

**Board of Selectmen Workshop and Meeting
2016/2017 Budget Deliberations**

Meeting Minutes
February 29, 2016

Opening:

The *special meeting of the Board of Selectmen was called to order at 5:30 PM on February 29, 2016 by Stephen Beckert, Chairman .

Board Members Present:

Robert Pomerleau, John Murphy, Roland Fernald & Stephen Beckert

Other Present:

Grant Hirst, Resident, James Tessier, Resident, Donna Murphy, Resident, J. Peter Dennett, Resident/Library Trustee, Jesse Kent, Resident/Library Trustee, Lydia Goodwin, Librarian, Karen Ordway, Library Bookkeeper, Rebecca Bergeron, Finance Director, Dana Lee, Town Manager

Quorum Validation:

4 Members present, quorum reached.

A) Chairman Beckert turned the meeting over to the Town Manager.

B) Discussion of the following budgets:

- **Wm. Fogg Library:** Tab 14 - Town Manager gave the floor to J. Peter Dennett, Library Trustee/Treasurer to further explain the request to the board. Mr. Dennett reviewed the line items and amended the insurance line to \$9,122.00 to reflect actual premiums and the amount to come from the Trust to \$85,577.00 to cover the increase in this expenditure. The Town Manager explained how he came to his recommendation; last years' request plus 3% with no specific area to reduce. Jesse Kent gave a detailed accounting of the services offered by the library and there was discussion on how the trust operates. General rule of thumb is to withdraw between 3%-5% for operating expenses; they are currently withdrawing upwards of 10%. Selectman Murphy made the recommendation to adhere to the original department request while Selectman Pomerleau recommended staying with the Town Manager Recommendation. Selectman Fernald inquired as to how the Library made up the difference between the money withdrawn from the trust and the money donated by the town. Jesse answered by aggressively fundraising and generous donations from patrons.
- **Reserve Accounts:** Tab 12 - General discussion surrounding the purpose of funding Sick, Legal and Contingency. The Town Manager reminded the board that the actual liability for paying out Sick time was roughly \$87,000. The reserve currently has approximately \$67,000 and the request to raise and appropriate \$15,000 would get us closer to fully funding that liability. He further stated that with the various legal actions the town is involved in continuing to replenish the legal reserve account was absolutely necessary. The final topic centered around the use of contingency and the funding thereof. The Finance Director reminded the Board and Town Manager that the \$10,000 request was earmarked to pay any retro salaries back to the PD once the contract is finalized. There was further discussion on what constituted an emergency that could be paid out of our contingency fund. Selectman Pomerleau suggested that a Contingency Fund Policy be established with clear criteria for its use; ie could an unexpected addition to the health plan constitute and emergency. Selectman Pomerleau indicated that he did not think these types of operating expenses would warrant contingency use and further suggested a dedicated Health Insurance Reserve Account to handle these types of situations.

- **Fixed Assessments:** Tab 11 - General explanation as to the various line items. It was noted that most of these expenses are statutory and cannot be reduced or eliminated. The Finance Director suggested that if the County Tax Assessment must appear on the referendum that a clear and definite explanation of what a no vote would entail be provided to the voters in advance of the vote.
- **Administration & Hearings/Elections:** Tab 2 - The Town Manager called attention to a few items of interest.
 - a. The effect of adding participants to the health plan has increased our expense to the department by a little more than \$50,000.
 - b. The cost of postage has increased in anticipation of distributing (2) newsletters per year.
 - c. Significant reduction in TAN interest due to the sweep option through Key Bank.
 - d. The overall election budget has increased substantially based on the new style of referendum voting and the presidential election in November. The Town Manager further stated that once we go through a cycle of this new voting style we will be better prepared with how to adequately fund this department.
- **Stormwater:** Tab 10 - Since this topic has been discussed ad nauseum in various forums, everyone was well versed with the MS4 permitting requirements as well as the project schedule for the next phase of construction and the various I/I work performed on an ongoing basis. In addition there was almost unanimous support for funding the Pleasant Street Stabilization project in conjunction with the planned work to be performed on Pleasant Street. The Finance Director on behalf of the Public Works Director requested that if there were any funds left in the Stormwater budget for FYE 16 that those funds be carried forward with the intent of at least partially funding the stabilization project. Selectman Pomerleau requested to know what the Return on Investment this project would provide to the town and what the benefits the town enjoys as a result of the ongoing Stormwater Management Program. Further what are actual documented fines/penalties for not adhering to the proposed schedule.

C) **Business Meeting:** No actions were necessary.

D) **Adjournment**

At 7:20 PM, Selectman Fernald made a motion to adjourn the meeting, Selectman Pomerleau seconded it.

April 15, 2016
DATE

John J. Murphy
John J. Murphy, Secretary