

BOARD OF SELECTMEN MEETING
DECEMBER 3, 2019

PRESENT: David Lage, Chairman, Bert Hamill
Scott Butcher – Town Administrator
Finance Advisory Committee Members Marc Fortier & Jeff McCabe
Trustees of the Trust Funds Chairwoman Carol Romeril.
Director of Parks & Recreation & Pool Nichole Talbot
Town Clerk-Tax Collector Jessica Olson

The meeting was called to order at 6:00 p.m. at the Town Office.

Trustees of the Trust Funds Budget Review: TTF Chairwoman Carol Romeril explained that the stipend line item was underspent due to the resignation of Woody Meiszner. She asked the Selectmen to appoint Robert Zinsmeister to replace Woody. Chairman Lage made a motion to appoint Mr. Zinsmeister. Selectman Hamill seconded the motion. The vote to appoint was unanimous.

TTF Chairwoman Romeril reviewed the requested \$225 for the Education line item stating that the cost of training for the members is \$75 for each of the three members. She is asking for \$100 in the Travel line item for mileage associated with the training. Selectman Hamill raised the issue of paying mileage since other groups have been denied mileage reimbursement during other budget reviews. He asked Chairman Lage what the policy should be and recommended that it be consistent for all. There was no decision.

Chairman Lage and Selectman Hamill were satisfied with the TTF budget as presented and all line items were level funded for FY2020 consistent with the FY2019 approved budget.

Parks & Recreation Budget Review: Chairman Lage asked Nichole Talbot, Director of Parks & Recreation, why they incurred electricity charges. That should be under a different budget, General Government Buildings. Director Talbot was unsure what the charge was for.

The discussion turned to the request for an increase in the Director's stipend from \$5,000 to \$7,000. Chairman Lage wanted justification for the increase. Director Talbot stated that there has been an increase in the workload. Chairman Lage wanted to know if other members of the staff and volunteers could take on some of those responsibilities. Director Talbot indicated that there are people that provide plenty of assistance. However, it is she that has the responsibility for making all of the programs run effectively and there has been an increase in participation in the programs by community members. Chairman Lage is concerned that the Director's stipend has increased 30% over the last four years.

There was also discussion about how the revolving fund was being used to run the Parks & Recreation Dept. Director Talbot stated that it is difficult to keep track of the revenues generated by each program to ensure they are covering costs. No clear financial analysis is available.

Pool Budget Review: As with the Parks & Rec budget, Director Talbot is asking for an increase in her stipend from \$1,425 to \$3,000. There was some discussion on what duties the lifeguards can perform to offload Director Talbot to reduce the amount of time she has to devote to the pool. She explained that she is on-call all of the time so that if there is an issue with the pool she can take immediate action to remedy any problem. She stated that the effort she has made has improved the quality of the pool water and, as a result, more people are using it. There was some discussion about pool maintenance and the use of the capital reserve funds to address those issues.

At the end of the discussion Selectman Hamill proposed increasing the stipend to \$2,000, not \$3,000. Chairman Lage wanted to hold off on making any final decisions until Selectman Veaser was available since he was most familiar with Director Talbot's efforts to improve pool operations.

Town Clerk-Tax Collector Budget Review: Town Clerk-Tax Collector Jessica Olson presented her budget. She asked to level fund her salary as well as that of the Deputy Town Clerk. She also requested to level fund the Education & Training line item at \$1,360. Chairman Lage asked about the Computer Services line item request of \$6,500. TC-TC Olson said that could be reduced slightly to \$6,443. The Travel line item was reduced from \$363 to \$300. Chairman Lage asked about the Records Management line item request of \$1,750 and why the \$1,750 from FY2019 hasn't been spent. TC-TC Olson stated that \$1,750 isn't enough to get the company out to do anything and that \$3,500 would be more practical. Chairman Lage suggested encumbering the \$1,750 from FY2019 and adding the \$1,750 for FY2020 to get the rest of the original project completed.

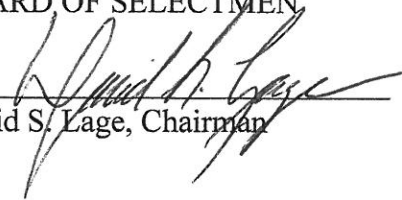
The Postage line item request is to level fund it at \$6,400, however, only \$3,477 has been spent so far in FY2019. After some discussion, the requested budget was reduced to \$4,400.

11 Temple Road Discussion: Steve Lowe, owner of the 11 Temple Rd. property, came in to update the Selectmen on his progress at rehabilitating the building. Mr. Lowe indicated that there had been some delays in the project due to problems getting a clear title to the property. He is still intending on moving forward with improving the property or possibly selling it. The Selectmen asked that he give them an answer by February 1st on whether he was going to proceed with the project or sell it to another party to complete.

At 8:50 p.m. Selectman Hamill made a motion adjourn the meeting. Chairman Lage seconded the motion and it passed unanimously.

Respectfully submitted,
Scott Butcher, Town Administrator

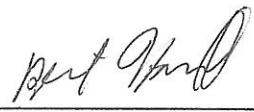
Minutes approved by:
BOARD OF SELECTMEN



David S. Lage, Chairman

ABSENT

John Veaser



Bert Hamill