

Selectmen's Workshop
Monday, October 27, 2014

Chairman Morgan called the workshop to order at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes.

Morgan began the workshop reviewing the budgets presented at the 10/20/2014 Selectmen's Meeting. The Town Clerk/Tax Collector, Elections and Registrations budgets were reviewed with no questions presented.

The Recreation Department budget was reviewed and questions arose on the part-time wages in relation to the teen program and activities line. Additional discussion took place on the lifeguard wages and bus.

Morgan stated that he would like to increase the Economic Development budget to \$1,500 to allow funds availability in the event that the economic development committee decides to formalize this year.

Riley questioned if the Conservation Commission could absorb increases by readjusting line items that were not fully expended.

The Planning Board and ZBA budgets were reviewed with no further questions.

Discussion took place on the Cemetery budget. Morgan reviewed the Trustees request to combine the headstone maintenance and gravestone maintenance. He suggested incorporating the tree removal as well creating a general cemetery maintenance line.

The Conservation Agent, Board of Selectmen, Dam Authority, Legal, Patriotic Purposes, Trustees of Trust Funds, and Treasurer budgets were reviewed with no further questions.

The general assistance line of the Welfare budget was reviewed. The increase was questioned but given unforeseen circumstances of two homeless families, was deemed justifiable.

White informed the Board that she has been researching the cost associated with updating or rebuilding the Town's website. The Board agreed to move forward with budgeting for the project.

White also informed the Board that the Insurance budget will increase significantly to account for the July renewal period.

White distributed updated draft copies of the Personnel Policy for review. She stated that the insurance buyout needs to be defined in the new policy and also the leave accrual process.

White questioned whether the Board would like her to research the cost of moving the Laborer position to full-time versus having a separate line item for subcontracted cleaning service. They agreed. The cleaning and maintenance of Town buildings were discussed. Riley stated that they should be top priority if added to the Laborer position then the balance of time remaining could be split between the Highway and Recreation Departments.

White mentioned that there are no activities planned for school vacation weeks and questioned whether it should be mentioned for the Recreation Department's activity line budgeting.

White stated that she put in a draft notice of the Public Hearing for the donation of exercise equipment and questioned if the date was acceptable.

Discussion took place on the Monday painting class. The Board agreed that the Freight House would be the best location to host the class for the winter.

Discussion took place on stockpiling sand and gravel on Town Hall property.

Elaine Sherman, Finance Manager, informed the Board that she received the rates from Health Trust for the health insurance and there is a 0.9% increase.

Being no further input, the workshop was adjourned.

Adjourned at 3:50 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Franklin R. Riley

To be approved 11/3/2014