and cemetery mowing. Mr. Robinson had investigated such a possibility a number of years ago and would be happy to refresh that information. This scenario would involve purchase of equipment. Mr. Robinson suggested that the Board accept a bid for a 3-year contract now, then establish a capital reserve fund for the purchase of the necessary equipment. In 3 years the CRF could have sufficient funds to accomplish its purpose. Ms. Twombly believes the Town is not ready for this. Ms. Williams suggested that this option could be a warrant article (when we are ready) to see how the voters respond.

Chief Nason joined the session. Ms. Williams advised the Board that 4 applicants were interviewed for the vacant FF/EMT position. NHMA indicates that it is not a requirement to conduct a non –public session for hiring an employee, should the Board wish to consider Chief Nason’s recommendation. The Board was willing, and Chief Nason recommended hiring Cody Nason (no relation!) at the probationary rate of \$15.49 per hour. **Mr. Paul moved to hire Cody Nason as a fulltime FF/EMT, at the probationary rate of \$15.49 per hour, as recommended by Chief Nason. Ms. Twombly seconded the motion, which passed 3-0.**

Ambulance – Todd Nason

Ms. Williams noted that the wage line includes all 4 fulltime positions. **Ms. Twombly moved the section total at \$184,477. Mr. Edwards seconded the motion, which passed 3-0.**

Fire – Todd Nason

Mr. Paul referred to a Fire Inspector position. These duties are currently being covered by 2 employees. Ms. Twombly referred to unexpended funds in the training line. Chief Nason advised that Mutual Aid has covered much of the cost in 2015; however, that can’t be counted upon for 2016.

Reference was made to the proposed increase in the new equipment line. Chief Nason had hoped to utilize funds from the recent sale of the firetruck to purchase needed SCBA units; however, we were unable to do that. Therefore, funds for those units have been included in the 2016 budget. **Mr. Paul moved the section total at \$219,485. Ms. Twombly seconded the motion, which passed 3-0.**

E Wakefield Fire – Todd Nason

Ms. Twombly moved the section total at \$5280. Mr. Edwards seconded the motion, which passed 3-0.

Union Fire – Todd Nason

Ms. Twombly moved the section total at \$4690. Mr. Paul seconded the motion, which passed 3-0.

Forest Fires – Todd Nason

Chief Nason advised that the funds in line #01-42251-740 are used for tools. It was agreed that the wage line (01-42251-190) should have \$1 in case any funds must be expended. **Ms. Twombly moved the section total at \$2001. Mr. Edwards seconded the motion, which passed 3-0.**

Chief Nason stated he will likely replace Engine #3 next. He asked whether the Firetruck CRF can be used to purchase equipment. He is recommending the purchase of new tools now that can be retrofitted into the new truck when it is purchased. The existing set of tools would be kept in East Wakefield. Cost of the new tools would be \$39,813. Unfortunately, the Firetruck CRF cannot be used for such a purpose. Ms. Williams will draft a warrant article for this purchase. It was agreed that \$35,000 would be proposed for the Firetruck CRF appropriation. Chief Nason plans to purchase an ambulance in 2016. That CRF has an approximate balance of \$140,000 and would need an additional \$67,000 to complete the purchase. There was a brief discussion regarding the possibility of putting the cost of the new tools within the operating budget.

Ms. Williams advised that she has begun researching the cost of security cameras.

The meeting adjourned at 7:33 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly