

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF WORKSHOP MEETING
WEDNESDAY ~~THURSDAY~~, JANUARY 28, 2015
TOWN OFFICES – 2:00 P.M.**

The Dunbarton Board of Selectmen held the scheduled Workshop meeting of the Dunbarton Board of Selectmen at the above time, date and place with Ted Vallieres, Chairman, presiding.

The following were present:

**Ted Vallieres, Chairman
Brian Pike, Selectman
Tom Groleau, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary**

Members of Boards/Committees and Town Officials:

**Patrick Bowne, Transfer Station Manager (came in at the end of the meeting)
Linda Landry, Town Clerk
Dan Sklut, Police Chief**

Members of the Public:

**Robert Martel
Leo Martel**

Ted Vallieres, Chairman, opened the Workshop Meeting to discuss the budget at 2:00 p.m. with a full Board present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary. He noted that the numbers were those submitted by Departments.

Ted Vallieres, Chairman, stated that the present budget figures for 2015 show a \$103,154 increase over last year's budget.

Brian Pike stated that at a Selectmen's Meeting it was decided by the Board that the 2015 budget would be a "level services budget".

Ted Vallieres stated that means that the budget should only increase by the CPI (1.5%) and any contracts that have increased from previous year.

Tom Groleau stated he agreed. Asked how much of the budget is based on the CPI increase of 1.5%. How much of the increase is due to the new police officer?

Increases as follows:

New full-time Police Officer	45,654
1.5% CPI	11,155
Additional two days, Secretary Town Office	<u>12,256</u>
	69,065

Discussion regarding part-time police hours versus full-time and if adjustments were made accordingly within the proposed 2015 police budget. It was noted that if there is an increase in hours for an additional full-time officer, then part-time hours should be reduced in order to keep the budget at "level services".

Topics discussed were part-time hours, 28 day cycle for overtime, Holiday pay, etc. for the Police Department.

Elected Officials Salaries:

It was reported that according to Town Counsel, elected Town Clerk's salary can either be listed in the Warrant separately and voted at Town Meeting or they can be increased by a Warrant Article voted at Town Meeting.

Town Counsel has recommended that the Town Clerk salary/cost be listed on a separate line or by a separate Warrant Article.

The Selectmen questioned if they wanted to treat all elected officials the same.

It was noted that all expenses i.e. NHRS, insurance, SS Med, FICA be included within the Warrant Article and/or budget line for the Town Clerk and Tax Collector salaries.

Adjustments made to budget as follows:

Page 1, Additional Town Office Employee (2 days a week) - \$ 12,257:

Line Comeau, Town Administrator, reported that this would be to cover duties within the Assessing Office, maintaining the deeds on a regular basis. Would include filing and shredding of paperwork. The Building Department has expanded on land use. The additional employee could utilize the Tax Collector's desk and/or the Welfare Department's.

No reduction to this budget line.

It was suggested that the Town purchase a new shredder which takes more than three pieces of paper at a time.

Page 1, Planning and Zoning Secretary \$8,729 reduction of \$3,100:

At this point in the meeting, Alison Vallieres stated that her salary as listed in the Budget was way over the amount that is needed. She would recommend reducing the budget line to 300 hours or \$5,500 thus saving \$3,100 in that line. With regard to being paid via a 1099, she stated that she had never gone over the 32 hours per week and would be going back to the hourly rate for Planning and Zoning. It was only in anticipation of going over the 32 hours per week and that has never happened. Based on that information, the amount was reduced.

Page 1, Recording Secretary \$6,545 reduction of \$1,545:

Alison Vallieres also noted that the Recording Secretary, Selectmen budget line was listed as \$6,545. Would suggest reducing it to \$5,000 thus saving \$1,545 in that budget line.

Reducing these two budget lines amount to a savings of \$4,548.

Affordable Care Act:

Brian Pike brought up the question as to whether or not the Town qualifies under the Affordable Care Act.

Line Comeau reported that the Town has less than 50 employees and therefore did not feel the Town qualifies for the Affordable Care Act. Will investigate further.

Page 2, Deputy Town Clerk \$12,738:

Will address this at a later time, when all information is available.

Page 2, Elec. Admin-Ballot Services - Election Booths Setup - Reduction of \$205:

Discussion regarding the cost for setting up and taking down Voting Booths. It was noted that a town employee is paid at time and a half for setup/taking down the Voting Booths. This should be reduced to a lower rate as it seems excessive. We are presently paying \$33.00/hour for setup. Would suggest reducing this amount to \$10.25/hour which is the same rate as the Town Moderator.

Reduce Elec. Admin-Ballot Services to \$1,439 and reduction of \$205.

Page 7, Town Building, Maint. & Improvements:

The Board of Selectmen agreed to the following revisions to the Town Maintenance Budget line:

Transfer Station - Pump septic tank. BOS would not recommend pumping septic tank annually.

Board of Selectmen recommended to use this amount to pump septic tank for Town Offices.

Page 8 , Historical Society Insurance Budget Line \$1,600 reduction of \$1,600:

Ted Vallieres recused himself from this discussion.

Brian Pike reported that Donna Dunn has written a letter not supporting the Town paying the insurance for the Historical Society.

He stated he feels that other organizations, like the Garden Club for example, does not own any buildings or Town History. The Historical Society is for the benefit of preserving Town History for the Town.

Tom Groleau and Brian Pike decided that the Historical Society Insurance should be put in as a Warrant Article.

Page 10, Police Department, Gasoline, reduction of \$2,000:

Board of Selectmen agreed to reduce Gasoline budget line from \$17,000 to \$15,000, a reduction of \$2,000.

Page 14, Solid Waste:

Discussion regarding Assistant Manager position. No reductions made to Solid Waste budget.

Page 15, Recreation Committee reduction of \$2,500 from Basketball and Softball budget lines:

Brian Pike stated he would like to have a Warrant Article regarding the Recreation Committee checkbook. After discussion, it was decided to reduce the Recreation Committee budget line for Basketball and Softball by \$2,500. The Recreation Committee would be encouraged to take those expenses from the checkbook and not the Town budget line.

Expense just submitted will be paid from the Recreation Checkbook.

General Discussion:

Copier Maintenance Contracts:

There was discussion about the possibility of combining all copier contracts into one vendor in order to save money.

Police Department:

The possibility of creative scheduling was discussed.

Office Supplies:

The possibility of having central purchasing for Office Supplies was mentioned. At this point, Departments do their own purchasing. Do not have the staff to have one person handle all supply orders.

CIP:

At this point in the meeting, Brian Pike asked that the Board of Selectmen review the CIP for 2015 as follows:

- | | | |
|-----------------------------------------|----------|------------------------------------------|
| 1. Cemeteries - Gravestone repairs | \$20,000 | BOS agreed to a 2015 Warrant Article |
| 2. Fire Department-Command Vehicle | \$22,500 | Fire Chief agreed to not do it this year |
| 3. Board of Assessors- Reval | \$40,000 | Reval - 2015 Warrant Article |
| 4. Town Administration-Computer Equip | \$20,000 | BOS agreed to a 2015 Warrant Article |
| 5. Transfer Station-Roll-off Containers | \$57,000 | BOS agreed to a 2015 Warrant Article |

TOWN HALL THEATRE RESTORATION COMMITTEE:

Line Comeau, Town Administrator, reported that the Town Hall Theatre Restoration Committee would not be able to have the Warrant Article ready in time for the Public Hearing scheduled for February 5. Based on this information, they will either have to have a Petition Article or schedule another Public Hearing after February 5, 2015.

There being no further business, the meeting adjourned with the following motion:

MOTION:

Tom Groleau made a motion that the meeting adjourned at 5:30 p.m. Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

Ted Vallieres, Chairman

Brian Pike, Selectman

Tom Groleau, Selectman