



Selectmen Meeting 11/1/2016

Approved Minutes

**Present:** Selectmen Bernie O’Grady, Charlie Moser and Louise Lavoie; Kathy Wile, Brenda Wiley, Sue Wolpert, Bob Larochelle, Kevin Maxwell, Bob Bergeron.

**Called to Order:** The meeting was called to order at 7:35 PM by Louise Lavoie.

**New Business:**

- Brenda presented the proposed tax breakdown, as set by DRA for a preliminary rate, and various scenarios for the BOS to consider in how the town could best impact their portion of the increase projected. She proposed that one way to decrease the rate is to use money from our fund balance. She explained DRA provides a formula which would keep a minimum of 2 months operating expenses in the fund balance, and had prepared a statement of showing use of different proposed amounts( from 120,000-170,000) and what the impact on the tax rate would be. Questions were how much of the pipeline money was left unspent, is that included in DRA’s calculations, and how it goes back to the fund. Brenda will get clarification from DRA. Another question regarding school budget – Brenda said the gift back from the school is included in the numbers, and that the projections at the school show that their next budget will have an increase as well., though not as steep as the current increase. Abatements requested and a settlement with the Fairpoint case are wild cards to consider, as there is no real idea of how much those would cost the town. Other questions were in regard to the Forestry Committee amount of approximately \$50,000 and the final amount left in the highway dept paving budget to be encumbered for next year. Bernie will get that number from Dave. Once the questions have been answered via emails, the BOS may decide to meet Friday morning and make a final decision on the fund balance question.
- **Sue Wolpert** represented the **library** budget. She said the Trustees had used a 5% salary increase as an arbitrary number, not knowing what the BOS planned for salaries. It was explained that there has not been a decision on salaries. The library proposed an increase in the programming line of the budget (**6026-11**) to reflect serving more families with their summer and holiday programs. Line **6026-10**, Dues and Fees, also includes the rate for the Downloadable Books program, which could increase. The rest of the book money, line **6026-12**, will be used. Selectmen asked about how the new library computer had been purchased – answered that it was from the library’s checking account, not part of the town budget. It was emphasized that future purchases would need approval from the IT service provider to ensure compatibility and security of the network. Final comment from selectmen was the library had done a nice job holding expenses, and will get back to the trustees regarding salaries.
- **Bob Larochelle** represented the **Conservation Commission**, and brought a revised and more detailed budget with him. CC budget reflects money that comes out of trust funds as well as general town budget. First question was regarding line item **6028-02**, Railroad

Trail Maintenance, and why nothing had been spent. Bob explained they missed the window of opportunity this year; the plan had been to pay the town to do that, but when the new road agent started he was not able to allocate the time/equipment to that project. They will hire outside crews for that, next year, so the requested amount remains the same.

Money for the commitment to SPNHF for Mason Quarry will be \$2000 through 2020, amount to be deducted from the Stewardship Fund and not come from general taxation. Conversation around the annual amount collected from owners of parcel K-28 for a driveway easement concluded with Charlie offering to do the rest of the research required to find that information, and have Brenda research what the amount had been and which fund (town or conservation) it had gone into.

Selectmen asked about income from the rental property on Old Ashby Rd, and it was answered that it goes to a separate fund account, and is used for property needs (such as a recent new well).

Bob also explained that the printer and internet charges included in his budget were guesses on his part, as he is not sure that that is divided up – Brenda will be asked to answer that question for him.

Final conversation was about the Budget Advisory Committee, and Bob's continued participation. Selectmen explained they are meeting individually with all department heads to give them an opportunity to explain their budgets before moving to the next step of involving advisory committee members for input.

- **Kevin Maxwell** represented the **Police Department**, and he began by saying the wages and related items were not included pending the BOS decision on those. He was asked about overtime wages – line **6012-03**, and what drove that number. Kevin said it was half of what it had previously been, though still over budget. Perhaps he had been too unrealistic with his proposed number for 2016. Brenda added that holiday pay is at the overtime rate, so there is a certain amount built in to that line. Conversation concluded that it was better to raise it to a realistic level than go over amount projected, as has been the trend. Amount agreed on was \$4000 instead of \$3000.  
Line **6012-04**, prosecutor, was asked about next – Kevin will get numbers to the BOS regarding the level of activity, trial v pleas, etc to them  
Kevin pointed out that their worker's compensation amount – line **6012-06**, was level for next year as there had been no PD claims made.  
Uniforms, line **6012-13**, was discussed – there are limited options for sources, so prices are high but he felt his proposed number is a good one.  
Regarding line **6012-23**, On Call, it was asked what most towns our size do about this issue. Most rely on State Police, some on County, to cover the shifts they cannot cover themselves. The idea of having Kevin on call overnight was discussed. Kevin was happy to continue with the outside coverage we have in place, or do 5 nights/week for a modest amount to be on call and a fee per call to be added when there is a call (about once/week). Labor law on the subject of minimum amount of time to be paid was questioned – no clear answers were known. Conversation concluded that keeping the state police coverage program in place would be fine, and line **6012-23** could be returned to the placeholder amount of \$1.00.

Technology Expenses, line **6012-33**, was questioned as to being realistic – Kevin needs more information to come up with that number, and will work with Brenda regarding their share of the internet and associated costs to get that.

Noted that heat was down, electricity was up.

Kevin was asked about 2 new amounts – line **6012-34** for CopSync license, and line **6012-35** Child Advocacy Center Dues. Cop Sync is a program done in conjunction with the school, allowing for enhanced direct communication in emergency situations. The Child Advocacy Center deals with children who are victims of abuse of any kind, and does the intake/processing interview with a trained interviewer instead of the series of interviews the children had formerly been subjected to. Best spent money in his budget was Kevin's comment.

Final question on the PD budget was around line **6012-22**, the 2<sup>nd</sup> patrolman position. That position is currently being filled on a part time basis so is under part time wages for the actuals.

The question of adding more money for patrols at the quarry was revisited – Louise reported that the Quarry committee had met and discussed re-wording the parking ordinance for Scripp's Lane to include towing, and to possibly use cameras to help with monitoring the area rather than more planned hours of patrol.

- **Planning and Zoning Boards** were next visited, **6006**. Brenda will be asked what the supplies referenced in line **6006-03** were, there was discussion about BOA salaries line **6006-05** being enough (it was left at \$600 or \$50/meeting times 12 months), and if advertising for BOA hearings were not to be borne by the applicant rather than the board (currently their rules of procedure are not clear on that). Line **6006-11**, Historic District Expenses was changed to a placeholder amount of \$1, and the balance added to training line **6006-10**. There was conversation about how to make more training available, given that board members tended to have full time jobs as well as their board commitment. Ideas included having both boards meet monthly regardless of hearings, and use the off months to do housekeeping and have onsite trainings open to both boards. OEP, NHMA and NRPC will all be contacted as to possibilities as training resources, and board members will be asked for their input as to what subjects they feel a need for training on.
- Final topic was the meeting scheduled for Nov 7 – a candidate for building inspector will be asked to interview at 7:30 in non-public session.

**Adjourned:**

Charlie made a motion the meeting be adjourned, seconded by Bernie. 3 votes to adjourn at 9:32 PM.

Next regularly scheduled meeting will be Nov 7, not Election Day Nov 8, at 7:30 PM at the Mann House. Change in meeting day has been posted.

Respectfully submitted,  
Kathy Wile