

**Board of Selectmen
October 18, 2017**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; and Kelley A. Collins, Town Administrator.

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

The Board returned to public session at 3:10 p.m. Toni Bodah, Secretary joined the session at this time. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’.** The motion passed 3-0.

There are still a number of sections of the budget which the Board has not yet reviewed, as well as several sections that were taken under advisement and need to be completed.

Public Safety – Police Department - The Board considered the lines for fulltime wages, clerical wages and part-time wages. The Board directed Ms. Collins to contact Chief Fifield to obtain spreadsheets, with names, for these lines, which should include 2017 and 2018 figures.

Gen'l Gov't – Executive - The part-time executive assistant line (01-41301-110) reflects not only an anticipated increase, but also an additional 208 hours for 2018. The narrative will be revised to indicate the average number of hours per week. **Mr. Avellani moved to approve the section total at \$130,386. Ms. Twombley seconded the motion, which passed 3-0.**

Gen'l Gov't - Election/Registration - Discussed this position begin hourly rather than salaried. The section total was revised to \$95,097. **Ms. Twombley moved the section total at \$95,097. Mr. Avellani seconded the motion, which passed 3-0.**

Gen'l Gov't - Town Hall - **Mr. Avellani moved the section total at \$51,640. Ms. Twombley seconded the motion, which passed 3-0.**

Gen'l Gov't – Greater Wakefield Resource Center - Ms. Collins reviewed responsibilities of the Town for this building as outlined in the Management Agreement. The line (01-41943-430) was increased to \$5000. **Mr. Avellani moved the section total at \$5000. Ms. Twombley seconded the motion, which passed 3-0.**

Gen'l Gov't – Insurance - Ms. Collins provided firm numbers for Unemployment (01-41961-250) and Workers Compensation (01-41961-260). She has received quotes for Property Liability from both Primex and Travelers. The basic quote from Travelers is lower; however, the deductibles per incident (other than for vehicles) is \$5000, while Primex is \$1000. Although Travelers is willing to reduce their quote, it would still not be lower than Primex, with all things considered.

Mr. Avellani moved the section total at \$99,800, to include an agreement with Primex for property liability insurance. Ms. Twombley seconded the motion, which passed 3-0.

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Gen'l Gov't – General Administration - Mr. Avellani referred to the over-expenditure of the postage line (01-41991-625) 2017 YTD. Ms. Collins explained that the purchase of postage comes from this line, but is charged to various departments as it is used. Therefore, the YTD expenditures will vary. **Mr. Avellani moved to approve the section total at \$91,084. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Collins asked that the Board reconsider the Misc Expenses line (01-41991-810). She explained that 2 additional tax acquired properties have association dues. She recommends that the Board dispose of these properties as soon as possible. In the meantime, the Town will be liable for the association dues. Adding \$500 to that line results in a new section total of \$91,584. **Mr. Avellani moved to reconsider this section. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Avellani moved to approve the new section total at \$91,584. Ms. Twombly seconded the motion, which passed 3-0.

The Wakefield Library provided year-to-date expenditures for 2017 as requested by the Board. Discussion followed regarding the agenda for October 25, 2017.

Community Services – Agricultural Commission - YTD expenditures are only \$70. It is believed that this Commission does not meet on a regular basis. The Clerical line (01-45891-120) was reduced to \$1, and the Office Expenses line (01-45891-620) was reduced to \$249, for a section total of \$250. **Mr. Edwards moved the section total at \$250. Ms. Twombly seconded the motion, which passed 3-0.**

Sections still outstanding: Personnel Benefits, Police Department, Highway Department and Gafney Library. Discussion followed regarding the possibility of establishing a revolving fund for benefit payouts, the Personnel Merit/Sick Pay (contingency) line, and setting of the tax rate.

Mr. Avellani moved to adjourn at 4:45 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani