

**Board of Selectmen
October 21, 2015**

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

Mr. Edwards called the posted meeting to order at 5 p.m. Cindy Bickford joined the session in progress. Committee representatives were present as indicated below.

Gen'l Government – Personnel Benefits

Ms. Williams received figures for dental insurance today—the same as 2015. **Mr. Paul moved the Dental line (01-41551-219) at \$14,050. Ms. Twombley seconded the motion, which passed 3-0.**

Ms. Williams stated that the Health Insurance rates have increased slightly, using the same provider as 2015. Ms. Williams has tried to obtain a quote from HealthTrust; however, NHIT would like a signed contract by the first week of November. The Board could accept the NHIT figure for now and change it at a later date if necessary. **Mr. Paul moved the Health Insurance line (01-41551-210) at \$394,044. Ms. Twombley seconded the motion, which passed 3-0.** This results in a new section total of \$830,968.

Highway Department

Although Mike Gingras continues to check on prices for uniforms, Ms. Williams believes that \$5500 is still a good number. Mr. Gingras has reduced his requests for the following lines: Equipment Maintenance (01-43122-630) to \$27,000; Vehicle maintenance (01-43122-660) to \$18,000; and Misc Expenses (01-43122-810) to \$6,000. Ms. Williams recommends keeping the part-time position at this time, rather than adding another fulltime employee. Although it would be an asset to have 2 crews working, that might not require an additional fulltime employee. Mr. Paul noted that it is difficult for this Board to understand exactly what is needed as we are not on site every day. Much discussion followed as to staffing needs at the Highway Department. Also discussed when the Town might be ready for a Public Works Department/Director. Discussion included the future of the Sanbornville Water Precinct. Reference was made to overtime being used on a regular basis. The Town's Personnel Policy requires that all overtime be preapproved by the Department Head. In the event that the Board feels ready for a Public Works Director by the fall of 2016, it was suggested that \$3000 be added to the Merit/Sick Pay line. **Ms. Twombley moved to increase the Merit/Sick Pay line (01-41551-190) to \$23,000. Mr. Paul seconded the motion, which passed 3-0.** The new section total for Personnel Benefits is \$833,968. **Ms. Twombley moved to approve that section total at \$833,968. Mr. Paul seconded the motion, which passed 3-0.**

Mr. Paul moved the Highway Full Time Employees line (01-43122-110) at \$169,812 (to reflect 4 fulltime employees and one new part-time position). Ms. Twombley seconded the motion, which passed 3-0.

Ms. Twombley moved the section total at \$408,515. Mr. Paul seconded the motion, which passed 3-0.

Agricultural Commission – Robbie Bevard; John Blackwood; and Amanda Bevard

Although the Commission was established several years ago, this is the first time they have requested an appropriation. The request is for \$711.46. The Board reviewed the breakdown of this request. Mr. Edwards noted that Parks & Rec has fencing that could be utilized by the Commission.

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Ms. Bevard stressed that special graduated fencing is required for the pig scramble (at Pride Day), as those little piglets can squeeze through most fencing. The fencing would need to be stored out of the elements.

The Commission has issued cash prizes for the pig scramble. The Town can't issue cash prizes. It can, however, reimburse the farm for providing the piglets, if that farm provides the Town with a Certificate of Insurance. Ms. Williams suggested that participants be awarded with certificates to the NH Farm Museum in an effort to promote farming. Ms. Bevard noted that most of the recipients immediately spend the money awarded at other events at Pride Day.

The Commission has also requested \$100 to support Wakefield 4H. Ms. Bevard explained that the Commission hopes to have an informational meeting in an effort to generate interest in establishing 4H in Wakefield. Ms. Bevard has been taking minutes for the Commission; however, she would like to pass that duty on, with pay, to a young person interested in farming. The Commission is also seeking additional alternate members. **Ms. Twombly moved the \$711.46 request from the Agricultural Commission. Mr. Edwards seconded the motion.** Mr. Paul questioned where the fencing would be stored, noting it should remain on Town property. Mr. Blackwood suggested either the Parks & Rec building or the E Wakefield fire station. Although he has not spoken with representatives from either group, he will do so. Mr. Paul noted that the \$200 for fencing and the \$150 for prizes should be in the Parks & Rec budget. **The motion then passed 2-1.**

Ms. Twombly moved to round the request up to \$712. Mr. Edwards seconded the motion, which passed 2-1.

Community Services – Parks & Recreation

Reference was made to the bids recently received for maintenance of Town property. No award has yet been made. **Mr. Edwards moved the Park Caretaker line (01-45201-590) at \$17,000. Mr. Paul seconded the motion, which passed 3-0.**

Public Safety – Police Department

The Board discussed the Chief's proposal to change the part-time paralegal position to a fulltime position. This had been budgeted as a 30-hour per week position in 2015, although it was not unusual for that employee to work 32 hours per week. **Ms. Twombly moved the Police Department Clerical Wages line (01-42101-110) at 67,422, to include 34 hours per week for the paralegal, for a section total of \$781,032. Mr. Edwards seconded the motion, which passed 2-0-1.**

Financial Affairs

Although the sewer bond was paid off (via the Sewer Fund) in 2015, the Sewer Fund must be reimbursed for that expenditure. **Mr. Paul moved the Sewer Bond Principal line (01-47112-980) at \$4469. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul moved the Tan Interest line (01-47231-981) at \$1. Ms. Twombly seconded the motion, which passed 3-0.

Capital Outlay

The Board review requests for Police grant funding. **Mr. Paul moved the \$3458 for sustained patrols, 100% reimbursed (01-49091-190). Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul moved the \$4641 for DWI patrols, 100% reimbursed (01-49091-192). Ms. Twombly seconded the motion, which passed 3-0. Ms. Williams noted that this grant includes the DWI checkpoint, as well as town-wide patrols. In previous years, these have been 2 separate grants. Mr. Edwards wanted it made clear that he is in favor of the town-wide patrols, but he does not support the DWI checkpoint.

A separate warrant article will ask voters to approve \$7300 for radar traffic recorders. The department currently has a hose system, which is outdated. The Chief is trying to update the equipment via a 50/50 grant. **Mr. Paul moved the \$7300 grant request. Ms. Twombly seconded the motion, which passed 3-0.**

A separate warrant article will ask voters to approve establishment of an Expendable Trust Fund for the statistical update, and to appropriate \$8000 for the fund. **Mr. Edwards moved to establish the Expendable Trust Fund and to appropriate \$8000 for that fund. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Edwards noted that he cannot attend the October 31 Budget Committee meeting. Ms. Twombly will plan to attend in his stead.

Human Services – Outside Agencies

The Board reviewed the list of requests. **Ms. Twombly moved the section total at \$109,698. Mr. Edwards seconded the motion, which passed 3-0.**

Sewer

Ms. Williams has not received information from Mike Soucy regarding the cost to flush the lines. **Ms. Twombly moved the Line Maintenance Services line (02-43261-430) at \$1000, for a section total of \$1500. Mr. Edwards seconded the motion, which passed 2-1.**

The resultant total for the Sewer Budget is \$77,374. **Ms. Twombly moved the Sewer Budget at \$77,374. Mr. Edwards seconded the motion, which passed 2-1.**

A brief discussion regarding the contract for winter salt followed. Ms. Bickford provided background information on the origination of the salt, as well as information regarding solar vs. mineral salt.

Ms. Williams advised the Board that the Southern Maine Veterans Cemetery Assoc is seeking an annual donation to support their cemetery in Springvale. The Board declines this opportunity.

As a result of closing the post office box, the Tax Collector will need a new stamp with her physical address. The cost is approximately \$50. The Board felt the funds would be available within the established budget.

The Board decided not to consider a part-time position for the Transfer Station at this time.

After entering all data noted above, Ms. Williams advised that the proposed 2016 Operating Budget is about \$168,000 (or 3.9%) higher than 2015. At this point amounts for capital reserve funds have only been estimated. Using those estimates, the overall increase in the 2016 budget is 3.7%. The Board then reviewed the proposed budget. The overtime line for Highway was increased from \$35,000 to \$45,000, although year-to-date expenditures are at \$27,000. **Mr. Edwards moved to reduce that line (01-43122-140) to \$35,000. Ms. Twombly seconded the motion, which passed 3-0.**

The Police Office Expenses line has increased to \$5550 from \$4050, although year-to-date expenses are at \$2716. **Ms. Twombly moved to reduce the Police Office Expenses line (04-42101-620) to \$4050. Mr. Edwards seconded the motion, which passed 3-0.**

Ms. Williams suggested the Board may wish her to forego the Certified Public Managers course for 2016. The Board opted to leave that cost in the 2016 budget. The Board also agreed that the 1 hour per week added to the Town Clerk Deputy/Assistant line was not worth removing.

Attention turned to the Sewer budget. It was noted that no estimate for the generator has yet been obtained, and the Sewer Fund has a significant balance. **Mr. Edwards moved to reduce the System Reserve/Capital Repairs & Replacement line (02-43265-930) to \$0, for a section total of \$67,374. Ms. Twombly seconded the motion.** If necessary, funds are available within the Sewer Fund to purchase a generator. **The motion then passed 3-0.**

As a result of these changes (and still using estimates for capital reserve fund appropriations), the overall budget is up by 3.3%, with the Operating Budget up 3.6% (by \$156,461). The Board will meet on November 16 to review warrant articles and capital reserve funds, as well as any unanticipated changes.

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