

**Board of Selectmen
November 1, 2018**

Present: Kenneth S. Paul, Chair (joined session in progress); Connie Twombly; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary. Department Heads/Committee representatives were present as indicated below.

Ms. Twombly called the posted meeting to order at 12:15 p.m. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Mr. Miller – ‘aye’; Ms. Twombly – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 12:58 p.m. During the immediately preceding Non Public Session, the Board voted to offer the position of Transfer Station Manager to John Palaima at the hourly rate of \$19.91, with a 3% increase as of April 1, 2019.

Cemeteries – Phil Twombly & Dave Tibbetts

Mr. Twombly advised they are seeking level funding for 2019 (\$33,010). **Mr. Paul moved the section total at \$33,010. Ms. Twombly seconded the motion.** Mr. Tibbetts advised that revenues equal about \$8000/year, with approximately 12 plots used at the new cemetery. Ms. Twombly was advised that Cemetery Maintenance is now expended from the Capital Reserve Fund established for that purpose (other than the maintenance contract). We have 125 cemeteries, 46 of which include veterans. **The motion then passed 3-0.**

Sewer – Brock Mitchell

Operation & Maintenance – Discussed need to increase Professional Services (02-43211-310). Wage lines adjusted. **Mr. Paul moved to approve the section total at \$42,490. Mr. Miller seconded the motion, which passed 3-0.**

Line Maintenance – **Mr. Paul moved the section total at \$5500. Ms. Twombly seconded the motion, which passed 3-0.**

Pump Station – **Mr. Miller moved the section total at \$21,360. Mr. Paul seconded the motion, which passed 3-0.**

Treatment Site – Discussion regarding ‘cake’ built up in the septic tank. Ms. Collins and Mr. Mitchell recommend that the process to award this work be amended for 2019. **Mr. Miller moved the section total at \$32,100. Ms. Twombly seconded the motion, which passed 3-0.**

Equipment – **Mr. Miller moved the section total at \$1000. Ms. Twombly seconded the motion, which passed 3-0.** The above action results in a total sewer budget of \$102,450.

Town Maintenance – Brock Mitchell

Discussed as to whether to stockpile gravel & CBR (01-43121-681). Outside Hire (01-43121-810) was increased in order to address roadside mowing (@ \$15,000-\$20,000). **Mr. Paul moved the section total at \$165,000. Mr. Miller seconded the motion, which passed 3-0.**

Highway Department – Brock Mitchell

Discussion regarding use of the part-time employee line (01-43122-120), to include plow operator as needed as well as occasional clerical support. Mr. Mitchell proposes eliminating the contract for uniform provision and purchasing same for employees (01-43122-290). The Radio & Computer Maintenance line (01-43122-631) includes a quote for upgrading our radio infrastructure. It was agreed that cost should be moved from the operating budget to a separate warrant article. The line was reduced to \$1000. We will no longer be able to utilize John Kenney's repeaters and will have our own. **Ms. Twombly moved the section total at \$447,503. Mr. Miller seconded the motion, which passed 3-0.**

Discussed potential paving projects for 2019. Mr. Mitchell suggests \$250,000 in this CRF, which would not include paving the parking lot of the Public Safety Building. Those funds would be appropriated in a separate warrant article (as the CRF is specifically for road projects). Mr. Miller is concerned that such a warrant article would not pass. Perhaps it could be included within the PSB Building operating budget. It was ultimately agreed to submit a warrant article for \$50,000, to include funds for grinding as necessary.

Street Lighting

Mr. Paul moved the line (01-43161-410) at \$31,000. Mr. Miller seconded the motion, which passed 3-0.

Transfer Station – Brock Mitchell

There is currently no market for plastic or cardboard. Therefore, it is best to compact and haul it until the market changes. Another option would be to purchase a bailer; however, that would also require a building to house the bailed material. Mr. Paul referred to the Town of Milton, where a used truck was purchased to haul their recycling materials to wherever the market dictated. It is hoped that HEB will consider such an option.

Discussed how holidays are calculated/paid for the TS staff (01-43241-190). Disposal costs will increase as recyclables are now being hauled (01-43241-581). Equipment Maintenance (01-43241-630) was increased in order to perform necessary maintenance. Mr. Miller requested data to support the \$28,500 request. Discussed the process used for disposal of shingles. **Mr. Miller moved the section total at \$457,303. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Paul suggested that more professional looking signage be used for various notifications—perhaps use of a message board. Mr. Mitchell left the session at 3 p.m.

Gafney Library/Literacy Program – Dick DeRoches and Beryl Donovan

Mr. Paul supports a user fee based program in an effort to offset expenses. Mr. DeRoches and Ms. Donovan indicated that such a process would likely eliminate many potential users of the facility. Mr. Paul realizes that many people use the facility; however, there should be a fee when books are returned late (or not returned at all).

Ms. Collins referred to \$3000 in rental fees paid by the Literacy Program to the GWRC, which should be removed from this budget and paid directly to GWRC. This would more accurately reflect the cost of the GWRC to the public.

When asked of the status of the renovation plan, Mr. DeRoches stated that the original idea was for a major fundraising campaign to raise \$2 million. That will not happen. Private donations total around \$800,000. They are now viewing this project as a major addition to the building and will require site work. They will likely demolish the building next door within the next several months.

Mr. Miller asked whether the staff will increase when the size of the building increases. Mr. DeRoches stated that will not happen. Mr. Miller questioned whether operating costs will increase and suggested the Town should cap increases by a certain percentage. Mr. DeRoches indicated that is what is being done now.

Ms. Collins asked what happens to unexpended funds in the Literacy Program. Mr. DeRoches advised they are rolled over. At year end, the operating budget has around \$60,000 to \$80,000 in reserve (not counting restricted funds). They would not be able to fund operations from January 1 to receipt of Town funds otherwise, with monthly operating costs being in the area of \$15,000. Mr. Paul noted that taxes are going up this year and will be worse next year. That could be a concern for many. Ms. Donovan noted that at some point this Town must appreciate having this library that is free to all residents in Town. For a town of this size, we need more space and hours of operations. Gafney is one of 7 libraries in the State not owned by a town. Ms. Donovan referred to the variety of services offered by the Gafney.

Ms. Collins questioned who else pays for the Literacy Program. Mr. DeRoches advised that only Wakefield supports this effort. However, residents from other communities are served. Those communities have been approached for financial support without success. Ms. Collins suggested that perhaps the funds for this program should be in a warrant article. Mr. Miller noted that Wakefield has the problem of supporting 2 libraries. He is very proud of the Literacy Program; however, he wishes other towns would step up to the plate. Ms. Donovan advised there are 12 people working on their GED's at any given time, with 10 being from Wakefield. She referred to the savings realized from tuition for the alt ed students who are referred to the Wakefield Literacy Program from the Bud Carlson facility at Spaulding. Mr. DeRoches referred to the disadvantage they have in approaching other towns as they are the "library" rather than the "Town." Perhaps the Board would have more clout. Ms. Donovan advised that when the addition is complete, the Literacy Program will move to the Gafney. Mr. DeRoches advised Mr. Miller that anything less than the 2018 appropriation would result in a reduction in hours of operation. **Mr. Miller moved the line (01-45501-011) at \$138,000. Mr. Paul seconded the motion, which passed 2-1 (Ms. Twombly voting against).**

Literacy Program – Mr. Paul moved to approve the appropriation resulting when the cost of the yearly lease at the GWRC is removed. Mr. Miller seconded the motion, which passed 3-0. Mr. DeRoches and Ms. Donovan left the session.

Mr. Paul moved to authorize Ms. Collins to execute the Police Grant documentation as necessary. Mr. Miller seconded the motion, which passed 3-0.

General Gov't – Insurance – Ms. Collins

Ms. Collins noted that the overall costs for Unemployment, Workers compensation and Property Liability Insurance is up 3.4% over 2018; however, it is still down from 2017. A brief discussion followed regarding comparison of Town vs. School health insurance. **Mr. Paul moved to approve the Insurance section total at \$103,163. Mr. Twombly seconded the motion, which passed 3-0.**

Human Services - Outside Agencies

We now have 2 requests for VNA/Hospice services. Ms. Collins suggests increasing the total to \$16,000 and splitting those funds \$9000/\$4000 between the 2 organizations.

WPI is proposing that the Board consider a warrant article for \$115,000 to proceed with an addition to the back of Town Hall.

It was noted that Cross Roads has not yet requested their 2018 appropriation.

A Hundred Nights housed a Wakefield resident for a number of days. It may result that they are paid a sum from the Welfare budget rather than seeking an appropriation for 2019. **Mr. Miller moved the section total at \$113,915. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Paul left the session at 3:55 p.m.

Conservation Commission – Steve Brown


Mr. Brown advised they are requesting level funding. Ms. Twombly asked where they keep track of funds received from the Town (for property that comes out of current use). Mr. Brown is not sure. (It was determined that the balance in that account is \$197,701.) Very few expenditures have been made YTD from the Conservation budget. Mr. Brown noted they had no campers this year. It was agreed to reduce funding to 4 campers. **Mr. Miller moved the section total to \$3516. Ms. Twombly seconded the motion, which passed 2-0.**

Another meeting will be required to address several outstanding areas of the budget. Ms. Collins advised of the plan to lease servers/computer equipment. Mr. Miller suggested purchasing the servers from unexpended 2018 funds. Ms. Collins will check on that proposal; however, she still needs to address the heat (or lack thereof) in the foyer. **Mr. Miller moved to adjourn at 4:10p.m. Ms. Twombly seconded the motion, which passed 2-0.**

Respectfully submitted,
Toni Bodah, Secretary
Approval of Minutes:


Kenneth S. Paul, Chair


Connie Twombly


Dennis Miller