



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 24, 2016 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, Paul Sanderson

Members Absent: John McDevitt

Late Arrival: Jim Rolston

Staff: Karen Anderson – Town Administrator

Chair Morgan opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

I. OLD BUSINESS

1. 2017 Budget Review

P. Sanderson reminded the Board that there is approximately \$350,000 in the Unreserved Fund Balance; there are approximately 25 units at Bramber Green that should be completed by April 2017, which could be a value of \$12 million. The Town Administrator clarified that it may be closer to \$10 million; it would be based on what is on the ground as of April 01, 2017. There may be 10 complete houses and a sliding range of percentages in completion. P. Sanderson felt based on the tax rate of \$16.65, there could be an additional \$165,000 to \$170,000 in tax revenue. He stated those were the additional resources the Board had to work with and not cause a tax increase.

The Town Administrator put a news release in the paper about the lower tax rate, and that the Selectmen were working hard to balance the increased growth and the expenses in Town. Chair Morgan stated he received has many accolades for the Board of Selectmen concerning the reduced tax rate.

- **Police Department:** Chief Laurent reviewed her budget, which included eight police officers and a 3% wage increase for police officers. P. Sanderson noted with additional staff, the overall police budget would be \$808,000 or an increase of approximately \$50,000. After a lengthy discussion, Chair Morgan stated he would support the additional officer and 3% wage increase. He added that he felt they had reached the apex of the situation. Chief Laurent felt there would be a decrease in overtime and part-time coverage with an additional officer. K. Forrest was also in agreement with the additional officer; however, wanted to review the salary structure of Town employees before committing to 3% for officers. J. Rolston was in agreement an additional officer was overdue, but voiced his concern about the amount of increase in the Police budget over the years; he also wanted to review the salary structure before committing to 3%. P. Sanderson was also in agreement with the need for an additional officer, but wasn't ready to commit to a 3% increase.

- Fire Department: There was a discussion about Fire Department staffing as well as the willingness between departments in Town to work together toward a common purpose. Budget discussions were put on hold until after the meeting in Newington.
- Building Department: The Building Inspector reviewed his budget and request for a 15% wage increase. He recommended that the current permit fees be updated. Chair Morgan stated that he couldn't support a 15% wage increase; any increase should be in line with other Town employees. The Building Inspector gave a demonstration of the GIS program he requested in the budget. The Board was in support of the GIS program. Discussing salary, Chair Morgan stated he would be happy with 3% across the board. The road agent position was briefly discussed. P. Sanderson stated that the goal within the department should be cost recovery. He asked the Building Inspector to determine how revenues could be increased to achieve cost recovery that included 50% of the Land Use/Board Secretary.
- Property Maintenance: The Property Maintenance Supervisor reported that replacing the floor on the dump truck was \$2,500 depending on the condition; to replace the bed using the existing frame and hoist would be \$2,500 not including shipping or labor (a complete package would be \$5,500); replacing only the rack body would be \$5,000. The Board was in agreement to replace the truck rather than repair.
- The Town Administrator told the Board that at this point in the budget review, without any changes to the Fire Department, the increase to the operating budget was \$450,000.
- Equipment: P. Sanderson stated that an Equipment Capital Reserve Fund needed to be established. He suggested setting aside funds from the \$350,000 to start a Town Equipment Capital Reserve Fund.
- Part-Time Help and Recreation: The request for part-time help was increased to 20 hours per week for 27 weeks; it is currently 12 hours per week for 14 weeks. P. Sanderson voiced his concern about the balance in the Recreation Revolving Fund. He stated it was designed to be a fund for revolving expenses; it's not mean to supplant normal appropriations or a profit center. The Town Administrator added that over the last two years the income and expenses have been stable and matching. When the account was originally established, it was revenue only; expenses were paid through the Town budget. Last month, the expenses were higher than the revenue. J. Rolston suggested that the part-time help be paid through the Recreation Revolving Fund. P. Sanderson agreed, adding that if the part-time help was primarily for maintenance of the rec fields, it would be an appropriate use. There was a brief discussion about the Cemetery Perpetual Care Fund; the amount of time worked in the Cemetery that was done by part-time employee was also discussed. P. Sanderson stated that the Perpetual Care Fund should be able to fund the part-time employee.
- Welfare: The Board agreed to cut the Welfare Administration stipend.
- Health and Human Services: K. Forrest reminded members that organizations requesting increased funding must meet with the Selectmen. The Board was in agreement that organizations wishing to be added for funding should meet with them and request a warrant article be submitted by the Selectmen.
- General Government: Wages for the Deputy Town Clerk, Land Use/Board Secretary and Bookkeeper were discussed. Employee flat rate increases were suggested. Handling wages for the Town Clerk/Tax Collector and the Treasurer as elected officials was discussed. Chair Morgan recommended an increase of 3% for all employees. J. Rolston recommended 2.25%. The Town Administrator will calculate wages at 2.25% and 3% for the meeting on Monday, October 31, 2016.
- P. Sanderson summarized: 50% of the Land Use/Board Secretary position as part of the Building Department Budget; a portion of the part-time employee from the Recreation Revolving Fund and the Cemetery Perpetual Care Fund; wages calculated at 2.25% and 3% for all employees.
- Insurance Rates: There was a 5.5% increase in health insurance; dental there was no change; long term and short term disability decreased. The Town Administrator had calculated the cost of health insurance based on the current percentages paid by employees: 88/12 for the best plan, 95/5 for

the mid-range plan, and 100% on the lowest plan. Based on the new rate, keeping the cost for the Town as close as possible to what is currently being paid: 85/15 for the best plan, 90/10 for the mid-range plan, 100% on the lowest plan. K. Forrest voiced concern over increasing the health insurance rate and giving a 2.25% wage increase. The Board was in agreement to try to keep the insurance percentage as is and consider a lower wage increase.

P. Sanderson reminded members there would be a meeting at the Newington Town Hall on Tuesday, October 25, 2016, at 6:30 p.m. regarding the Fire Department.

II. ADJOURNMENT

MOTION: K. Forrest moved to adjourn at 9:47 p.m. Second – P. Sanderson; all in favor. **MOTION CARRIED**

NEXT MEETING

Monday, October 31, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 31, 2016