

**Board of Selectmen  
December 1, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombly; Lino Avellani (joined in progress); Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 9:30 a.m.

**1. Gen'l Gov't – Personnel Benefits**

Ms. Collins explained that the Merit/Sick Pay line (01-41551-190) includes funds for 2 anticipated retirements (\$22,000), the cost of eliminating 2 furlough days (\$25,000), and \$10,000 to cover unanticipated changes in health insurance plans. This number would need to be increased if the Board makes a decision to allow employees to roll over additional unused earned time.

The Longevity line (01-41551-191) reflects all current employees who will be eligible for this benefit in 2018.

The Health Insurance line (01-41551-210) reflects a reduction in premiums; however, it also reflects additional fulltime FF/EMT employees.

The FSA fee (01-041551-211) is a monthly fee for HealthTrust to administer this program.

The Dental line (01-41551-219) reflects a slight increase in rates, and also includes 3 new fulltime FF/EMT's.

The Social Security line (01-41551-220) has increased due to additional staff and anticipated wage increases.

The NHRS Fire line (01-41551-232) reflects additional fulltime FF/EMT's.

**Mr. Avellani moved the section total at \$966,681. Ms. Twombly seconded the motion, which passed 3-0.**

**2. Draft Warrant Articles**

Ms. Collins noted that Deliberative Session will be held on Saturday, February 3, 2018, beginning at 10 a.m. As the Board votes only on articles that include appropriations, the first article to be reviewed is #8.

Ms. Collins stated that #8 and #9 go together as a "buy one, lease one" option for Highway trucks. The chassis would be Freightliner. If Tenco provides the body the total cost would be \$199,500. If Donovan provides the body, the total cost would be \$208,500. Article #8 reflects a 5-year lease, and Article #9 reflects an outright purchase.

Article #10 provides the option to lease both trucks. Both Mr. Avellani and Mr. Edwards prefer the "buy one, lease one" option; however, all should be presented to the Budget Committee in order to determine the direction those members want the Town to take. Ms. Collins advised that a separate public hearing will be required to consider the lease (bond), which can take place on the same evening as the budget public hearing.

It will require separate minutes to be taken. **Mr. Avellani moved to recommend Article #'s 8 and 9. Ms. Twombly seconded the motion, which passed 3-0.**

Article #11 reflects Chief Nason's recommendation that \$39,000 be appropriated for the Ambulance CRF. **Mr. Avellani moved to recommend \$39,000 for the Ambulance CRF, as recommended. Ms. Twombly seconded the motion, which passed 3-0.**

Article #12 relates to the Bridge Construction CRF. Ms. Collins stated that approximately \$70,000 of the \$116,000 funding from SB 38 has been earmarked for Union sidewalks. Approximately \$49,000 is available in the CRF and could be used towards a comprehensive engineering plan. Combined with the \$46,000 remaining from SB 38, there should be adequate funds to put out an RFP. Ms. Collins stressed the importance for the Town of Wakefield to join SRPC in order to access the many resources available through such membership for this project, as well as for other projects. Considerable discussion followed. **Mr. Avellani moved to recommend \$25,000 for the Bridge Construction CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #13 reflects Chief Nason's recommendation that \$75,000 be added to the Fire Truck CRF. The current balance is \$147,495. Replacement of Rescue #1 is next on the list. **Mr. Avellani moved to recommend \$75,000 for the Fire Truck CRF, as recommended. Ms. Twombly seconded the motion, which passed 3-0.**

Article #14 relates to the Highway Truck CRF. Ms. Collins wonders whether the Board wants to consider any appropriation given Articles #8, 9 and 10. **Mr. Avellani moved to not recommend an appropriation for the Highway Truck CRF for 2018. Ms. Twombly seconded the motion, which passed 3-0.**

Article #15 relates to the Transfer Station Facility CRF. Ms. Collins noted there are funds available (\$145,590); however, we are not really ready to move forward. **Mr. Avellani moved to not recommend an appropriation for the Transfer Station Facility CRF for 2018. Ms. Twombly seconded the motion, which passed 3-0.**

Article #16 relates to the Highway Heavy Equipment CRF. Ms. Collins advised that we will need to replace the grader within the next few years. Perhaps the Board will consider leasing this equipment, funds for which would not come from this CRF. **Mr. Avellani moved to recommend \$25,000 for the Highway Heavy Equipment CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #17 relates to the Invasive Species Expendable Trust Fund. A total of \$32,125 has been requested by various organizations. **Mr. Avellani moved to recommend \$32,125 for the Invasive Species Expendable Trust Fund. Ms. Twombly seconded the motion, which passed 3-0.**

Article #18 reflects Chief Fifield's recommendation that \$35,274 be added to the Police Cruiser CRF. Ms. Collins noted that the current balance is only \$487 and added that this account cannot be overspent. Ms. Collins will confirm with Chief Fifield that this amount is sufficient for all required equipment. **Mr. Avellani moved to recommend \$35,274 for the Police Cruiser CRF as recommended. Ms. Twombly seconded the motion, which passed 3-0.**

Article #19 relates to the Technology CRF. Ms. Collins has a list of computers to be replaced by CCS in 2018. We will need to consider replacing the server in 2019/2020. Ms. Collins will discuss with Chief Fifield and Lt. Ventura whether any equipment on the 2018 list could be purchased from remaining PSB2 funds. Said equipment would need to be used on the 2<sup>nd</sup> floor of that building. **Mr. Avellani moved to recommend \$12,000 for the Technology CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #20 relates to the Town Hall Improvement CRF. Ms. Collins advised there is a balance of \$10,390 in this fund. The painting of the connector and the curtains in the conference room have been accomplished. For 2018, Ms. Collins plans to reconstruct the outer office across the hall and move Finance into that area. Counters and doors would need to be changed and the area painted. **Ms. Avellani moved to recommend \$7500 for the Town Hall Improvement CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #21 relates to the Emergency management CRF. The original target of \$10,000 was met and increased to \$15,000. The current balance is \$14,229. **Mr. Avellani moved to not recommend an appropriation for 2018 for the Emergency Management CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #22 relates to the Highway Construction Projects CRF. A plan will be needed to support this request. **Mr. Avellani moved to recommend \$250,000 for the Highway Construction Projects CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #23 relates to Security Devices. Ms. Collins believes the current balance of \$23,714 will be sufficient to address cameras for Town Hall. **Mr. Avellani moved to not recommend an appropriation for the Security Devices CRF for 2018. Ms. Twombly seconded the motion, which passed 3-0.**

Article #23A reflects Chief Fifield's recommendation that \$54,000 be appropriated for body cameras, vehicle cameras and a dedicated server for the Police Department, plus any associated administrative costs. **Mr. Avellani moved to recommend \$54,000 for the purposes recommended. Ms. Twombly seconded the motion, which passed 3-0.**

Article #24 relates to the Assessing Statistical Update CRF. **Mr. Avellani moved to recommend \$18,500 for the Assessing Statistical Update CRF. Ms. Twombly seconded the motion, which passed 3-0.**

Article #25 relates to the GWRC CRF. This management agreement expires at the end of 2018. **Mr. Avellani moved to recommend \$5000 for the GWRC CRF. Ms. Twombly seconded the motion, which passed 3-0.**

We are not ready to discuss the Operating Budget warrant article (#26). Ms. Collins again referred to the merits of joining SRPC. This would only obligate the Town for 2018. **Mr. Avellani moved to include \$6000 for membership dues to SRPC in the General Government Executive section of the 2018 budget. Ms. Twombly seconded the motion, which passed 3-0.**

**Board of Selectmen  
December 1, 2017  
Page 4**

Article #27 relates to the acquisition of Turntable Park from the State of NH. **Ms. Twombley moved to recommend the appropriation of \$1500 to acquire Turntable Park. Mr. Avellani seconded the motion, which passed 3-0.**

The Board briefly discussed the December 13 agenda. Rick Skarinka of NH DES has asked to address the Board; however, this will be scheduled for December 27.

Mr. Edwards left the session at 10:55 a.m. **Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) and (c). Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley –‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 12:30 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding non-public session. Ms. Twombley seconded the motion. Roll call vote: Mr. Avellani – ‘aye’; Ms. Twombley –‘aye’. The motion passed 2-0, and the minutes were sealed.**

During the non-public session, the Board voted to place Nathan Fogg on paid administrative leave, effective immediately.

**Mr. Avellani moved to adjourn at 12:31 p.m. Ms. Twombley seconded the motion, which passed 2-0.**

Respectfully submitted  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Connie Twombley

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Lino Avellani