

MINUTES OF THE BOARD OF SELECTMEN
Work Session

December 18, 2012

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Board members present: Chairman LaCourse, Selectman Griswold and Selectman Cedarholm.

Others present: Chief Peter Hoyt, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order at 6:00 pm.

2. The Board reviews and discusses the FY 2014 Town Budget:

Town Administrator addresses the Chairman's concern about a reduction in the temporary help line for the Selectmen's office; and the alignment of the administrative salaries. The Board agrees.

Selectman Griswold discusses the Selectman salaries; suggests the line be raised to \$6,000 to be divided by the three positions. The Board agrees.

Chairman LaCourse addresses the meal line item for Elections; the Board agrees to lower the line to \$500.

Selectman Griswold discusses the Town Meeting expense line; the Board agrees to lower it to \$750.

Regarding the line item for binding vital records: the Board requests more information.

Regarding the line item for the Treasurers salary: the Board requests more information on how the current dollar amount was determined.

Selectman Griswold discusses the line item for Office Supplies; the Town Administrator recommends each department having their own line.

The Board discusses and agrees to put the annual audit out to bid.

The Board agrees to fund the software line for \$10,000 for municipal financial software.

The Town Administrator discusses the health insurance contribution holiday, the Attorney General's recommendation; LGC's agreement to refund (2013 premium credit) of \$16,500.

The Board agrees to fund the line item for short term disability; to be discussed and determined at a later date.

The Board discusses office supplies for Planning and Zoning; lowers it to \$300.

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The Board agrees to fund the Energy Committee line item at \$2,000.

The Board discusses cemetery labor costs; requests the Town Administrator seek further detail from the Road Agent.

The Board agrees to lower the Cemetery Office Supply line item to \$100.

The Board discusses the Other General Government line; agrees to fund it \$10,000 and if a COLA is agreed upon it shall be put in each salary line.

The Board agrees to reduce the Fire Department overtime line item to \$2,000.

Fire Chief Peter Hoyt addresses the Board to discuss the development of an incentive program to attract and retain on-call firefighters. Selectman Griswold recommends adding a line item for an incentive program; the Board requests Chief Hoyt work with the Town Administrator to recommend a dollar amount.

The Board agrees to reduce the Code Enforcement Office Supplies line item to \$200.

The Board discusses Emergency Management wage line item; requests clarification from the Town Administrator.

The Board requests clarification on the Highway Department Misc Other line item.

The Board discusses a request for wage increase for full time Transfer Station employees; asks the Town Administrator to get clarification from the Transfer Station Manager. The Board agrees to fund the tires for Transfer Station Equipment through the maintenance and repair line item by adding \$6,500 and eliminate it from the CIP. The Board agrees to add \$700 for the Porto-Potty at the Transfer Station. The Board agrees to fund the Compost Bin Line item at \$1,000.

The Board requests the Town Administrator seek additional information regarding the increase to the wage line item for the Welfare Director.

The Board discusses the operating budget of the Recreation Commission; request the Town Administrator get a breakdown of each item.

The Board agrees to keep \$10,000 in the Community Planning Coordinator line item to fund potential contractual services.

The Board agrees to fund the Town's 250th Anniversary line item, \$3,000.

The Board discusses the Accrued Benefits Trust line item; and funds it \$25,000.

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The Board discusses the Conservation Commission's request to fund \$10,000 in the Land Acquisition CRF; recommends the Town Administrator inquire with the Commission about the details.

The Board discusses the line item for Recreation Facilities; agrees since there is no plan the line item is reduced to zero.

The Board discusses the Advisory Budget Committee's recommendation to use some of the unassigned fund balance to fund the Town Building Trust Fund; the Library/Community Center Trust Fund; the Accrued Benefits Trust Fund. The Board request the Town Administrator get input from the Town Treasurer on an amount that he would recommend.

3. Chairman LaCourse opens the floor for Public Comment. There is none.
4. Chairman LaCourse motions to accept the Consent Agenda. Selectman Cedarholm, seconds. **Motion Carries.**
5. The Board requests the Town Administrator gather information regarding the financial impact of funding an employee cost of living increase.
6. Selectman Cedarholm updates Selectman Griswold on his review of the decision matrix for the location of the Library/Community Center; based on more criteria he recommends it is worthy of more discussion. Selectman Cedarholm discusses the location, connectivity, site work, utilities, road access, etc. Selectman Griswold states that putting the brakes on the location could damage the whole process; and adds that changing the location is a terrible idea. Selectman Cedarholm is in favor of a Library/Community Center but thinks the decision to locate it at the former Bricker property misses the mark.
7. The Board recommends the Town Administrator work with the Transfer Station Manager to revise and edit the Transfer Station and Swap Shop Policies.
8. Selectman Cedarholm discusses his schedule conflict with the Board of Selectman Meetings and would like to return to the 2nd and 4th Monday schedule. The Town Administrator advises that the schedule is tied to the manifest and payroll; will discuss with the Town Bookkeeper.
9. Chairman LaCourse motions to adjourn 8:40 pm. Selectman Cedarholm, seconds. **Motion Carries.**

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Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

W. James Griswold

David Cedarholm

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