

Selectmen's Meeting, Monday, Jan. 21, 1991

Present: William Suydam, Chairman, Donald Phelps, Betty Shaw, Secretary/Bookkeeper.

Called to order at 7:30

Gas bids were discussed. When a decision is made as to which company to use for bulk deliveries a copy of the wholesale bills will be requested at the time of deliveries.

Phil Dwight, Judy Giffin, Joe Smith, Dave Penny, Janice Boatright, Steve Crowell, of the budget committee as well as Harry Page, Bob Varnum, Ralph Brooks joined the meeting at this time.

Dave as the spokesperson for the budget committee thanked the selectmen for the opportunity to go over the proposed budget figures. The committee spent a lot of time on the budget. It was suggested a budget committee be appointed early in the year in order that they can look at expenditures throughout the year. (four times a year.) The department heads were very cooperative. The committee asked about warrant items. They are not part of the budget. The committee believes some warrant items should be in the budget.

The committee reduced budgets which had estimated high due to the possible rising cost of fuel seeing these estimated costs being part of a contingency fund. They also do not see the contingency as being a line item but rather a warrant article.

Look at budget procedure. Several dept. charged for insurance. They put a lump sum in their budget. If you overspend a line take it out someplace else.

Feel a contingency item as a warrant item in order to have some control over spending. If you do not spend the contingency fund, it can be carried over.

Suggested using a uniform chart of accounts for town.

Dept. heads not getting monthly reports on expenses.

Some way to project revenue offsets. Need to know which departments have revenue.

Foot note in budget to show offset.

Creation of narrative form when they are making the budget to explain what it is and why they are proposing it.

Secretary pointed out the above were areas she had notified Dave she would be changing this year.

General administrative procedures. We recommend not funding an AA this year. Can not afford the luxury of same. Many things need to get straightened out this year. The expectation of having an AA come in and make changes was not realistic. The changes should be made from within before a new AA is brought in. Recommended a change in office staff.

Payroll be contract out, freeing up time. Very impressed with computer package, not being used to fullest. Some more time be invested in training.

Auditors report, made recommendations on procedures. Barbara's salary was arbitrary. Assigned for various department. 1/3 out of S&W and 2/3 out of office expense. Planning Board meets every week. A skilled secretary is great to have, but question if her time is being well spent at a Pl. Bd. Hearing. Police Dept. Does the Town need and desire 24 hr a day coverage. in a car or office? #of hours allow for 24 hr day. with an overlap. 20 hrs call time and court time is not added (66 hrs per man) Felt fuel oil, gas and diesel should be purchased in bulk.

Gordon Allen, member of the budget committee joined the meeting. The need to be a member of the Southwest Planning was undecided. Left this decision to the Selectmen.

Funding for a special officer was eliminated from the PD budget. Don Pointed out when a police officer is off for vacation, training, illness, or any other reason, another officer will not be asked to cover if the town does not want 24 hours coverage.

In place of the road improvement being a line item, the committee would like this to be a warrant article, and have the bridge repair as the line item.

Reports from Home Health Care, Community Services & Mental Health should be in the Town Report.

Consider a change in the health coverage to JY MC.

Look into Tax Deferred for retirement before next year.

Ralph urged the selectmen to put back the requested funding for a special officer. Bill Suydam mention a taxpayer complained the police are not checking businesses. Ralph pointed out he checked them by hand at 1:30 -2:30 AM this past weekend while he was on duty to be sure they have not been broken into during the night. Taxpayers are not aware when the department is out checking doors.

Meeting adjourned 12:15

ems