

**Board of Selectmen  
October 3, 2017**

**Present:** Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah. Department heads/committee representatives were present as indicated below.

Mr. Edwards called the posted meeting to order at 8:37 a.m. The purpose of this session is to review the proposed 2018 municipal budget.

**Assessing - Cindy Bickford**

The contract with Rod Wood (01-41522-312) remains the same. However, the Board of Assessors has decided to hire an outside utility appraiser rather than using DRA. This is primarily for property owned by Eversource and NH Electric Co-op. If the Town realized a \$975,000 increase in value (which is believed to be a low estimate) the resulting increase in property taxes would offset the cost of the appraiser. DRA does not distribute the values among NH towns by considering the value of utility property located in each town. Ms. Collins provided background of DRA's history of assessing utilities.

Although YTD expenditures are low for printing/supplies (01-41522-610), Ms. Bickford expressed concern about not having funds available should something like a printer suddenly need to be replaced.

Ms. Bickford noted that her wage line (01-41522-110) appears to have increased significantly. In past years, merit increases were budgeted elsewhere (Personnel Merit/Sick Pay). This line now reflects the increase she received in 2017, as well as a projected increase for 2018. This is true throughout the 2018 budget.

**Mr. Edwards moved the section total at \$129,715. Ms. Twombley seconded the motion, which passed 3-0.**

**Financial Administration - Angie Nichols** *(Thanks for the cookies!)*

Ms. Nichols provided a revised breakdown for her appropriation request, as well as Collector Receipts for the past 5 years. Discussion followed regarding available tax collection software. Mr. Edwards referred to the increase in the Audit line (01-41502-301). Ms. Collins advised that GASB 45 will become GASB 75. Although the cost to implement this change could be broken out over the next several years, the Town would actually save money by accomplishing this change in 2018.

Mr. Edwards referred to the low YTD expenditures in the Registry of Deeds line (01-41509-820). There are still 4 months of expenses to consider. Ms. Nichols noted that much of her use of this line comes closer to the end of the year.

Ms. Nichols referred to her wage line (01-41504-130). The line does reflect a projected increase to year 4 on the wage chart.

However, she will complete year 6 in March 2018. Ms. Nichols rate is currently at year 2. Ms. Collins does not agree with the wage chart for the position of Tax Collector. **Mr. Avellani moved to appropriate \$47,931 for this line (13 weeks at Step 4, 39 weeks at Step 6). Ms. Twombly seconded the motion, which passed 3--0.**

**Mr. Edwards moved the section total at \$96,071. Ms. Twombly seconded the motion, which passed 3-0.**

**Election/Registration - Valerie Ward**

It was clarified that the assistant's rate is \$12.50 per hour, and the deputy's rate is \$18.12 per hour (01-41401-110). There is no set schedule for the assistant, so the line is budgeted at the higher rate.

The narrative for the ballot printing line (01-41401-550) needs to be updated.

Mr. Edwards referred to the training line (01-41401-330). Ms. Ward advised it does not include any training as the Board requested occur. Discussed anticipated expenditures from this line.

Mr. Edwards referred to the low YTD expenditures from the Clerk's expense line (01-41401-810). Ms. Ward advised she has a record book out to be preserved at a cost of \$2255.

Mr. Avellani referred to revenue associated with dog/fish and game licensing (01-41401-680/682). Ms. Ward advised that \$2 of each dog license goes to the State, the Town keeps the difference. The Town keeps \$2 from each fish and game license, the State gets the difference. A brief discussion followed regarding the possibility of registering OHRV's at Town Hall.

**Mr. Avellani moved to take the submitted budget under advisement. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Edwards called a recess at 9:55 a.m. and reconvened the session at 10:10 a.m.

**Wakefield Library - Nancy Hall**

Ms. Hall noted that it has helped to receive the Town's cost for propane. She provided Mr. Avellani with YTD expenditures through June 2017, and 2016 year-end figures published in the Town Report

Ms. Collins asked about the Endowment Fund. Ms. Hall advised that the Library Trustees vote each year to use some amount from the Endowment Fund in order to keep the appropriation request to the Town level. The Library sometimes receives funds from the Alden Young Trust, which is generally used for large maintenance projects.

The Town appropriation covers basic operating expenses. Smaller maintenance items include painting, repairs, broken glass, snow shoveling, lawn care, etc.

Mr. Avellani referred to investment fees, which he does not believe should be paid for by the taxpayers. He would be interested in current expenditures. Ms. Hall stated that each year the Library spends considerably more than what is received from the Town. She will generate a report to show what has been spent with the Town's contribution. Ms. Collins noted that any expenditures that increase the value of the property should be borne by the Library, not the Town.

**Mr. Avellani moved to remove the \$1500 for Investment Fees and \$400 for miscellaneous, for a total appropriation of \$7710. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Land Use - Nathan Fogg and Steve Royle**

Mr. Fogg would be in favor in increasing the clerical line (01-41911-110) in order to have someone prepare minutes, as he is having trouble keeping up. It was agreed to put \$1000 in this line, reduce professional services (01-41911-310) to \$2500; increase the legal line (01-41911-320) to \$2000; and reduce the training line (01-41911-330) to \$250, for a section total of \$9852.

Mr. Fogg noted it is difficult to predict expenses from the legal line. Ms. Collins stated that minor issues that need to go to Town Counsel should be included in this line. Issues that become litigation or appeals are covered under the main legal line. Mr. Fogg utilizes NHMA's legal services whenever possible. **Mr. Avellani moved the section total at \$9852. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Building Inspection/Code Enforcement - Nathan Fogg**

Mr. Fogg suggests budgeting for more hours for the clerk. Right now, there are often 3 people dealing with 1 issue, resulting in duplication of work. Ms. Collins suggested the clerk be scheduled for 5 days/week, 6 hours/day, 30 hours/week, in order to provide consistency in that office. The clerical line (01-41911-110) was changed to \$23,868 (\$15.30x30hx52wks).

Discussed the possibility of leasing a vehicle for use in various departments. Referring to GPS/911 maps (01-42401-840), Mr. Fogg stated the department had catching up to do in this regard. That has now been accomplished and the line was reduced to \$1000. Other reductions: training (01-42401-330) to \$600; postage (01-42401-625) to \$250; gas (01-42401-635) to \$700; mileage (01-42401-637) to \$800; and books (01-42401-670) to \$100. **Ms. Twombly moved the section total at \$124,258. Mr. Avellani seconded the motion, which passed 3-0.**

**Conservation Commission - Nathan Fogg**

Ms. Collins noted there are no expenditures from education/resource (01-46111-670) or signs (01-46111-690). Mr. Fogg stated their focus has remained on the Gage Hill property, the kiosk for which was donated. They expect to complete this project in 2017. The following changes were made: education/resource (01-46111-670) to \$250; memberships (01-46111-560) to \$450. **Ms. Twombly moved the section total at \$4016. Mr. Edwards seconded the motion, which passed 3-0.**

**Cemeteries - Phil Twombly and Dave Tibbetts**

Mr. Twombly advised that the maintenance line (01-41951-490) has been increased to \$1000 in order to accomplish road work at Stonehedge Cemetery. Ms. Collins noted that the Highway Department can address that, as this is a Town cemetery. Any material needed would be provided from the cemetery budget. This line was reduced to \$0.

Reference was made to the Cemetery CRF. Mr. Twombly stated that in 2018 the expectation is to have several large trees at Lovell Lake Cemetery. Funds are available and no appropriation will be needed. This work must be done without damage to stones, etc. The Trustees were directed to seek competitive pricing for zero impact work, insurance required.

**Mr. Avellani moved the Cemeteries section total at \$33,010. Ms. Twombly seconded the motion, which passed 3-0.**

**Town Counsel - Kelley Collins**

Ms. Collins noted we will come in slightly under budget for 2017. One case is settled, 2 others may also settle; however, additional cases are always possible. **Ms. Twombly moved the section total at \$30,001. Mr. Edwards seconded the motion.** Mr. Avellani questioned whether this service should go out to bid. Ms. Collins stressed that the Town is getting a very fair per-hour cost from the current Town Counsel. **The motion then passed 3-0.**

**Streetlights - Kelley Collins**

Ms. Collins will investigate changing to LED street lights for the next budget. This would include lower wattage in rural areas to avoid adversely affecting wildlife. **Mr. Avellani moved the section total at \$31,500. Ms. Twombly seconded the motion which passed 3-0.**

**Patriotic Purposes - Kelley Collins**

Discussion followed regarding the banners. It was decided to budget for banner holders only (for the banners we already have), but not to order additional banners. Mr. Avellani noted that we will need to reapply for the permit. **Mr. Avellani moved the section total at \$1650. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Edwards called a recess at 12:12 p.m. and reconvened the session at 1 p.m.

**Heritage Commission - Pam Wiggin**

Ms. Wiggin provided a list of major expenditures from Fund 4. She stated that the utility line (01-41913-410) should be changed to \$4766, and memberships (01-41913-560) should be changed to \$185. Ms. Collins noted that miscellaneous expenses (01-41913-810) are over-expended YTD; however, the appropriation request is reduced.

Reviewed a detail of expenditures. Ms. Wiggin made some adjustments which Ms. Collins will have addressed via journal entries. The advertising line (01-41913-570) is over-expended, and additional charges are forthcoming. Historic site renovation line (01-41913-820) expenditures are low YTD. Ms. Wiggin anticipates spending another \$2000 for material for a project at the railroad station. Still need to address gutters at the railroad station and replace half the roof at the Spinney Meeting House. The East Wakefield School roof will be addressed via fund 4. Ms. Wiggin noted that members did not attend training in 2017 as anticipated. The request for that line (01-41913-330) has been reduced for 2018, with a commitment from members to attend.

Ms. Twombly asked about the need for clerical assistance. Ms. Wiggin plans to submit an advertisement to the paper later this week. The Commission plans special programs for 2018 to celebrate the anniversary of establishment of the Heritage Commission. The Commission has acquired (via donations) several desks at the East Wakefield School, and volunteers are compiling a list of all attendees of that school. All past Wakefield school districts will be represented at the facility. Discussed grant requirements, which Ms. Wiggin is addressing. **Mr. Avellani moved the section total at \$13,143. Ms. Twombly seconded the motion, which passed 3-0.**

**Police Department – Ken Fifield and John Ventura**

Chief Fifield confirmed he is not proposing adding another patrol officer; therefore, the narrative (01-42101-100) was adjusted to reflect 6 patrol officers. The clerical line (01-42101-110) reflects a total of 92 hours, compared to 80 hours in 2017. Chief Fifield and Lt. Ventura both confirmed to Mr. Avellani that there is a marked increase in work at the department. Chief Fifield had anticipated splitting the paralegal's time between legal work and admin clerical work, as he has never had that support. However, now he proposes the paralegal's hours be reduced to 28, which will entirely be taken up by that work. The officers generate much work that requires a clerk to help get the paperwork out the door. Chief Fifield stated that 30 years ago the Town had 16 officers/16 guns. We still do, but the workload has dramatically increased.

Chief Fifield stated he increased the part-time line (01-42101-120) in order to avoid hiring an additional full-time officer. Ms. Collins compared the 2017 and 2018 narratives. All salary lines now include anticipated wage increases. The Chief advised he is budgeting the same number of overtime hours (01-42101-140) but is based on increased pay rates.

Ms. Collins noted she had previously discussed removal of 2 furlough days; however, we don't have sufficient funds to do so in 2017. Doing so in 2018 would cost approximately \$12,000. Chief Fifield noted the holiday line (01-42101-190) would increase to \$22953 if 11.5 holidays were paid. Ms. Collins stated the Board will need to decide whether/how to phase in elimination of the 2 furlough days.

Ms. Twombly asked whether any funds are included for body cams. The Chief answered, "No." Ms. Twombly believes we are behind the times, stating they are needed to protect both officers and the public. Chief Fifield agrees with Ms. Twombly and noted that policy has now been established. The Chief stated we also need to be able to isolate videos at the Police Department, which will require a server and several cameras, with replacements. It will also require a dedicated number of hours. Perhaps it is time for a warrant article for start-up costs to include equipment and administrative charges. Discussed the requirements of CALEA certification. We meet CALEA standards but are not CALEA accredited. Ms. Collins suggested that the Chief discuss the required service with CCS. Chief Fifield anticipates a warrant article for a new cruiser, as well as a number of grants.

Chief Fifield clarified for Ms. Twombly the purchase of EZ Pass transponders. Emergency vehicles pay no tolls and are usually "waived on" by tollbooth attendants. However, many tollbooths are moving away from having attendants. Therefore, use of the transponder allows the Town to avoid receipt of a bill (generated when going through the automatic lanes) and subsequently requesting a waiver of same.

Chief Fifield advised Ms. Twombly that when officers leave the Town's employ, they turn in their uniforms (except for the boots). **Mr. Avellani moved to take the section total of \$857,293 under advisement, pending holiday pay chart. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Animal Control – Ken Fifield and John Ventura**

Chief Fifield suggests increasing the AC hours to 32 per week. He noted that in past years the AC officer had clerical assistance. At that time, the AC also kept fees collected as part of his pay. Therefore, the actual increase is insignificant. The current AC is making much progress in the backlog and with chronic offenders. The AC gets 950-1000 calls, plus 160 dog forfeitures. Additional hours would allow the AC to respond more readily to calls. **Mr. Avellani moved the section total at \$31,920. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Emergency Management – Ken Fifield and John Ventura**

Ms. Collins noted that in a true emergency, we would use the CRF and/or apply to FEMA. She also suggested a tabletop exercise would be effective the next time we update the emergency operations plan. Discussion followed regarding NIMS certification. **Mr. Avellani moved the section total at \$250. Ms. Twombly seconded the motion, which passed 3-0.**

**Public Safety Building – Ken Fifield and John Ventura**

Chief Fifield stated that he has estimated a 25% increase in a number of lines to reflect use of the second floor. Discussion followed regarding possible installation/use of a deduct meter for washing of emergency vehicles. **Mr. Avellani moved the section total at \$79,783. Ms. Twombly seconded the motion, which passed 3-0.**

**Gafney Library – Beryl Donovan, Dick DesRoches and Tom Lavender**

Mr. DesRoches reviewed the Gafney's anticipated income. The interest income includes interest received on the funds provided by the Town. If the Town paid the Gafney monthly (currently paying twice a year), the interest would be lower. The request for 2018 is an increase of 2% over 2017. Unexpended funds, if any, remain in the Library's account. Ms. Donovan estimated that the Gafney spends more than what is received from the Town. Mr. Edwards would like to see expenditures when reviewing all budget requests. This will be provided by the Gafney for 2016 and YTD 2017. Ms. Donovan stated that donations received are generally used after the Town's contribution has been expended. Appropriation requests to Wakefield and Brookfield are based on population. Approximately 200 Brookfield residents have library cards. Mr. DesRoches reviewed the history of the Library, which began as a county library. It is now a privately held organization. **Mr. Avellani moved to take this budget request under advisement, waiting for further documentation. Ms. Twombly seconded the motion, which passed 3-0.**

**Literacy Program – Beryl Donovan, Dick DesRoches and Tom Lavender**

Mr. DesRoches can also provide expenditure information for this budget. Ms. Donovan stated they address any literacy issue that comes through the door; however, they are primarily a HiSet program. The only cost to participants is for testing. If the program were located in Sanbornville, it would likely get more participation from Wakefield residents. Currently, residents of Milton and Middleton are served. Both towns have been approached for a contribution, but neither has done so. She will try again. Ms. Collins referred to the mission of the GWRC, adding that perhaps it must serve residents from other towns in order to meet the requirements of the grant. **Mr. Avellani moved the section total at \$25,000. Ms. Twombly seconded the motion, which passed 3-0.**

**Public Assistance – Arlene Fogg**

Ms. Fogg confirmed to Mr. Edwards that she will likely not expend the entire budget; however, we must expend funds when necessary, whether or not they have been appropriated. **Mr. Avellani moved the section total at \$49,390. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Avellani asked that Ms. Fogg review requests from outside agencies with the Board as follows:

VNA – Does what they should do.

Ossipee Concerned Citizens – Request is up because more meals are being served. Ms. Fogg will be part of the process in 2018.

Starting Point – The stats have not changed, but the request is up.

Northern Human Services – The number of Wakefield related services has dropped by 20%.

American Red Cross – Some people are less than impressed with services provided by this group.

Tri-County CAP – **Mr. Avellani moved to reduce this request to \$5000. Ms. Twombley seconded the motion, which passed 3-0.**

GWRC – **Mr. Avellani moved to table this request. Mr. Edwards seconded the motion, which passed 3-0.**

WPI – **Mr. Avellani moved this request at \$10,000. Ms. Twombley seconded the motion, which passed 3-0.**

AWWA – Mr. Avellani would like to see a breakdown of expenses. **Mr. Avellani moved to table this request. Mr. Edwards seconded the motion, which passed 3-0.**

White Horse – This is a separate program than the one to which Carroll County is contributing. Ms. Collins suggested that White Horse submit a request. She will determine whether White Horse is going to every town with the same request. **Ms. Twombley moved to table this request. Mr. Avellani seconded the motion, which passed 3-0.**

CASA – **Mr. Edwards moved this request at \$500. Ms. Twombley seconded the motion, which passed 3-0.**

Wakefield Food Pantry – The Pantry has invited West Newfield and Milton/Milton Mills to participate. **Ms. Twombley moved this request at \$6500. Mr. Edwards seconded the motion, which passed 3-0.**

Cross Roads House – Wakefield does utilize this organization. **Ms. Twombley moved this request at \$1000. Mr. Avellani seconded the motion, which passed 3-0.**

#### **Ambulance – Todd Nason**

Chief Nason noted that wage line (01-42152-110) includes 6 FF/EMT's and 1 supervisor. Calls are up about 20% as of July 2017. However, the main problem is finding coverage for overnight shifts. Regarding the holiday line (01-42152-190), he is not sure whether to budget for 9.5 or 11.5 holidays. The Chief believes the projected uniform line (01-42152-290) should be sufficient. His biggest concern is night coverage, which he is currently struggling to fill. Mr. Avellani would like a breakdown to show the number of night calls. **Mr. Avellani moved to approve the section total at \$324,070. Ms. Twombley seconded the motion, which passed 3-0.** It was then noticed that Chief Nason was working from a revised budget request. Various lines were adjusted. **Mr. Avellani then moved to approve the section total at \$334,676. Ms. Twombley seconded the motion, which passed 3-0.**



**General Fire - Todd Nason**

Chief Nason advised he reduced the salary line (01-42201-120) to reflect 24/7 coverage under the Ambulance budget as of April 1, 2018. **Mr. Avellani moved to increase the stipend for the Fire Chief to \$12,500. Ms. Twombley seconded the motion, which passed 3-0.** The remaining lines were briefly reviewed, including the purchase of supplies. The potential use/purchase of Narcam was discussed. **Ms. Twombley moved to approve the section total at \$203,827. Mr. Avellani seconded the motion, which passed 3-0.**

**East Wakefield and Union Fire, Forest Fires - Todd Nason**

**Ms. Twombley moved to approve \$4780, \$4500 and \$2001, respectively, for the 3 listed budgets. Mr. Avellani seconded the motion, which passed 3-0.**

Being ahead of schedule, the Board discussed other issues. Mr. Avellani suggested phasing out 1 furlough day in 2018 and the second in 2019. Discussed the use of space in the lower level. The Board changed the October 6 meeting time to 1p.m., beginning with review of the Parks & Rec budget to be followed by Public Works.

**Voter Registration - Sandy Cools**

**Mr. Edwards moved to increase the wage line (01-41402-130) to \$2000 and to reduce the training line (01-41402-330) to \$1. Ms. Twombley seconded the motion, which passed 3-0.**

**Mr. Avellani moved the section total at \$2403. Ms. Twombley seconded the motion, which passed 3-0.**

The meeting adjourned at 5:25 p.m.

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