



**Board of Selectmen Meeting  
Town Office  
Wednesday, 1/2/19 – Approved 1/16/19  
6:00 p.m.**

## **MINUTES**

Present: Selectmen: Bob Hamilton, Jim Qualey, Roberta Oeser; Town Administrator Joe Byk, Executive Secretary Michele Christian, Finance Director Laurie May, Library Director, Donna Stratiff, Library Trustee: Karla McLeod, BAC Members: Sharon Rasku, Phil Motta Karl Pruter, Al L'Eplattenier and members of the community.

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

The Chair opened the public session at 6:00 PM. All were invited to join in the Pledge of Allegiance.

**Selectmen's Announcements** – Roberta stated that the meat raffle is being sponsored by the Chamber this coming Saturday. Jim stated that there will be a public hearing for improvement of Bemis Tavern Road and also the budget hearing next Wednesday, January 9. Roberta stated that the school budget hearing will be held at RMS on January 14<sup>th</sup> at 6:30 PM.

### **CITIZEN'S FORUM**

There were no comments in citizen's forum.

### **GENERAL BUSINESS**

#### **1. Consent Agenda**

**Changes to Consent Agenda** – Accounts Payable should be changed to 12/27/18 and 12/31/18.

#### **Approval of:**

- a) Payroll 12/27/18, 1/3/19

b) Accounts Payable 12/27/18, 12/31/18

Roberta made a motion to approve the consent agenda as amended,  
seconded by Jim, approved 3-0-0.

**2. Committee Updates** – There were no committee updates.

There was discussion about a warrant article regarding the new software and hardware for Vision. Phil Motta stated that a quote to replace the server from Spaulding for around 12K. Roberta said that we can't take a hit in the budget and we should get the money out of the unassigned fund balance. Phil stated that Vadar could be dropped in early 2020 but we might take a hit from them to import the information to the new server. Bob asked about what the additional charges would be – it would be the importing of information as well as the sketches which can't be uploaded. \$10K for KRT and 8K for assistance. There is more discussion needed about the software and hardware upgrade.

**6:15 PM PUBLIC HEARING: ACCEPTING OF LCHIP GRANT**

Donna Straitiff, Library Director stated that the library applied for an LCHIP grant for \$16,500 to do the mortar repairs on the library. This is a matching grant so it will cover the quote from Given Masonry which was \$33,000. The library also applied for a Moose Plate Grant for \$10,000 which will defer some of the cost of the \$33,000.

Holly Koski said that it was a good job and thank you for doing it.

Roberta made a motion to accept the LCHIP grant for \$16,500 in accordance with RSA 31:95-b Seconded by Bob. Approved 3-0-0

Jim asked about the \$10,000 gift that the library received for the roof project. Donna stated that a check for \$9,999 has been received and will be applied to the library roof.

The Chair closed the public hearing at 6:22 PM.

**3. Old Business**

**a) Budget Preparation for Public Hearing:**

Jim stated that the budget being requested is \$4,109,564.00 which is a 3.29% increase. Bob said that a 3% increase in the budget is not acceptable. In order to achieved a 2% increase in the budget we would have to make cuts

Bob also stated that the cost of living increase in 2018 was between 2.1% and 2.8% depending on the figures used. The goal of the Board should be to keep the increase around 2 to 2.5%. Though a 3% wage pool increase may be acceptable a 3% increase in the total budget is not.

Bob suggested the following budget cuts:

Library – eliminate the PT to FT costs yet still provide a wage pool increase for the position. Cut \$8,000 from this year's budget which is for the 6 months that the position was to be increased from July 1 to December 31.

Welfare – Social Agency Support line requests an increase of \$5,313. The needs in the budget are diminishing based on the expenditures and proposed requests.

Police – cut \$5,000 in the total budget via the request for new Tasers as recommended by the BAC and/or the part time and over time lines.

Wage increases for elected officials – if the Town continues to pass along increases for elected officials through the wage pool then the raises should be the same for all. If larger raises are to be considered the legislative body should approve the raises on a separate warrant article. A cut of \$6,625 is recommended.

Highway Dept.- there is \$50,000 being requested for projects and this could be a place where cuts could be made.

## **BUDGET PREPARATION FOR PUBLIC HEARING**

### **Executive Operating Wages and Benefits:**

Roberta stated that the \$1200.00 for the Town Administrator salary increase should be removed. Only the Selectmen can authorize a raise and no raise has been given. Jim

stated that we have to have something there for the possibility of a raise and Roberta said that if it can't be found in the budget then we can't find it in the budget. Roberta said that it should be the same with the Fire Chief. Bob said that there are at least three people affected.

**Code Enforcement Travel:**

This line is being cut from \$400 to \$250.

**Town Clerk Wages & Benefits:** Jim stated that he would like to see the Town Clerk, Tax Collector and Deputy wages reduce to a 3% increase as opposed to a 5% increase. The proposed increase for the Deputy was nearly 15%. This would result in a \$6,625 savings. It was agreed to cut 2% of the wages for the town clerk which results in a decrease of \$1125. The deputy town clerk wage increase will be decreased by \$1682.40 which brings the new budget wages to \$8361.60. There was discussion about whether or not the deputy town clerk must be a resident of the town. There was also discussion about whether the training for the deputy should be considered in giving wage increases.

**Town Office Operating:** The tuition reimbursement line item request for \$1,000 is being cut and replaced with a placeholder of \$10.00. The training line item of \$930.00 is for Laurie to attend the New England Finance Officers Association Conference which is a three day event held in one of the New England States every year. Roberta stated that she thought that attending the conference every year is excessive and she would rather Laurie attend every other year or every three years. Jim suggested that Laurie try to obtain the materials from the conference that she can review on her own. The results in a budget cut of \$1910.00 from town office operating.

**Tax Collector Wages & Benefits:** Jim stated that he doesn't feel that the additional tax collector hours for the deputy would be a benefit for the town. They are not going to increase the hours that the tax collector's office is open. Roberta stated that there needs to be a transition period for when Carol retires. Bob said that we have no way of knowing who will be voted into the position. Roberta stated that she had asked Joe to write a warrant article that would make the tax collector position appointed rather than elected and it would be part time. Jim stated he doesn't specifically remember

the Board asking the Town Administrator to write this warrant, Roberta said that she asked Joe to write the warrant so that it could be discussed. Bob said that it would not be an appointed position until March. Roberta said that it would be an appointed position when Carol retires. Bob said that he doesn't like the idea of the Board making decisions for the legislative body. Jim stated that he trusts the voters to make a wise decision. The new figure for the tax collector salary will be \$50,343.00 and increase of \$1466.00.

**Technology:** Joe is working on the contract with Spaulding Hill. He would like to get them down to 3%. The computer tech support was overspent this year. An additional \$753.00 will be added to this line item which is a 3% increase over last year. Roberta stated that the reason the software line item is underspent is because one software bill was paid ahead.

**Assessing** – Due to the possible software update we are keeping the assessing clerks hours the same as the default budget which is \$14301.00. If the software is not purchased this year then we will adjust the budget accordingly.

**Legal Operating** – is being cut by \$750.00 new figure is \$13250.00.

**Planning Wages & Benefits** – Roberta is recommending that \$2,000 be cut from the contracted services line item. There is \$20,800 budgeted and only \$14,598.50 has been spent.

**Police Dept:** The \$2500 for the tasers is being removed from the budget. Roberta is not comfortable with the part-time wages. Department head requests a \$9600.00 increase and the part-time expenditures through this year is only \$14,960.80. Roberta suggested that the part time wages be \$35,000. Roberta proposed that \$1675 from the records admin be taken out and these wages will come out of the part time budget line item. The operating budget was overspent by \$20,980. Roberta suggested that \$1,000 be cut from the cruiser maintenance.

**Animal Control:** Roberta questioned the uniforms and stated that this item should be cut to \$300 and mileage and should be cut from \$2500 to \$2000.

**Fire Dept. Wages and Benefits:** There has been an increase in calls so this line request is for an additional \$10,000.

**Welfare:** budget is down so there is nothing to be cut. Bob feels that the \$5,000 should be taken out. Roberta said that we can wait until the year end for her to spend the funds going to Reality Check.

**Recreation:** Roberta requested that the line item for advertising be reduced to \$100.00.

**Library:** Bob stated that the part time to full time position will increase the budget by \$8,000. Jim also stated that he doesn't feel that this position will greatly impact the town. Jim also said that there could be other funds that could be used. Roberta said that only one time in the last 10 years has the library used the restricted funds to supplement the library budget and it will require a warrant article.

**Highway:** Cut 5-10K from the highway projects appropriations if needed.

The Board is satisfied with the version 8 budget for presentation at the public hearing next week.

## **2019 TOWN WARRANT**

The town warrant was reviewed by the Board for presentation at the Public Hearing next Wednesday, January 9.

### **Article 1:**

To choose all necessary Town Officers for the year ensuing.

Selectman	3 years, 1 Seat
Planning Board	3 Years, 2 Seats
Budget Advisory Committee	3 Years, 2 Seats
Cemetery Trustee	3 Years, 1 Seat
Library Trustee	3 Years, 2 Seats
Trustee of Trust Funds	3 Years, 1 Seat
Zoning Board of Adjustment	3 Years, 2 Seats

**Article 2:** Appropriation of the operating budget \$4,078,090.

**Article 3:** Joe to get information on the Fire Truck, dollar amount is needed.

**Article 4:** Capital Reserve Account on Wellington Bridge \$20,000.00

**Article 5:** Revaluation for 2020, need confirmation on the amount of money needed.

**Article 6:** Replacement of Dump Truck with Plow \$195,225.00

**Article 7:** Replacement of grader \$285,000.00

**Article 8:** Appropriate monies for 4 generators \$160,000.00

**Article 9:** Ingalls Memorial Library Trust Fund \$20,000.00

**Article 10:** Cemetery Expendable Trust Fund \$12,000.00

**Article 11:** Replacement of DPW sand shed roof \$15,000.00

**Article 12:** To authorize the Board of Selectmen to transfer a piece of property in exchange for another piece of property.

**Article 13:** Vote to discontinue the Rindge 250<sup>th</sup> Expendable Trust Fund. Remaining balance to be transferred to the General Fund.

**Article 14:**

Other: Fire Department Radios - \$24,000 from Capital Reserve

Upgrade street lights - \$8,000 from Unassigned Fun Balance

Correct Class A Trails designation from 2012 to Class VI Roads

Convert Transfer Station Special Revenue Fund to a Revolving Fund

**Article 15:** Vote to allow the operation of Keno within the Town (by petition)

**Article 16:** Vote to appropriate \$2,500.00 in support of the Contoocook Lake Area Preservation Association (by petition)

The warrant articles were discussed and those that did not require follow up were accepted. There will be further discussion on the warrant articles prior to posting.

Bob made a motion to adjourn the meeting at 9:35 PM, seconded by Jim.

Approved 3-0-0.

**Adjournment**

**Respectfully Submitted,**

**Michele Christian**

