

**Board of Selectmen
October 29, 2018**

Present: Kenneth S. Paul, Chair (joined the session at 10:30 a.m.); Connie Twombly; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Various Department Heads/Committee representatives were present as indicated below.

Assessing – Cindy Bickford

Ms. Collins noted that all wage lines have been calculated using the 3% increase as previously approved by the Board. Ms. Bickford referred to 01-41522-312 (New Property Assessment) reflecting the second year of hiring a utility assessor. This past year it resulted in an \$8.5 million increase in utility values.

Line 01-41522-330 (Training) was not utilized by the Board of Assessors this year, and Ms. Bickford has been too busy to utilize it. However, she hopes to do so in 2019. It has historically been funded with the purpose of allowing for training of newly elected members of the Board. Line 01-41522-390 (Tax Maps) was increased slightly to reflect the increase in CAI's contract. Line 01-41522-637 shows minimal expenditures as Ms. Bickford was unable to attend monthly meetings. Mr. Miller suggested lowering this request to \$500 - \$750. All agreed to lower it to \$600.

Ms. Bickford noted that the line for Legal Expenses is new and is an attempt to track individual department's use of the legal support. Mr. Miller questioned whether the sum of the parts would exceed the previous total, and he suggested this line be reduced to \$2500. The certification process was briefly discussed.

Ms. Bickford noted she anticipates requesting \$10,000 for the Assessing Statistical Update CRF. Mr. Miller suggested reducing that to \$5000 for 2019, with the understanding we will need to make up the difference later. **Ms. Twombly moved the new section total at \$135,012. Mr. Miller seconded the motion, which passed 2-0.** A brief discussion followed regarding the recent revaluation and the existing tax rate. Ms. Bickford left the session.

Ms. Collins referred to the need to schedule a meeting to discuss Transfer Station staffing.

Land Use – Russ Bookholz

Ms. Collins noted that \$12,000 has been moved from the Building/Code Part Time Inspectors line to 01-41911-110 (Clerical Wages) to more accurately reflect a portion of Victor Vinagro's duties. Mr. Miller was advised that the sum of the parts exceeds the previous whole due to changes in hours/rates for staff. Mr. Bookholz advised that line 01-41911-310 (Pro Services) reflects mandatory water testing at public beach areas. Mr. Miller wonders whether there is a way to share results with relevant lake associations. Ms. Collins noted that the results are not received until late fall. This testing is accomplished by a contractor chosen by the State.

Line 01-41911-330 (Training) includes additional training for Victor Vinagro for Planning Board matters. Mr. Paul suggested that Strafford Regional Planning Commission might be willing to conduct in-house workshops. Mr. Bookholz noted line 01-41911-570 (Advertisement) is offset by revenue. Line 01-41911-610 (Printing/Supplies) is over-expended for 2018. Line 01-41991-637 (Mileage) was increased to reflect the number of inspections taking place. The following changes were made: Line 01-41911-570 =

\$1500; 01-41911-610 = \$650; 01-41911-637 = \$650. Line 01-41911-820 (Recording Fees) was reduced to \$1 as the applicant pays CCRF to have plans recorded. **Mr. Paul moved the revised section total at \$22,402. Ms. Twombly seconded the motion, which passed 3-0.**

Building Code – Russ Bookholz

Ms. Collins stated that Mr. Bookholz is proposing that both Victor's and his positions become full time, effective April 1, 2019. Mr. Paul stated such a change must be done gradually. Discussion followed regarding the whether necessity exists for full-time building inspection, including the workload of the staff. Ms. Collins referred to the NHRS impact on making these positions full time. Mr. Miller has heard rumblings that the public is not benefiting from the increased hours in the Land Use office. Ms. Collins referred to the increase in revenue, as well as the increased workload. Mr. Bookholz stated that the prior inspector averaged 4-5 inspections on a new home. However, that number should be 12-15. The previous inspector was not inspecting renovations; however, this is now being done. Mr. Vinagro is also the Health Officer and Co-Code Officer, in addition to addressing numerous shoreland issues. Mr. Miller stated it will be important to share as much information as possible at the Budget Committee meetings and public hearing. Perhaps we could fund one fulltime position this year and the other in 2020. **Mr. Paul moved the section total at \$137,139. Mr. Miller seconded the motion.** Ms. Twombly noted there may be questions as to what would happen in less busy years once these positions have been increased to full time. Line 01-42401-840 (GPS/911 Maps) was reviewed, reflecting an increase of \$5000. Mr. Bookholz advised that the previous staff did not keep the maps updated, and now we must play catch-up. In 2020 we can likely reduce this line. Mr. Bookholz added that adoption of the revised fee schedule will result in greater revenues, which will in turn offset these appropriations in part. **The motion then passed 3-0.** Mr. Bookholz left the session.

Ms. Collins advised the Board of potential agenda items for November 14. Suggested dates to meet with the Budget Committee are: Thursday, November 8 @ 6:30p.m., Saturday, November 10 @ 9a.m. and Tuesday, November 13 @ 6:30p.m. The Board agreed to this schedule.

Ms. Collins noted that Brock Mitchell is interested in discussing Transfer Station staffing with the Board. Various scenarios were discussed. It was agreed to meet with Mr. Mitchell in Non Public Session at noon on November 1.

Ms. Collins referred to the necessity of providing heat to the foyer of Town Hall. She will likely ask the Board to transfer funds from unexpended lines within the budget. Mr. Miller prefers to over-expend the appropriate line. Ms. Collins has received 2 quotes, which vary greatly as to what specific equipment is necessary. The Board requested that Ms. Collins attempt to obtain a 3rd opinion.

Election, Registration & Vital Stats – Valerie Ward

Ms. Ward discussed the process for election day, in which the Board members must participate. Some areas of her proposed budget reflect a decrease due to having fewer elections in 2019. Line 01-41401-330 (Training) includes a \$925 fee in order for her to begin certification through NEMC. Ms. Ward confirmed she can apply for a scholarship for this program. She also advised that she has begun training of her new assistant, for which positions 2 applications were received.

Line 01-41401-130 (Town Clerk) has increased as the final step in the gradual process to get Ms. Ward on the accurate place on the wage chart. Ms. Collins noted that the 3% across the board increase must be applied, and the new amount for this line should be \$55,078. Ms. Ward confirmed to Mr. Miller that line 01-41401-680 (Dog Licensing) is offset by revenue (which will be noted in the explanation).

YTD expenditures for line 01-41401-810 (TC Expenses) do not include the cost for the record book currently being preserved. Line 01-41401-570 (Advertising) was reduced to \$300 based on YTD expenditures. **Mr. Paul moved the section total at \$103,449. Mr. Miller seconded the motion, which passed 3-0.** Ms. Ward left the session.

Patriotic Purposes – Ms. Collins

This line (01-45831-820) is for Vet & US flags and banners. **Mr. Paul moved the line at \$1800. Mr. Miller seconded the motion, which passed 3-0.**

GWRC Building – Ms. Collins

This line (01-41943-430) is for \$8000, based upon requested maintenance. Mr. Miller suggested removing \$2500 for miscellaneous expenses. **Mr. Miller moved the line total at \$5500. Ms. Twombly seconded the motion, which passed 3-0.**

Discussion followed regarding street lighting and the process to identify lights that are not working. We will add a notation on the web site for residents to contact DPW if lights are not working.

Town Counsel – Ms. Collins

Mr. Paul moved the section total at \$28,001. Ms. Twombly seconded the motion, which passed 3-0.

At 12:45 p.m., Mr. Paul called a short recess. The meeting resumed at 1 p.m.

Financial Administration – Angie Nichols

Ms. Nichols confirmed to Ms. Twombly that not only can she apply for scholarships for her certification classes, but she in fact did receive such a scholarship last year, with the Town being reimbursed for the amount of the scholarship. Discussed the intended number of hours Ms. Nichols anticipates using her deputy. Ms. Nichols confirmed that she could change the office hours listed in the Town Report to more accurately reflect her availability. Discussed the yearly software upgrades, specifically for the anticipated change in percentage for interest.

Ms. Nichols intends to work 35 hours per week in 2019, with the deputy to cover the difference. Ms. Collins noted that wage line for the Tax Collector should be adjusted to reflect the 3% increase applied to the wage chart as of April 1, 2019. She noted that Ms. Nichols did not include a wage increase for herself. However, considering the 3% increase, her wage will increase from \$24.75/hour to \$25.49/hour. Tax bills are outsourced, the cost for which is less than if the process were done at Town Hall. Line 01-41504-637 (Mileage) allows for training for the new deputy in Concord, Chichester and North Conway. The 2019 proposed total for Tax Collection is \$70,414 (down from \$71,051 in 2018).

Ms. Nichols left the session. The Board reviewed the other lines included under Financial Administration. Bank fees (01-41501-814) were increased slightly. This is the last year of our contract with Vachon Clukay for the audit. This line (01-41502-301) includes the cost for an actuarial study, required each year under GASB 75. Line 01-41505-130 (Treasurer) includes a 3% increase for the Treasurer. **Mr. Paul moved the section total at \$95,745. Mr. Miller seconded the motion, which passed 3-0.**

Police Department – Chief John Ventura

Most of the \$66,000 increase in Full Time Salaries (01-42101-100) relates to the Student Resource Officer position and does not reflect anticipated reimbursement from the School District (75% of all costs). He anticipates this officer will be in place by December 1, 2018. 100% of the December – June cost will be paid by the School District. This salary was based on an average, resulting in a wage of \$22.50 per hour (year 3 on the wage scale). All costs will be tracked.

Line 01-42101-110 (Clerical Wages) reflects an increase of 8 hours per week for the Chief's admin assistant. Line 01-42101-120 (Part Time Wages) reflects Chief Ventura's proposal to pay part-time officers who are fulltime certified a rate of \$20/hour. The fulltime academy is 16 weeks, 40 hours per week, while the part-time academy is only 200 hours.

Ms. Twombly sought clarification regarding clerical wages. Mr. Miller questioned the total cost, including benefits, of the Student Resource Officer position (approximately \$75,500). Since the School District is on a difference fiscal year than the Town, the School District will pay 100% of this position from January through June. Mr. Paul was informed that a Town cruiser will be parked at the School all day, which will be the last sedan. The Town's cost for 2019 will be \$56,600.

Line 01-42101-290 (Uniforms) was increased to more accurately reflect the need for uniform type expenses. 2018 funds will be used to the extent possible. Line 01-42101-350 (Medical Prof Services) was decreased to \$750. Line 01-42101-620 (Office Expenses) was reduced to \$7000. Ammunition used to be included in the Department Supply line (01-42101-680); however, Chief Ventura has created a new line in order to better track this cost.

Canine Program: The Chief would use an existing officer and believes it would cost about \$11,500 to run this program. He has a donor for \$5000 as well as a grant, with the ultimate cost to be \$1500 in 2019. Discussion as to whether a public hearing would be required to accept grant funds. Chief Ventura spoke to the benefits of such a program, which would be used predominately for drug/people searches.

Mr. Miller suggested it may be necessary to postpone some other cost in the proposed budget, such as the command car. Discussed various scenarios whereby the dog would be used. The Board is willing to support the canine program if the warrant article for the command car is eliminated. It was agreed that \$1500 would be listed in the Police Dept budget for this program, with \$5000 to be listed under grants (capital outlay). **Mr. Miller moved the section total at \$891,312. Ms. Twombly seconded the motion, which passed 3-0.**

Animal Control – Chief John Ventura

The Chief has increased the hourly rate, but has reduced the weekly hours from 32 to 24, resulting in a section total of \$25,888. Ms. Collins plans to enter into a contract with Lakes Regional Humane Society that would allow “free surrender” for our residents. **Mr. Paul moved the section total at \$25,888. Mr. Miller seconded the motion, which passed 3-0.**

Emergency Management – Chief John Ventura

Chief Ventura has conducted a survey of all Carroll County towns regarding payment of a stipend for the Emergency Management Director, which payments range from \$2000 to \$10,000. He stressed that this position requires much work. He is proposing a \$4000 stipend for himself and a \$2000 stipend for his deputy. He confirmed to Mr. Paul that most EMD's are already fulltime employees. Mr. Miller has a problem going from \$0 to \$6000, and he expects the Budget Committee will as well. He suggested starting with \$2000. **Mr. Miller moved the section total at \$2250. Ms. Twombly seconded the motion, which passed 3-0.**

Public Safety Building – Chief John Ventura

Use of electricity is up due to use of the second floor. Chief Ventura provided a revised appropriation request, which the Board reviewed. Mr. Miller has been advised that the Sanbornville Water Precinct intends to begin billing the Fire Department to fill the trucks at the PSB. If that is the case the \$800 suggested will not be adequate. Mr. Paul asked about plans to address the parking lot. Chief Ventura stated that it needs to be done; however, he believes that the DPW is handling that in the budget for paving projects. **Mr. Miller moved the section total at \$85,024. Ms. Twombly seconded the motion, which passed 3-0.** Chief Ventura left the session.

Welfare – Arlene Fogg

Ms. Fogg had reduced her wage line, intending to reduce her hours to 20 per week; however, she now thinks that may have been overly optimistic. The line (01-44411-110) was changed to \$21,800. **Mr. Paul moved the section total to \$44,790. Mr. Miller seconded the motion, which passed 3-0.**

Outside Agencies

Ms. Collins referred to requests from 2 organizations, both providing VNA/Hospice services. She is suggesting that funds be split between the 2 organization. This issue was tabled until the next session.

Heritage Commission – Pam Wiggin

The wage line (01-41913-110) was increased to reflect an hourly rate of \$15 for their clerk, who Ms. Wiggin stressed is worth more than that. The heating oil line (01-41913-411) should be \$1500. **Mr. Miller moved the section total at \$14,441. Ms. Twombly seconded the motion, which passed 3-0.**

Wakefield Library – Pam Wiggin

Ms. Wiggin noted that the Library requested \$9610 in 2018; however, the Board reduced the appropriation to \$7710. She referred to increases in the 2019 request, including \$300 for fuel and \$500 for maintenance that is no longer done by a volunteer. Mr. Paul asked whether the Wakefield Library generates any revenue. Ms. Wiggin advised they do some fundraising and receive some donations for specific memorial purposes. Ms. Wiggin also stated that they did not receive an anticipated significant

donation in 2018 and will likely not do so in 2019. She stated that if the Town continues to reduce financial support, they will likely not have sufficient funds to function. Mr. Paul is in favor of user fees. Ms. Collins stated that the Wakefield Library Trustees need to seek alternate funding sources other than the Town. **Mr. Paul moved the line at \$9610. Mr. Miller seconded the motion.** Mr. Paul noted that the Wakefield Library is really an outside agency. Ms. Wiggin stated it is a Town landmark and one of the most beautiful buildings in town. Mr. Paul agreed. **The motion then passed 2-1 (Ms. Twombly voting against).** Ms. Wiggin left the session.

Parks & Rec – Wayne Robinson

Mr. Robinson referred to the increase in line 01-45201-430 (Facility Repairs) in part due to necessary repairs at the Town beach. He is working on the permitting process. Mr. Miller stated this is not the year for this expense. Perhaps we could fund the permit and plan to do the work in 2020. Briefly discussed possibility of resident-only parking at the Town beach. **Mr. Paul moved the section total at \$169,293. Mr. Miller seconded the motion, which passed 3-0.**

Town Hall Annex – Wayne Robinson

Mr. Robinson referred to line 01-41942-430 (Repairs/Maintenance) and noted that the building requires painting again. Mr. Miller asked whether it would harm the building to delay the painting. Mr. Robinson answered, "Probably not." There will be a slight increase in cleaning costs and the facility will be cleaned twice each week during the summer program. **Mr. Miller moved the section total at \$16,41. Mr. Paul seconded the motion, which passed 3-0.**

Discussion followed regarding drainage at the Town's beach on Lake Ivanhoe. Mr. Robinson suggested the addition of a split rail fence with a 6' opening for canoes/kayaks and a berm/riprap to redirect the drainage. Mr. Robinson would like the launch at Lovell Lake to look like the launch at Great East Lake. He will have Fish & Game take a look. Mr. Robinson left the session.

Ambulance – Chief Todd Nason

Chief Nason referred to the improved response time given the 24-hour shifts. Discussed the use and cost of overtime with 24-hour shifts. Chief Nason confirmed to Mr. Miller that he will be available when the Budget Committee reviews this budget. **Mr. Paul moved the section total at \$477,944. Mr. Miller seconded the motion, which passed 3-0.**

General Fire – Chief Todd Nason

Mr. Miller moved the section total at \$205,699. Ms. Twombly seconded the motion, which passed 3-0.

East Wakefield Fire – Chief Todd Nason

Mr. Miller moved the section total at \$4830. Ms. Twombly seconded the motion, which passed 3-0.

Union Fire – Chief Todd Nason

Mr. Miller moved the section total at \$4500. Ms. Twombly seconded the motion, which passed 3-0.

Forest Fire – Chief Todd Nason

Mr. Miller moved the section total at \$2001. Ms. Twombly seconded the motion, which passed 3-0.

Discussed staffing at the Fire/Rescue Department. Chief Nason shared a spreadsheet regarding the life expectancy and anticipated replacement schedule of the equipment, including purchase of an airboat and trailer for \$75,000. He will likely hold off on such a purchase until 2020. Chief Nason recommends \$75,000 be appropriated for the Fire Truck capital reserve fund and \$40,000 be appropriated for the Ambulance capital reserve fund.


At 4:30 p.m. Mr. Miller moved to adjourn. Mr. Paul seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

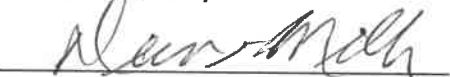
Approval of Minutes:



Kenneth S. Paul, Chair



Connie Twombly



Dennis M. Miller