

**Board of Selectmen
January 17, 2005**

Present: Paul S. Morrill, Chairperson; Mark P. Duffy; John J. Blackwood; Robin L. Frost, Town Administrator; and Toni Bodah, Secretary.

Those also present included David Lee and Larissa Mulkern, *Granite State News*.

[Note: Due to inclement weather conditions, the meeting originally scheduled for January 12, 2005, was postponed to January 17, 2005, at 5 p.m.]

The posted meeting was called to order at 5:05 p.m. by Mr. Morrill, who then led those present in the Pledge of Allegiance.

1. Appointments – None scheduled.

2. Old Business

a) Banking Services – Ms. Frost advised she met with representatives of Banknorth, who will provide her with a proposal regarding investment of the Capital Reserve and Cemetery Trust Funds.

b) Cartographics re: Tax Map Renumbering – As part of the Town's mapping project, Cartographics is recommending the renumbering of all lots within the Town. The new maps being created will all be the same size and scale. This renumbering would result in significant work for the Assessing Department. Don Butson of Cartographics is willing to make a presentation directly to the Board. Ms. Frost will speak with the Board in Madison, who recently completed a similar project with Cartographics. Potential confusion on the part of the taxpayers could be addressed by publicizing changes in advance, as well as including a notice on the individual tax bills. Mr. Morrill noted it will be important to implement changes in between the 2005 tax bills. We need to determine whether this additional data entry will result in a significant (unexpected) expenditure of funds by the Town.

c) Default Budget for 2005 – Ms. Frost presented the Board with the Default Budget to be used in the event the proposed 2005 Operating Budget is defeated. **Mr. Morrill moved to approve the Default Budget for 2005 in the amount of \$3,223,454. Mr. Blackwood seconded the motion, which passed 3-0.**

d) Town Administrator's Priorities – The Board reviewed a memo provided by Ms. Frost, with the following discussion:

--Draft Internet Use Policy: The initial draft has been reviewed and edited by the Board. Under paragraph 'E', wording will be amended to clarify that each employee's password will be kept in individual, secured envelopes and that each employee will be notified as soon as possible in the event the envelope must be accessed.

Mr. Morrill moved to approve the Internet Use and E-Mail Communications Policy, to include the preceding revision. Mr. Duffy seconded the motion, which passed unanimously. Ms. Frost will make the noted revisions and prepare for the Board's signatures. Once executed, Ms. Frost will provide Mr. Lee with a copy of the Policy, as requested.

--Solid Waste Committee Report: The Board agreed with Ms. Frost that it would be appropriate to include this written report in the printed Annual Town Report. Ms. Frost noted that she has also received requests to include reports from the Wakefield Arts Council and the GWRC in the printed Annual Town Report. The Board will review the reports submitted; however, the initial reaction was that the Town does not include reports from outside agencies. Perhaps a link on the Town's web page to these reports could be pursued. The Board was in agreement to pursue this possibility, as long as all such reports are channeled through the Town Administrator/Selectmen.

--Long Distance Carrier: The Town's long distance carrier has changed, which change should be 'transparent' to the Town offices. The new carrier has estimated that the Town will realize a \$5000 savings in 2005.

--Opera House Renovation Committee presentation at Deliberative Session: Victor Becker will make a presentation, which is expected to be in the area of 5-10 minutes long.

--Right of Way at Skatepark: The snow is currently piled within the right-of-way. This will need to be monitored during the winter. It could result in a drainage problem in the spring. Ms. Frost will discuss with John Citron.

4. Correspondence

a) Resignation of Jeff Bolstridge – Mr. Bolstridge has submitted his resignation from the Zoning Board of Adjustment, effective March 1, 2005, as he will be moving out of town. **Mr. Morrill moved to accept, with regret, the resignation of Jeff Bolstridge from the Zoning Board of Adjustment, effective March 1, 2005. Mr. Duffy seconded the motion, which passed unanimously.**

5. Unscheduled Matters/Public Comment

--Larissa Mulkern asked whether the Board was ready to act on recommendations of the Solid Waste Committee. Mr. Morrill advised that operations at the Transfer Station will continue as budgeted for 2005, i.e., the hiring of a part-time attendant if the proposed budget is passed. The Board will consider available options, including the possibility of integrating the Solid Waste and Wastewater operations.

--Ms. Mulkern asked what the impact of the Default Budget would be, should it become necessary. Mr. Morrill noted that new employees would not be hired, the cost of living increase would not be applied. However, individual warrant articles would not be affected.

--David Lee advised that he requested, via e-mail, copies of a number of assessment cards (for use in comparing his assessment to others in his area).

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He was notified that while his own assessment card would be provided free of charge, he would be charged \$1 for each of the other cards requested. Mr. Lee opted not to receive this information. Instead, he visited Town Hall and had the individual cards pulled for his review, after which a Town employee had to re-file the cards he used. Mr. Lee believes the \$1 charged by the Town for printed cards is ludicrous when one compares the amount of time it takes to print a card versus the time it takes an employee to pull and re-file the cards. Mr. Morrill explained that the \$1 charge is not reflective of the employee's time, but rather to offset use of toner, paper, wear on the office machines, etc. Mr. Duffy noted that he is actively pursuing the installation of a computer on which the public could access that information without assistance of Town personnel.

--Mr. Lee advised that he requested information from the Town Clerk (through the Town Administrator) regarding the number of voters over the past 16 years. He had asked at the end of his e-mail to be advised when he could expect to receive the information, noting that his requirement for the information is time-sensitive. Ms. Frost explained that the Town Clerk is unsure as to whether she is in possession of that information and will need to contact the Supervisors of the Checklist. Mr. Lee advised that he already approached the Supervisors, who do not have the information. Ms. Mulkern suggested that the Secretary of State's office may well have that information available. Mr. Lee noted that he would wait until he receives a response from the Town Clerk. He also indicated he would foresee a problem should the Secretary of State's Office have the information and advise him that they received it from the Town. Mr. Morrill stressed that the Town would have had to supply the information, should the Secretary of State's Office have it; however, the records retention requirements may not necessitate the Town retaining the information for the entire 16 years. Mr. Lee advised he seeks this information in order to support SB2. A brief discussion followed regarding the pros and cons of SB2.

6. Administrative Matters

a) Liaison Reports – Mr. Duffy: Believes it will be a low-cost item to set up a computer with Avitar for use by the public. He is awaiting additional information from Avitar.

Mr. Morrill: Planning Board held public hearings on open spaces and a proposed one-year moratorium on subdivisions. There was also significant discussion regarding the proposed change in zoning on Route 109, across Route 16, from agricultural to commercial/light industrial. Several Town of Brookfield residents voiced concerns. The Water Precinct was not in favor of the change. Residents in the area appeared to have not received accurate information as to how such a change would affect their property. The Planning Board voted unanimously not to support this warrant article.

b) Administrator's Update

--HB70, currently under discussion, if passed would repeal the requirement for the Board of Selectmen to perform perambulation of Town lines!

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--Health Insurance: HealthTrust allows for five 'groups' to be eligible for insurance. The Town already allows for groups (i) and (ii) to be eligible. Group (iii) includes elected officials (specifically Boards of Selectmen and department head level elected officials), group (iv) relates to other boards and commission members, and group (v) relates to spouses and children of those covered elsewhere. Individuals in group (v) already qualify under the Town's personnel policy. HealthTrust requires a vote of the Board of Selectmen in order to cover any other group. Part-time employees are not specifically listed; however, they could become eligible according to HealthTrust. Ms. Frost stressed, however, that the rates currently offered by HealthTrust are predicated on 75% of those eligible signing on. The Town of Wakefield has many part-time employees, and if this group becomes eligible and a high percentage of the group does not elect to purchase the insurance, the rates currently being offered to the Town would likely increase. Most other towns that use HealthTrust allow group (iii) to be eligible. Ms. Frost further noted that by accepting group (iii), two elected officials who currently receive the insurance benefit could continue to do so legally. **Mr. Morrill moved to authorize inclusion of category (iii) - Board of Selectmen and Department Head Level Elected Officials – to purchase health insurance through the Town. Mr. Duffy seconded the motion.** Discussion: Mr. Blackwood stated that he would become eligible to purchase the insurance and stressed for the record that the Town would not be paying for any of his premium; rather he would be paying his premium in full. **The motion then passed 2-0-1, with Mr. Blackwood abstaining.**

c) Building Permit Releases – Mr. Morrill moved to approve building permit releases for Bucknam on Vachon Drive and Misiasek on DeBoer Lane. Mr. Duffy seconded the motion, which passed 3-0.

d) Appointments for Town Clerk's Office – Ms. Williams has requested that the Board appoint Connie Twombly as the Assistant Town Clerk (currently serving as Deputy Town Clerk) and to appoint Nancy Slack as Deputy Town Clerk (currently serving as Assistant Town Clerk). Mr. Morrill moved to appoint Connie Twombly as Assistant Town Clerk, pending receipt of her written letter of resignation as Deputy Town Clerk. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Morrill moved to appoint Nancy Slack as Deputy Town Clerk. Mr. Duffy seconded the motion, which passed 3-0.

e) Other – The Board agreed by consensus to not include reports from the Wakefield Arts Council and the Greater Wakefield Resource Center in the printed Annual Town Report, as reports of outside agencies are not generally included. It was noted that Mr. Miller has requested the name of the printer being used. This is public information and will be provided to him as requested.

f) Minutes – Mr. Duffy moved to accept the minutes of December 22, 2004, as presented. Mr. Blackwood seconded the motion, which passed 3-0.

Mr. Morrill moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Blackwood – ‘aye’; Mr. Duffy – ‘aye’; Mr. Morrill – ‘aye’. Motion passes unanimously and Board enters Non Public Session at 6:35 p.m. [Note: The Board conducted the Non Public Session in the Town Administrator’s office to allow those entering the Opera House for the Public Hearing on the 2005 Budget to remain in the Opera House.]

The Board returned to public session at 6:50 p.m., at which time, there being no further business, the meeting adjourned.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Paul S. Morrill, Chairperson

Mark P. Duffy

John J. Blackwood