

**BOARD OF SELECTMEN**  
**Budget Presentation**  
**Regular Selectmen Meeting**  
**MEETING MINUTES**  
**December 12, 2016**

**PRESENT:** SEAN P. MURPHY CHAIRMAN; CHAD R. BENNETT, SELECTMAN; PRISCILLA R. LINDQUIST, SELECTMAN; AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

**BUDGET COMMITTEE:** J. Mesa-Tejada, S. Londrigan, and E. Reschberger

**GUESTS:** P. Williams, (Tri Town News) and the various department heads

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel.

Chairman Murphy called the meeting to order at 6:30 pm

- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month 8 am to 1 pm. Books may be dropped off anytime.

**Visitors Comment**

There were none.

**Department Heads**

There were none.

**New Business**

*Town Administrator Update*

Chairman Murphy announced that he was recusing himself from the discussion and left the table at 6:32 pm.

J. Tabbi, Chairman of the Town Administrator Committee, spoke to the Selectmen regarding the committee. He noted that they met on six occasions plus a workshop on a Saturday morning. He noted that they all worked together and were there to listen and learn in order to make an informed recommendation. He stated that they were fortunate to have input from the various department heads. He was grateful for the assistance of Chief Carrier and Tina Harrington for the work and assistance they provided the committee. The end result was that they discovered that the town did need a Town Administrator (TA). They believe that there is no need for additional personnel and the position could be filled with the existing number of personnel in the office. He stated that there were issues with purchase orders that need to be addressed and the committee came up with a proposed policy change for the Selectmen to consider. He went on to explain that the TA should handle the day to day operations and the department heads work with the TA. The Selectmen would not have a liaison to the various departments, only the committees. He also noted that in their recommendation they did not address any salary changes but are leaving it to the Selectmen. J. Tabbi also noted that there was a lot of work and they didn't take their task lightly. The document was presented at the last meeting along with a revised job description. He went on to thank N. Lynch for sitting in as the Vice Chair and the work he did. N. Lynch asked if there were any questions. J. Guthrie asked for a copy of the response from Town Counsel regarding whether or not the position change in title needed to go to Town Meeting. The committee was handed a copy of the response. J. Guthrie stated that the letter was good and it leaves the option up to the Selectmen to take it to town meeting, but isn't required. He also stated that the committee tweaked the current position and put more of the day to day activities in the hands of the TA. He didn't see a lot of change from what is now happening and what is proposed. He stated that if the BOS were uncomfortable or concerned then they

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should go to Town Meeting, but that he hoped they would go with the recommendation from the Selectmen on the warrant.

Selectman Lindquist stated that she read the report and doesn't agree with the response. She stated that if it was to go forward, it should be by Town Meeting Vote.

Selectman Bennett stated that he had some questions on the report. He read through items 2-5. He stated that in the 2 years that he has been on the Board, he has not been made aware of any delays to speak with a Selectman. Selectman Lindquist agreed that she has always been accessible. Selectman Bennett noted that he keeps close tabs on the departments he works with. N. Lynch responded that it would have been helpful for Selectman Bennett to have attended any of the meetings or gave his thoughts to a member of the committee. Selectman Bennett responded that he had conflicts with the meeting nights. He also went on to say that the BOS are very thorough in seeing what goes on in their departments. He noted that on item number 5 which speaks to delays in getting purchase orders signed for over \$1,000 that he knows of no issues with this and that he is able to be reached by email from his departments, if needed. He stated that a lot of the report speaks to the delays in money items.

Selectman Lindquist stated that she went to one meeting and left. There were some issues brought up that she hadn't heard before and that may need to be addressed.

J. Guthrie spoke as a former Selectman stating that he knows how difficult it can be working and being on the board. Sometimes those that are available more often get spread thin covering everything. He noted that it was not like that with the current board, but it has in the past and could be in the future. The committee was trying to tweak the position and not make serious changes. He also noted that the Selectmen can tweak the job description.

N. Lynch spoke to the Selectmen stating that this was not an indictment on the Selectmen, but a series of impressions given. He told the Selectmen that the report was theirs to do with as they wish and that it was a very comprehensive and complete report.

Selectman Lindquist stated to Selectman Bennett that she didn't like to bind future boards.

Selectman Bennett said that what is currently in place works and he sees nothing that would change this.

J. Tabbi spoke to the Selectmen and stated that every department head they spoke with stated that the purchase orders were an issue and they had to wait 2 weeks. He stated that if the Selectmen do nothing else to at least take the recommendation of the committee and change the purchase order signature policy. Selectman Bennett responded that as far as he knew, he hadn't had any issues. He went on to say that they have been diligent to do the towns work and to meet when needed. He said that he did appreciate the hard work they did but based on their reasoning for changes, he didn't see the need.

N. Lynch asked the Selectmen why the committee was called. He said that it looks like there was a preconceived thought by the Selectman and it didn't happen.

Chairman Murphy asked a question as a resident- He asked the committee if the change in the position had any impact for the Stormwater Management program coming. J. Mesa-Tejada responded by stating that the Selectmen put \$124,000 into the proposed 2017 budget. With that they could hire someone. The Stormwater Management had nothing to do with what the committee recommended.

N. Gallo asked if the report would be available for others to review. S Theriault responded that it would be attached to the minutes of the meeting posted on the website. N. Gallo suggested that the Selectmen give a comprehensive report on their various departments which may help in communication.

Chairman Murphy returned to his seat at 6:53 pm. P. William asked what the decision was. Both Selectman Bennett and Selectman Lindquist stated to leave it as is for now.

### **2017 Budget Review**

*This is the second presentation of the department budgets to the Selectmen and Budget Committee. The departments are in order, not the order presented.*

### **Animal Control-Submitted by Sheila Johanneson, ACO- not present at meeting**

The 2017 proposed budget is at \$25,292.00 which is up from 2016 by \$1,522 or 6.40%.

### **Board of Adjustment- Presented by Geoff Dowd, Chairman**

The ZBA budget for 2017 is proposed at \$9,205.00 which is an increase of \$725 from the 2016 budget. Mr. Dowd explained that the increases are in the supply line for new filing cabinets and in workshops.

**Buildings and Grounds-***Presented by Sally Theriault*

Mrs. Theriault stated that there are no changes to the proposed 2017 budget from the last meeting. The proposed budget is \$247,666, which is a decrease of \$35,457.25 or a 12.52% decrease. The biggest change is the reduction in the museum budget for repairs. In 2016 they purchased a new HVAC system.

**Cable Committee-** *Submitted by Clay Shaw, Chairman, - not present at meeting*

There are no changes to the Cable proposed budget for 2017. They are level funding it at \$55,500

**Cemetery Trustee-** *Presented by Sally Theriault*

She noted that there were no changes from the first proposal and that the budget for 2017 from the Cemetery Trustees is at \$48,000 which is a decrease of \$1,500 or a 3.03% decrease from 2016.

**Code Enforcement/Building Department-** *Submitted by Kris Emerson - not present at meeting*

Mrs. Theriault noted that there were a couple of changes in the CEO budget from the first presentation. The salaries were adjusted to the new COLA increase. Mr. Emerson also made adjustments to the inspectors' salaries and mileage. The new budget is at \$136,092 which is a decrease of \$647 or .47% decrease from 2016.

**Conservation-** *Submitted by Tim Lovell, Chairman, not present at meeting*

There are no changes to the Conservation budget. The proposed budget is at \$6,391 which is level funded from 2016.

**Emergency Management** -*Submitted by Chris Dane, EMD- not present at meeting*

The EMD budget is proposed for 2017 at \$11,926 which is level funded from 2016.

**Fire Department-** *Submitted by Chief Michael Carrier- not present at meeting*

Mrs. Theriault noted that there was no change from the original budget submitted by Chief Carrier. The 2017 proposed budget is at \$974,742, or an increase of \$16,683 or 1.74%.

**Highway Department-** *Presented by Jon Worthen, Road Agent*

Mr. Worthen has no changes in his budget from when it was presented at the last meeting. The current proposed 2017 budget is at \$1,017,015, which is an increase of \$109,482 or 12.06%. The Stormwater Management is up \$124,000 which is the majority of the increase in the budget. Chairman Murphy questioned the increase in engineering support of \$4,000. Mr. Worthen responded that this was for work on the Sunset Lake Dam. He stated that the dam is filling up with sand and they need to go through the permitting process to be able to remove the sand. He also stated that he added a little more to cover any costs of an engineer providing services during paving.

Chairman Murphy questioned the \$425,000 in the paving line. He stated that in 2016 the budget was increased to cover the cost of paving Emerson Avenue and thought it should be reduced for 2017. Mr. Worthen stated that he still needs to top coat Emerson Avenue. He also stated that he wasn't sure yet what he was going to do with Wash Pond Road. Selectman Bennett asked Mr. Worthen for the costs and Mr. Worthen stated that he didn't have it with him tonight but would have for the next meeting. Selectman Bennett stated that he thought the budget could be reduced to \$350,000. It was agreed to wait until the Selectmen have the numbers and plan for the paving in 2017 before making any reductions. Mr. Worthen was asked if the lease for the loader was in the budget and he said no that it was to be a warrant article.

J. Guthrie asked what the increase of \$50,000 was under streetlights. Chairman Murphy responded that it was to move the current streetlights to LED lights. J. Guthrie asked what the payback time was. Mrs. Theriault responded that it was about 3 ½ years.

**Human Services-***Presented by sally Theriault*

Mrs. Theriault explained the budget for human services and the outside agencies. The administration budget is proposed at \$23,853 which is a decrease of \$3,050. She stated that she reduces it where she can, but notes that one family seeking assistance could potentially wipe out the budget. The agency we are using is good at getting help from other agencies which saves the taxpayers.

Under the Health Agencies, there are three scheduled to go on the budget so their funds are listed as zero in the budget. The proposed 2017 budget is at \$50,170, which shows a decrease of \$25,516. The three agencies due to go on the warrant so that the town can decide if they want to continue funding are, Child

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Advocacy, CART and Rockingham Community Action. – later in the meeting Chief Beaudoin stated that he department used the Child Advocacy group a lot and if the town was to vote it town, he offered to find the

funds in his budget. Selectman Lindquist pointed out that if the town meeting said no, then he couldn't use money in his own budget. It was agreed to put the \$1,250 back in the budget. The revised budget for the Health Agencies is \$51,420.

**Library – Presented by Emily Reschberger, Library Trustee and Rosemary Krol, Library Director**

There were no changes to the library budget from the first presentation. Mrs. Reschberger presented the Trustee line at \$92,255 which is up \$489 from the 2016 budget. The Library function section is proposed at \$411,432 which is down \$8,126 or 1.49% decreased. She presented the Selectmen with a breakdown of the year to date spent on the trustee line. She noted that there were some minor maintenance items they did this year with funds from the library functions surplus. They in essence moved the funds from the functions to the trustee line. She noted that they did some work such as fix the outside doors, the leaking toilet, and the handicap door. They also are replacing the tanks that are original to the building (1992) and then will need to fill them back up. They supplied the Selectmen with a report of the usage by the patrons as well.

Mrs. Reschberger reported that they will be asking for the \$10,000 to replenish the Maintenance Fund which was used this year to replace the flooring and has about \$1,400 left in it.

**Patriotic Purposes- Submitted by Howie Steadman- not present at meeting.**

Mrs. Theriault noted that the budget is level funded at \$8,000 for 2017.

**Pest Control- Submitted by Kris Emerson, Health Officer- not present at meeting**

No change from the prior years. The cost for testing and monitoring is \$25,000 and if needed to spray the cost is about \$5,000. Total budget is \$30,000

**Planning Board- Presented by Paul Carideo, Chairman**

Mr. Carideo increased the proposed budget by \$4,900 for the GIS (Geographical Interface System) for mapping and assessing. The salary is still an unknown at this time while they wait for the report from MRI on the best way for the office to move forward. He noted that they may be looking at getting someone in there temporarily or look for someone for 25 hours a week. The bottom line of the Planning Board is proposed at \$62,610 which is an increase of \$5,110 or 8.89% from the 2016 budget.

**Police Department – Presented Chief Joe Beaudoin**

Chief Beaudoin went over his proposed budget which is at \$1,281,713, an increase of \$1,800 or .14% from the 2016 budget. He noted that there is an increase in his legal fee for the County Attorney which is up \$300. The uniform allowance is up \$2,000 because he needs to get two new bullet proof vests. He noted that he will apply for a grant, but still needs to budget for the cost. He decreased the gas line due to the cost of gasoline remaining under \$3.00. He also adjusted his electric and heat based on actuals. The vehicle repair line is up \$1,000 due to the aging of the fleet. He noted that his newest cars are now 3 years old and require more maintenance. The building repairs and maintenance has an increase as well with the building now 2 years old minor things need to be done.

**Recreation Commission- Submitted by Recreation Commission- not present at meeting**

There were no changes to the previously proposed Recreation budget. The proposed budget is at \$85,831 which is a decrease of \$387 or .45% decrease.

**Recycling and Waste Disposal Committee –Submitted by Chris Kowalski-not present at meeting**

Mrs. Theriault announced that the Committee has asked that the Household Hazardous Waste budget line be increased from \$5,000 to \$8,000. The reason is that they are looking at going back to twice a year collections. This brings their proposed budget to \$665,730 or an increase of \$25,000 or a 4% increase.

**Selectmen's Budget- Presented by Mrs. Theriault**

Mrs. Theriault went over the proposed 2017 budget which is at \$180,510, an increase of \$5,507 or 3.15% over the 2016 budget. The increases are in salaries, data processing, telephone expenses and printing expenses.

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*Election-* The budget for elections is set at \$6,550 which is down \$7,000 compared to 2016. There are fewer elections in 2017.

*Auditing-* The budget for 2017 is at \$10,750 which is up \$250 from 2016.

*Assessing-* The budget for Assessing is at \$93,501 up \$1,200 from 2016. The increase is in the contract with the assessing company.

*Personnel Costs-* The budget for 2017 is at \$385,109.14. This is an increase of \$27,176.39 mostly for the health insurance but once open enrollment is complete this may be able to get decreased.

*Insurance/Workers comp etc. -* The cost for the insurances has increased from 2016 and is proposed at \$126,624 or an increase of \$10,675 or 9.21%. The property liability insurance increased by \$8,358 and the workers compensation increased by \$3,148. Both of these are the actual cost for 2017 as submitted by Primex.

*Legal Costs-* Legal costs were level funded at \$12,000 for 2017.

*Regional Planning-* There is an increase of \$218.00 for 2017 to \$8,516.

**Town Clerk- Tax Collector-** *Submitted by Tricia Curran- not present at meeting*

**Treasurer-** *Presented by Harold Williams*

Mr. Williams noted that his budget had been level funded, but he asked for an increase of \$190 for dues to the National GFOA. He noted with the GASB changes it was important to keep up to date with the information and found the group very informative. This increases his 2017 budget to \$15,140 up 1.27%. The Selectmen agreed to the increase.

The revised proposed budget for 2016 is \$6,358,023.29 which is up \$177,696.29 or 2.88%.

#### **Encumber Funds from 2016 Budget**

Whereas there is no more scheduled meetings for 2016, the Selectmen asked for any encumbrances to come in tonight.

Mrs. Theriault stated that she had four requests. The first is for the curtains in the meeting room. She had gotten three proposals to replace the curtains and blinds in the meeting room. One was at \$5,000, one at \$4,000 and the third at \$2,780. She asked for the Selectmen to encumber \$2,780 for the curtains which will not be ready by year end.

**Chairman Murphy motioned to encumber \$2,780 for the purchase of the new window treatments for the meeting room from account 1001-41942-43000 (Building Repairs and Maintenance). The motioned was seconded by Selectman Bennett. The motion passed unanimously.**

Mrs. Theriault reported that the work on the concrete steps for the gym and the meeting house have not been scheduled yet and would like to have the funds encumbered. The job had gone out to bid. The cost is \$8,500 for the two jobs at the town office and \$2,400 for the gym stairs.

**Selectman Lindquist motioned to encumber \$8,500 from account 1001-41942-43000 (R & M Town Office) and \$2,400 from account 1001-41947-43000 (R & M Gym). The motion was seconded by Selectman Bennett with the note that the guidelines are the same, the contractor due the first job and get approval before doing the second job. The motion passed unanimously.**

The last item to encumber is at the request of Steve Harms for the Lakeview Cemetery for a new flag pole and flag at a cost of \$2,359. The estimate is \$1,569 for the pole, \$700 for the installation and \$90 for the flag. Mrs. Reschberger asked if the flag would be lit all the time, or taken down nightly. Mrs. Theriault responded that she would check into it.

**Selectman Lindquist motioned to encumber \$2,359 from account 1001-41952-43000. Selectman Bennett seconded the motion. The motion passed unanimously.**

#### **Old Business:**

*Additional Discussion on Loader- Highway Agent, Jon Worthen*

Mr. Worthen reported that he has spoken to a few companies in the area to see what the chance was to be allowed to use a loader for the season and was told by some that he could use it temporarily such as a few

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days, but not for the season. He spoke about the John Deere loader number 440 JD with a high lift (2 feet more than the current one) which is currently located in Vermont. It has 28 hours on it which is mostly from showing the equipment. It has not been rented out for use. He stated that it is \$2,500 less than a new model. The cost is \$123,000 and for 5 years \$26,000 per year. The costly annually for the Komatsu machine would be \$27,000. Mr. Worthen pointed out that the rental cost until town meeting could approve the lease/purchase is \$4,400.

Of this amount it is agreed that \$3,600 per month would go towards the purchase price. For the four months the total rental would be \$17,600 and of this \$14,400 would go towards the purchase price making the cost to be \$108,600. He looked at the regular model and the cost was \$126,500 but he didn't think it could do the job he needed it to do. Selectman Bennett had a concern about the loader coming with the high lift. He noted that this was added on that was not a standard part of the regular loader and could make the equipment unstable. They talked about potential ways to avoid a safety issue and suggested training on the equipment.

Selectman Bennett asked what the warranty was on the equipment. Mr. Worthen responded that it was 60 months or 5000 hours with a \$250 deductible. Selectman Bennett also asked if there was a service plan that came free with the equipment such as you would get when buying a new one. Mr. Worthen would need to check into that. Mr. Worthen asked if it was possible to encumber the rent for the four months with his funds this year. Mrs. Harrington didn't think they should be using 2016 funds for a 2017 expense. Selectman Lindquist suggested paying the 4 months up front and then encumbering isn't an issue. Mr. Worthen will reach out to the salesman and see if the rent could be paid up front.

**Chairman Murphy motioned to move forward and rent the John Deere loader for 4 months. Selectman Lindquist seconded the motion. The motion passed unanimously.**

It was noted that if it fails at town meeting, the loader goes back. It was also noted that it was important to point out that a portion of the rental cost goes towards the purchase price.

Liaison Reports:

No updates

**Administrative Assistant's Report:**

Meeting room window treatment

Mrs. Theriault has met with three different companies. She showed one of the samples along with the design for the valance for the BOS to view. She noted that she is going to look at the shop to see what other samples they had. She also explained that the length of the valance is similar to the curtains in place now and that the large semi-circular window will not have anything on it (currently has a curtain around it).

Assistant ACO (Animal Control Officer) job description

Mrs. Theriault reported that she met with the ACO and reviewed the job description for the assistant ACO, and evaluated the Factor Evaluation System to determine the grade for the Asst. ACO position. The paperwork is on the credenza for the Selectmen to review. She explained that the town has had this position in place for a long time but there was no job description or grade level for it. It has now been prepared at the request of the ACO and approval of the Police Chief.

Activity Log

Was reviewed, only change was to take off the LED lights now that the process has started by putting it in the budget.

Correspondence:

There was none

Appointments- Open Positions

- o Ordway Park, full members and alternates
- o Recycling and Waste Disposal Committee
- o Recreation Commission, alternate member
- o Trustees of the Trust Funds, alternate members
- o Zoning Board of Adjustment, Alternate member

Visitors Comments:

There were none.

**Selectman Lindquist moved to adjourn the meeting at 8:15 pm. Selectman Bennett seconded the motion and the motion passed unanimously.**

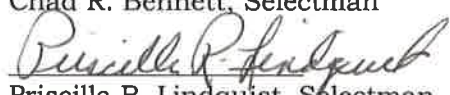
A True Record

  
Tina Harrington  
Recording Secretary

Minutes Approved

  
Sean P. Murphy, Chairman

Chad R. Bennett, Selectman

  
Priscilla R. Lindquist, Selectman