

**Board of Selectmen
September 27, 2016**

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 4:30 p.m. The Board proceeded to review the proposed 2017 Municipal Budget with various department heads as indicated below.

Parks & Rec – Wayne Robinson & Alyssa Hall

The fireworks display did not work out this summer...just wait 'til next year!! Bids are due next week for park maintenance. Mr. Robinson expects higher bids than received last time, so we will assume \$22,000 for that line now (01-45201-590). Discussed the possibility of doing this work in-house, coming under either Highway or Parks & Rec. Mr. Robinson presented rough figures for the cost of necessary equipment. The Town already owns some of the equipment needed. Discussed the establishment of a capital reserve fund in anticipation of having sufficient funds available in 3 years. Including the cemeteries, the work would require about 48 hours per week. Mr. Paul stated we may want to consider awarding a 1-year contract only (rather than the 3-year contract advertised). This work would require use of a truck. Debated whether to plan this for 3 years out, or be ready for 2017. It was ultimately agreed to discuss this in more detail with Scott Pike and Wayne Robinson at 4:30 on October 19 (on which date a meeting is already scheduled).

Mr. Robinson noted that lines 01-45201-680 and 01-45201-681 have been combined, as have lines 01-45201-430 and 01-45201-730. **Mr. Paul moved the section total at \$155,117. Ms. Twombly seconded the motion, which passed 3-0.**

Town Hall Annex – Wayne Robinson & Alyssa Hall

Mr. Paul moved the section total at \$11,610. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Robinson noted that the building may need to be painted again next year.

Mr. Robinson then referred to the Community Center project. Committee members (Wayne, Dave Tinkham, Howie Knight, Denny Miller, Priscilla Colbath and Beau Keating) are bringing ideas together. The group will not be seeking funds in 2017.

Mr. Robinson stated that a septic system at the ballfields is needed. This would allow for construction of restrooms, as well as expanded operation of the concession stand. \$16,500 is the estimated cost of the permit, plan and installation. Mr. Robinson believes he could cover the cost of the permit and plan out of the 2016 budget. He will discuss options with Nate Fogg.

The Wakefield Volunteers have cleaned up the tennis court area in Forest Hills. The posts are bent, and the net is down. It would be nice to repair it, or turn the area into a dog park. Ms. Hall estimated the cost of a dog park to be in the area of \$12,000. Cost to build a simple tennis court at the ballfields would be around \$10,000, not including a fence.

The basketball court and skatepark at the ballfields are getting a lot of use. We need a new half pipe. Mr. Robinson may be able to get a new half pipe for as little as \$10,000. He believes he could raise \$5000 via donations and fundraisers, and suggests a warrant article be written to raise the remaining \$5000.

**Board of Selectmen
September 27, 2016
Page 2**

The possibility of purchasing flags and/or banners for the utility poles has been brought up. Mr. Robinson has priced bracket sets for banners at \$75/\$95 each. Banners cost \$160 for a 24x48. Mr. Robinson would suggest using every other pole. The first could have a "Welcome to Wakefield—Village of Whichever", with the American flags to be on the others. Mr. Paul would expect a custom flag/banner to be more costly than a standard version. More to come.

Town Hall – Teresa Williams

Mr. Paul moved the section total at \$53,092. Ms. Twombly seconded the motion, which passed 3-0.

Legal – Teresa Williams

Mr. Paul moved the section total at \$30,001. Ms. Twombly seconded the motion, which passed 3-0.

Street Lighting – Teresa Williams

Mr. Edwards moved the section total at \$31,500. Ms. Twombly seconded the motion, which passed 3-0.

Financial Affairs

There will be no appropriation for Bond Payments as the sewer bond was paid off last year. However, we should keep \$1 in the tax anticipation note line (01-47231-981), just in case it becomes necessary to obtain a TAN. **Mr. Paul moved the TAN line at \$1. Ms. Twombly seconded the motion, which passed 3-0.**

Elections, Registration and Vital Statistics – Valerie Ward

Ms. Williams provided the Board with several updated figures provided earlier by Ms. Ward. She also advised the Board that the increase in the wage line (01-41401-130) reflects a \$2.12 hourly increase. This amount represents half of the increase necessary to accurately place Ms. Ward on the wage chart. **Mr. Paul moved the section total at \$87,124. Ms. Twombly seconded the motion. Possible areas for reduction include preservation of a Town record book and/or the cost to mail reminders for registrations. The motion then passed 3-0.**

Discussed turned to the stipend for the Board of Selectmen. This line (01-41301-130) was reduced in 2010.

Financial Administration – Angie Nichols

Ms. Williams noted that this section includes several items that do not relate to Tax Collection. She then referred to the wage line (01-41504-130). Ms. Nichols stated that she left her wage at the current rate in order to avoid frustration of having the Board not assign her a place on the wage chart. The Board members explained that sometimes it takes a couple years to get to the appropriate place on the chart, with larger "steps" usually cut in half. Ms. Williams advised an hourly increase of \$2.59 would be necessary to bring Ms. Nichols to the appropriate place on the chart; however, she suggested budgeting for half that amount, \$1.30 per hour. That would bring Ms. Nichols' hourly rate to \$23.30. By next year, most employees should be within striking distance of their appropriate place on the chart.

This line was revised to \$44,801. **Ms. Twombly moved the section total at \$89,202. Mr. Paul seconded the motion, which passed 3-0.** Ms. Nichols provided the Board with year-to-date revenue figures, as well as outstanding receivables. Reference was made to an outstanding timber tax from 2010 in the amount of \$481.97. Ms. Nichols will try to determine why a lien was never put on this property. Perhaps Town Counsel will be directed to send a letter to the property owners.

Discussion returned to the Board's stipend. **Mr. Edwards moved to increase the stipend to \$2500 per member of the Board of Selectmen. Mr. Paul seconded the motion, which passed 3-0.**

Outside Agencies

VNA – **Ms. Twombly moved this request at \$12,000. Mr. Paul seconded the motion, which passed 3-0.**

Ossipee Concerned Citizens – This organization prepares the meals delivered by the GWRC. **Ms. Twombly moved the request at \$11,988. Mr. Edwards seconded the motion, which passed 3-0.**

Starting Point – **Ms. Twombly moved the line at \$2596. Mr. Paul seconded the motion, which passed 3-0.**

Huggins Hospital Med Bridge – **Ms. Twombly moved the request at \$107. Mr. Paul seconded the motion, which passed 3-0.**

Northern Human Services - **Ms. Twombly moved the request at \$4300. Mr. Edwards seconded the motion, which passed 3-0.**

American Red Cross – **Ms. Twombly moved the request at \$1000. Mr. Paul seconded the motion, which passed 3-0.**

Tri County CAP –The request relates only to fuel assistance. **Ms. Twombly moved the request at \$6000. Mr. Paul seconded the motion, which passed 3-0.**

GWRC – **Ms. Twombly moved the request at \$35,500. Mr. Edwards seconded the motion, which passed 3-0.**

WPI- **Mr. Paul moved the request at \$10,000. Mr. Edwards seconded the motion, which passed 3-0.**

The meeting adjourned at 7:05 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly

