

**Board of Selectmen
October 17, 2016**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 4:30 p.m. The Board proceeded to review the proposed 2017 Municipal Budget with various department heads as indicated below.

Heritage Commission – Pam Wiggin

Ms. Wiggin referred to the increase in the utility line (01-41913-410) in order to have Internet at the freight house. The cost of heating oil is listed at \$2.10 per gallon. This was revised to the current cost of \$1.864 per gallon. **Ms. Twombly moved the revised section total at \$13,984. Mr. Edwards seconded the motion.** Mr. Paul asked about income at the freight house. Ms. Wiggin indicated that income goes towards freight house expenses (via the Heritage Fund). She also referred to the number of visitors they have, as well as the items they sell. Ms. Wiggin will determine a revenue figure prior to the Budget committee's review of this budget. **The motion then passed 3-0.**

General Government – Insurance

Ms. Williams reviewed the figures for Unemployment (\$3700), Workers' Compensation (\$48,459) and Property Liability Insurance (\$49,000). **Mr. Paul moved the section total at \$861,949. Ms. Twombly seconded the motion, which passed 3-0.**

Voter Registration – Sandy Cools and Tom Mix

Ms. Cools provided proposed budget figures, totaling \$2027. The reduction in this budget reflects there being only 1 election in 2017. **Mr. Paul moved the section total at \$2027. Mr. Edwards seconded the motion, which passed 3-0.**

General Government – General Administration

Ms. Williams referred to the Payroll Processing line (01-41991-391) and recommended changing that appropriation to \$7737. This would allow for use of a computer based log-in system, with a 1-time set up fee. The Highway Department is interested in a key pad system. Perhaps that would also work best for the Transfer Station. If those options are chosen, the cost would come from the individual budgets. **Mr. Paul moved the line at \$7737. Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Paul moved the new section total at \$89,110. Ms. Twombly seconded the motion, which passed 3-0.

Public Safety – Public Safety Building

Mr. Paul moved the revised figure of \$13,820 for the Computer & Communications line (01-42992-820). Ms. Twombly seconded the motion, which passed 3-0. This now includes funds for Fire/Ambulance computer maintenance. The new section total is \$69,358.

Public Works – Highway Department

Ms. Williams questioned whether the Board still wants to include an additional fulltime position for 2017. The 2016 budget included a year-round part-time employee. Discussed the plan for this winter. It was agreed to budget for an additional fulltime position in 2017 and to appropriate \$1625 for 100 hours of part-time snowplowing.

Mr. Paul moved the revised section total at \$415,365. Ms. Twombly seconded the motion, which passed 3-0.

Public Works – Solid Waste Disposal

Ms. Williams advised that the Attendants line (01-43241-110) has been adjusted (to \$156,511) to reflect 2 rate increases. In addition, there is a typo in the Telephone line (01-43241-341), which should read \$648. The new section total is \$422,815. **Mr. Paul moved the new section total at \$422,815. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul noted that the cost for disposal will not be reduced without additional recycling. He suggested we consider a warrant article requiring use of clear bags.

Human Services – Outside Agencies

Ms. Williams has received a new request from the Tyler Blain House, a homeless shelter. The Board agreed to defer any recommendation on this request until a presentation is made to the Budget Committee.

Parks & Recreation

The Board approved the bid for park maintenance on October 12. Therefore, the Park Caretaker line (01-45201-590) should be \$22,000. **Mr. Paul moved to approve the Park Caretaker line at \$22,000. Mr. Edwards seconded the motion, which passed 3-0.**

Agricultural Commission

Ms. Williams has received a request from this Commission. The wage rate (and line 01-45891-120) was adjusted to reflect the \$11.47 per hour clerical rate used by other Town committees. **Ms. Twombly moved the section total at \$582. Mr. Paul seconded the motion, which passed 3-0.**

Ms. Twombly left the session at this point. Chuck Robbins joined for the review of the Land Use and Building Inspection/Code Enforcement budget.

General Government – Land Use – Steve Royle and Nate Fogg

This department is seeking level funding. They did not address any portion of the Master Plan this year. Mr. Fogg indicated they would likely encumber funds for lake testing data reporting. **Mr. Paul moved the section total at \$10,903. Mr. Edwards seconded the motion.**

Building Inspection/Code Enforcement – Nate Fogg

Mr. Fogg noted that he has budgeted for 10 hours per week for the entire year of 2017 for the new Shoreland Compliance Officer. Mr. Edwards does not see that much for the SCO to do. Mr. Fogg referred to the activity of the current SCO. Mr. Edwards does not want to go from one extreme to the other. He understands why an SCO is necessary, but he does not see why the current staff cannot accomplish some of that work. It was noted that the recent reduction in staff keeps Mr. Fogg at Town Hall most of his day. Mr. Paul can see violations all around. He assumes that Mr. Fogg is maxed out; otherwise those violations would be addressed. If we are ignoring those violations, we should change the rules. There was a brief discussion about wetlands vs. shoreland and the current permitting process.

The Board proceeded to review this budget line by line. It was noted that there is not clerk at this time. Mr. Edwards has an issue with rules and regulations. Mr. Fogg agreed that things certainly happen without permits, and they happen quickly. Mr. Paul stated that the contractors who pull a permit are not the issue; it is the ones who don't pull permits. **Mr. Paul moved the line (01-42401-110) at \$1. Mr. Edwards seconded the motion.** Mr. Fogg stated that there must be someone there or he can't leave the building. Mr. Paul stated there are 3 inspectors on staff. Mr. Fogg needs someone to do some of the typing. Perhaps this individual could also attend Planning Board meetings and process minutes. Mr. Paul noted the minutes could be transcribed from a tape without the individual going to the meeting. Mr. Fogg agreed; however, he believes it is often easier to do the minutes when you've attended the meeting. There is also additional clerical work, including abutter notification, etc. Mr. Paul would like to see a proposal from this Department. Discussed the number of active shoreland permits. Mr. Paul and Mr. Edwards agreed there should be a full Board present for this discussion. Mr. Fogg will develop a proposal for the entire department, which will be presented to the full Board on October 26. [No vote taken on the motion.]

Computer Software (01-42401-342) – Mr. Fogg referred to a program offered by CAI which would allow us to upload information—such as septic designs, perhaps building permit information, etc. This would involve a one-time cost of \$1250, which could be covered in the 2016 budget. Thereafter, it would add \$500 to this line. For an additional fee, the Town could have CAI upload boundary surveys. Access would be different for staff vs. the public. **Mr. Paul moved the line at \$3400. Mr. Edwards seconded the motion, which passed 2-0.**

Training (01-42401-330) – Although Mr. Stephen does not utilize this line, it does allow Mr. Fogg and Mr. Vinagro to take advantage of opportunities for training that arise.

Memberships (01-42401-560) – Mr. Paul noted this department should be able to utilize the Fire Department membership to NFPA. This line was reduced to \$220.

Gas (01-42401-635) – Mr. Edwards noted the current price for gas at the pumps is \$2.26; however, that includes taxes, which the Town does not have to pay. The price for gas may be adjusted across the board at a future Budget meeting.

Mileage (01-42401-637) – Mr. Paul stated the Town vehicle should be utilized more. It was agreed to reduce this line to \$500.

Vehicle Repairs (01-42401-660) – Mr. Fogg suggested the Board consider increasing this line to \$2500. The line was left at \$2000.

No other changes were made. The current section total is \$130,531, and this budget will be reviewed again on October 26.

Conservation Commission – Nate Fogg

Mr. Fogg spoke to the positive effect of sponsoring camperships. Reviewed each line. The Office Expense line (01-46111-620) was over-expended when reviewing the conservation easement for Harmony Drive property. The plan is to address access to the Gage Hill area first, then direct efforts to Harmony Drive. **Mr. Paul moved the section total at \$4162. Mr. Edwards seconded the motion, which passed 2-0.**

Sewer

Ms. Williams noted that Attendant Salary line (02-43211-220) should be adjusted to reflect the recent wage increase. **Mr. Paul moved the new section total at \$33,335. Mr. Edwards seconded the motion, which passed 2-0.** The approved budget results in a system user rate of \$7.51/000 gallons. The Board accepted this rate.

Ms. Williams advised that Scott Pike has researched the cost of snow pushers and recommends the Town purchase 2 from HP Fairfield, each costing less than \$5000. Funds are available within the 2016 budget—specifically in the diesel line, as a result of a “light” winter. The Board is in agreement with this purchase, and Ms. Williams will prepare a purchase order for signature.

There being no further business, the meeting adjourned at 7 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly