

## **BOARD OF SELECTMEN MEETING**

**December 20, 2022**

### **MINUTES**

**Present:** Jason Somero (Acting Chair), Lou Alvarez and Debbie Deaton (Town Administrator)  
Lisa Carbone, Joe Woodworth, Dennis Howe, Mitch Gluck

**5:00 Open Meeting** in the Town Office with the Pledge of Allegiance at 5:00

**5:02 Vital Statistics/Town Clerk/Tax Collector Budget Discussion:**

Joe presented the budget for the above mentioned department. The agreed upon 7% COLA increase has been added. After some discussion, it was agreed to change 01-4140.3-240-Records Management to \$1,000, and change 01-4140.3-580-Travel to \$1,000. All other line items will stay as submitted. There will be \$3,000 encumbered from 01-4140.3-611 for records management that hasn't been completed yet.

Lisa stated she had inquired with other towns regarding benefits. The towns contacted include health insurance, dental insurance, life insurance and New Hampshire Retirement and would like New Ipswich to include it for the Town Clerk/Tax Collector because the position meets all of the full time requirements. Lou stated he feels the Town should honor this request. Jason asked if Lisa would be ok with the insurances but not the New Hampshire Retirement. Lisa said that would be fine. Lou stated the position should be treated the same as all other full time benefited positions. Jason agreed. Lou made a motion to approve the benefits for the Town Clerk/Tax Collector as a full time employee. Jason seconded the motion and it passed unanimously.

**6:30 Dennis Howe-Finance Advisory Committee:**

Dennis stated the FAC had a meeting on Monday evening and made a plan to do quarterly reviews with the department heads and report to the Board so a closer eye can be kept on the budget. Jason made a motion for the FAC to move forward with the quarterly reviews. Lou seconded the motion and it passed unanimously.

Joe stated he doesn't think this should be very time consuming on the part of the department heads.

There was some discussion regarding Capital Reserve accounts in conjunction with the Capital Improvement Plan and planning for the future so we don't have any major expenditures in any particular year.

Debbie will send the FAC minutes from 12/19/22 to the Board and department heads.

**6:55 Default Budget Discussion:**

Mitch asked how the Town would proceed if the budget doesn't get approved and it is necessary to go to a default budget. Debbie explained she had taken a webinar on default budgets and learned no line items can be increased from the 2022 budget for 2023 (i.e. electricity increases, fuel increases, salt increases, etc.). Also, no COLA increases can be included in the 2023 default budget. No contracts signed in 2023 can be included in the default budget that weren't approved by the Town in March.

Mitch mentioned the Sansoucy contract was inadvertently left out of the 2022 budget and wondered how that would work for 2023. Debbie replied there was a multi-year contract signed with Sansoucy so we should be ok on that. If we hadn't signed a multi-year contract, we would have to find the money from another line item.

**7:25 Donation Requests/Town Warrant:**

The Board went through all of the charitable donation requests and the following decisions were made:

Monadnock Center for Violence Prevention	\$ 120
Meals on Wheels	\$1,300
Court Appointed Special Advocates for Children (CASA)	\$ 500
Hundred Nights Shelter	\$ 500
St. Vincent de Paul	\$3,000
The River Center	\$ 500
Granite State Children's Alliance	\$ 300
Community Volunteer Transportation Company	\$ 250
Monadnock Family Services	\$ 500
Home Health Care Hospice and Community Services	\$1,500
Shelter from the Storm	\$1,000
Harbor Care	<u>\$ 500</u>
	\$9,970

The Board would like to keep donation money as local as possible.

The Board reviewed the draft warrant Debbie has prepared (attached). She explained everything highlighted in yellow has not been decided on yet. Jason would like to have a full board to vote on each article.

Debbie mentioned the contract signed for the accounting software and building department software can be encumbered from the 2022 budget and can be removed from the 2023 budget.

Lou mentioned he thought the Town didn't utilize the Keene Hazardous Waste enough to include it in the warrant. Jason thinks we should leave the warrant article in.

**8:15 Old/New Business:**

Debbie informed the Board Chief Abel had incorrectly requested the amount of money that was to be encumbered from the 2022 budget for the Police Department Renovation. The correct distribution should be \$50,000 from the PD Revolving Detail Account and encumber \$59,206 from the PD Operating Budget surplus to cover Aho Construction, Monadnock Security and other incidentals like furniture, supplies, paint, signage, etc.

At 8:20 Lou made a motion to adjourn. Jason seconded the motion.

Respectfully submitted,

Debbie Deaton  
Town Administrator

**Minutes approved by BOARD OF SELECTMEN**

Shawn Talbot, Chairman:

ST (Not at the meeting)

Jason Somero:

JS

Lou Alvarez:

L Alvarez