

## BOARD OF SELECTMEN MEETING

December 4, 2018

PRESENT: Selectmen, David Lage, Chairman, Jay Hopkins, and John Veaser; Town Administrator, Carlotta Pini, and; Budget Committee Members, Marc Fortier, Chairman, Jim Hicks, Alan Doyle and Pat Mittleider.

The meeting was called to order at 6:00 p.m. at the Town Office, with the Pledge of Allegiance.

The budget review began with Nancy Lashua, Treasurer, and Carlene Wardwell, Deputy Treasurer reviewing the Treasurer's budget. Nancy requested that both salaries be returned to where they were previously. She noted they are dependable, trustworthy, and accurate in reconciling the Town's accounts.

Nancy noted an increase in postage due to many certified letters; a decrease in the supply line since the floor mat from last year is no longer needed. A question was raised regarding whether fees charged for bounced checks covered the certified mail costs. Nancy said they do. Carlotta provided year to date spent figures for review.

There was a discussion about the wage request. It was noted that the Deputy is part time and her wages would be part of the merit increase pool. No decision was made regarding the Treasurer's stipend.

Selectman Veaser asked if there were certain courses planned for the training line item. Nancy said they watch for courses that are offered throughout the course of the year.

Mr. Doyle left the meeting.

The Chairman of the Budget Committee asked the Treasurer what she meant about the salary being reduced. She explained that the prior Treasurer had been making a higher salary. David clarified that Nancy took on the position at a different rate. David asked about the hours they work. Nancy said she works 10-17 hours per week and Carlene works 10-12 hours per week. There was a discussion about why the two of them were in the office at the same time, rather than the Deputy covering when the Treasurer was not in.

Carlotta presented the Town Office budget next. The proposed budget included making Lori, the part time Land Clerk, full time with 35 hours and all associated benefits. Carlotta had distributed a revised job description which reflected the responsibilities Lori has now. There was a discussion about the staffing of the Land Use Office and the Selectmen's Office over the prior years. Rick Donovan, the Building Inspector, spoke in support of increased hours for Lori. There was consensus that Lori's hours ought to be increased to 28 per week. David suggested that Carlotta, Lori, and Debbie sit down and discuss the workload and how best to manage it.

Carlotta presented the General Government Buildings budget. Mark Hopkins, Facility Director, was present. It was explained that Mark works an average of 16 hours per week, but since Peter has been

short-handed in the Highway Department, he's been filling in there. Chairman Lage pointed out that Town properties need to be maintained and should be improving. It was suggested that Mark do and RFQ for the Public Works garage roof. The report of expenditures to date was reviewed. It was noted that the maintenance line item was overspent.

Jim Hicks asked if the Ambulance Chief needed to come in. The Board said it wasn't necessary. Jim will provide the budget for the warrant article.

The Budget Committee left the meeting.

The Board reviewed proposals for printing the Town Report. The company that did it last year was higher in price, but David said she could ask them if they'd do it for a lower price, within budget.

There was a request from a Highway employee to carry over unused vacation time. The Board agreed he could have until the end of the year.

The Board reviewed a memo from the Recreation Director requesting that the stipends for soccer coordinator and basketball coordinator be paid to her, since she had done the job. The Board requested she come in and talk to them about it.


The Board reviewed a proposal from Tufts for health insurance at a cost lower than the current provider, Health Trust's Anthem BC/BS.

The Board began developing the Pool budget. They agreed that the budget worked last year, except for pool chemicals. They agreed to bump that up and leave the other line items the same.

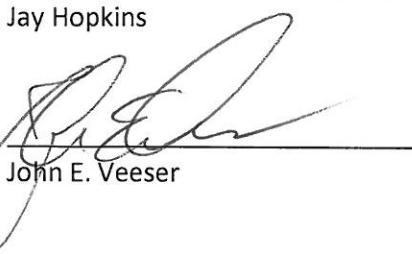
At 8:35 p.m. Selectman Veesser made a motion to adjourn. Selectman Hopkins seconded the motion and it passed unanimously.

Respectfully submitted,  
Carlotta Pini

Board of Selectmen December 4, 2018 minutes approved by:

  
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David S. Lage, Chairman

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Jay Hopkins

  
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John E. Veesser