



Selectmen's Meeting
Town Office
Wednesday, December 11, 2013
6:00 P.M.

Present: Selectmen Sam Seppala, Roberta Oeser, Dan Aho, Interim Town Administrator Jane Pitt and Executive Secretary Nicole Sesia

Approved Minutes

CALL TO ORDER / PLEDGE OF ALLEGIANCE

CITIZEN'S FORUM

Pat Martin asked when citizen petitions are due. Roberta answered they are due 1/14/14 and zoning was due today. Pat feels we should do the ventilation system for the highway garage and has decided that she will do a petition to get it on the ballot.

The library weatherization is coming along. The Police and Town Office have cost us more than we had expected so less may get done.

GENERAL BUSINESS

Roberta made a motion to approve accounts payable and payroll for 12/11. Dan seconded the motion and the Board voted unanimously in favor.

Dan made a motion to approve the minutes from 12/4 with suggested changes. Roberta seconded the motion and the Board voted unanimously in favor.

Roberta suggests that we move the due date of the dump stickers to April 15th instead of being due at the town meeting in March. Ellen would hesitate to change the date because most people see them at Town Meeting. Roberta explained they would still be sold at Town Meeting.

Roberta made a motion to make the new expiration date on Dump Stickers be April 15th. Dan seconded the motion and the Board voted unanimously in favor

Dan makes a motion to release the minutes from 4/18/2012 non-public session to Dave Duvernay for review. Roberta seconded the motion and the Board voted unanimously in favor.

BUDGET HEARINGS

Ellen received the do not exceed rates for our health insurance. The new rate is 5.29% which is good because the budget process begins with a 15% estimated increase as of 7/1/2014.

Legal

There are a few cases that are settled now and the expenditures will not reoccur in the future. The budget is down \$23,400 from \$26,000. The Town pays the facilitator for the Town Gown meetings \$3150

annually to make agendas, chair the meetings and prepare the minutes. The Selectman will discuss the actual need of the facilitator at the next Town Gown meeting.

Planning

Most of the Planning Budget is staying the same. Printing prices go up if there are copies being ordered. Office supplies have stayed the same. Advertising went up from 2000 to 2700. Dan and Roberta think that 2700 would be a high. There is a lot of advertising and the cost has gone up. In 2013 \$2300 is what was already spent. \$1800 for advertising would be doable since the 2013 budget season had a lot of extraordinary situations. The contracted services line item is \$10,000 allotted for outside companies to do the specialized work. Dan questioned why we are adding money to this line item when we hired a planning director. Kim McCumings explained that things that are contracted for are specialized items that are above and beyond the regular scope of the planning director's reach of knowledge. Jane had gotten grants when she was Planning Director that's why the number was lower. Ellen suggested that the Planning Board could come back with a plan as to what they are using the contracted services line item for. Kim's last day as a regular member of the Planning Board is December 17th. Continuing education is in the planning board director's contract.

Board of Adjustment

All costs are case driven, all numbers are estimates. There is a \$200 registry of deeds additional line item. We started using the registry of deed's a couple of years ago. Office supply line is budgeted for \$275 but only \$75 has been used. Wages this year have been high due to work load.

Conservation Commission

The vice chair has been doing the clerks duties since Bob Cleland passed. The Conservation Commission does site visits and reports and meets twice a month. Some of the conservation fund can be used for land purchase or to purchase easements.

Land Use Clerk

The Board of Adjustment Clerk and the Planning Board secretary are currently the same person. If we made her also the Conservation Commission Clerk, she could be fulltime. Kim McCumings explained that it makes sense to have one clerk for all three positions, so that someone knows what is going on with all. Once it becomes a fulltime position there is an increase in the budget of \$11,000 due to the added benefits offered to a fulltime employee. The health insurance is based on a single plan. The alternative is to find someone else for the Conservation Commission Clerk position. The planning secretary has not had time to file or do other duties of the job because there was no Planning Director, now that we have a Planning Director she will be able to get everything done. There cannot be one person for all three positions and have the door open all the time, there will need to be certain hours for time to speak with customers. The service being provided by the clerk should outweigh the \$11,000 increase. Roberta thinks that it is a good idea to have the planning secretary do all three duties but not in favor of the increased cost at this time.

Regional planning

This budget is just the \$6650 for SouthWest Regional Planning Commission. In 1998 there was a motion to continue being part of SWRPC. This was originally budgeted out of the Planning Department Budget. Dan and Sam believe that this cost should be spread across the correct departments that use it.

Executive budget

The file clerk is no longer with us so that decreases the budget. There is not enough money budgeted to replace Jane in March should the Board decide to go with a full-timer. Jane would consider working through 2014. Bottom line would be 83,000 and Dan would like to take off his stipend and put it in the town office budget. Roberta would like to have a line item for a wage pool and suggested \$30,000.

Town office budget

The office employee wage line item includes Accountant and Executive Secretary Positions. We also have part time wages that are used for when Amy is in for Nicole and for the bookkeeper. Dan would like to see Ellen's comp time paid off at the end of the year. Dan's stipend is being added to the Town Employees line item. Contract services should be \$7600. The bookkeeper we had for several years retired, we then went through a temp agency, which cost us more but was needed to select the correct person for the position. When we hire Tina on part time the wages will go down. Payroll services increased a little. Dan suggested bi-weekly paychecks to cut down cost of doing weekly payroll. The Town Forrester depends on demand. The town report is staying the same. Dues and Subscriptions decreased to 5,265 by getting rid of subscriptions we don't use. Town Office supplies have been dropped. Everything else is staying level. Tom Coney's asked about mailing the Town Report and thinks that the town report can be mailed by the printing company.

Insurance

We have no control over the insurance rates.

Technology

The Technology Committee had their first meeting last night. Roberta thinks that Sequoya owes us some money from what she can tell. According to the agreement they have been billing us for hours that looks like we are supposed to get free. cell phone item went up a bit. Internet is staying the same and the website maintenance is up due to new website.

Welfare

The Welfare Director determines what is reasonable when funding outside services.

INFORMATIONAL ITEMS / COMMUNICATION

Revised Fire and Emergency Operations budgets were given to the Board for review.
The Technology Committee met last night.
County and school payments have been paid and we don't have to borrow money.
Senior dinner is tomorrow night at Hidden Hills.

Adjournment