# PRESENT: Larry M. Smith, Chairman; James E. Ziolkowski, Vice Chairman; Richard P. McDermott, Selectman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary

The Chairman called the meeting to order at 9:30 AM.

**TAX RATE:** Tax Collector Stephanie Grant presented the Tax Warrant for the second half of 2016 for Board signatures.

**MOTION:** To approve and sign the Tax Collector’s Warrant for the second half of 2016, in the amount of $4,302,809.00.

**MOTION:** L. Smith

**SECOND:** J. Ziolkowski

**UNANIMOUS**

**BUDGET 2017:** L. Ruest provided the Board with updated budget worksheets for Board review, including updated employee benefit information.

The Board reviewed the budget page by page to clarify some expenditures and confirm amendments made at the prior work sessions.

There was a discussion regarding funding for the Tricentennial Committee. After the Public Hearing on the topic in November a decision will be made about what amount should be in the Town budget as opposed to an amount to be voted on in a Warrant Article.

Updated employee benefit details were reviewed. Health insurance plan rates were increased. The manner in which buyouts of insurance coverage are calculated was discussed.

**SUMMARY TOTAL WORKSHEET:** Solid Waste Disposal account (4323) was reviewed to acknowledge changes in Covanta rates, responding to the Consumer Price Index rate estimated at 1.8% to be applied in April 2017.

Disposal of leaves was discussed. Disposal of composted materials at the Brush Dump was discussed.

S**ALARY PAY PLAN (ANNUAL SEPTEMBER CPI-W):** Noting that the Consumer Price Index for wages rose 2% from a year ago, the Board discussed including a cost of living increase to employees in the 2017 pay plan and budget. It was decided to include a cost of living adjustment of 2%.

**DRAFT TOWN WARRANT (CAPITAL IMPROVEMENTS PLAN INFO PENDING):** It was noted that the Capital Improvement Plan Committee minutes from the October 4 session have not been submitted, nor the 2017 – 2022 CIP spreadsheet used to draft the Warrant.

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**FUND BALANCE POLICY (AMENDMENTS):** L. Ruest recommended an update of the policy**,** specifically adding language to item #7 on the second page relating to maintaining a percentage of the unassigned fund balance, as recommended by the Department of Revenue Administration.

**MOTION:** To amend the Fund Balance Policy as proposed.

**MOTION:** L. Smith

**SECOND:** R. McDermott

**UNANIMOUS**

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**FORMER SCHOLARSHIP FUNDS (WARRANT ARTICLE, PURPOSE, ETC.):** L. Ruest will be working with Counsel to draft a warrant article to set aside the former scholarship fund for the purpose of enhancing the use of the proposed gymnasium at Lincoln Akerman School as a community center. The warrant article will include language to address what happens with the money should the proposed gym project not pass.

L. Smith said that he feels the wording should be fairly detailed, and specify that the money is for the use of the space, not construction of the building.

**TIMELINE – 2017 BUDGET, WARRANT ARTICLES AND TOWN MEETING:** Key dates were reviewed.

**OTHER BUSINESS:** The Board decided to cancel the fourth Budget Session scheduled for Thursday October 27. Another workshop will be scheduled after the Board meets with the Capital Improvement Plan Committee at the November 2 meeting.

Meeting adjourned at 10:45 AM.