

**Selectmen Meeting
Minutes
April 17, 2012**

Selectman Connolly, Selectman Sargent, Selectman LeBlanc, Selectman Dziokonski and Chairman Dickhaut were in attendance. Attendee was Town Administrator Ward. Chairman Dickhaut opened the meeting at 6:40PM.

FY13 Budget Review

Administrator Ward began by reviewing the budget outline he presented to the board. He explained he updated the numbers with those received from departments. The school department has not submitted a budget. Administrator Ward explained the school department is the biggest part of the budget. Chairman Dickhaut reviewed last year it was discussed the Town Administrator should sit down with the School Superintendent and discuss the budget to get an idea of what is coming up for school budget. It would be easier to work together then to have no communication until the budget has been completed. Administrator Ward agreed it is his understanding the next school committee meeting is scheduled for May 1, 2012. He reviewed after the Superintendent presents the budget to the school committee typically he makes a presentation to the Finance Committee and the board at a joint meeting. Chairman Dickhaut explained it would be a benefit for Superintendent Ingano and Administrator Ward to meet one on one. Administrator Ward agreed it would be great to have a chance to review the priorities for the school department. He continued discussion with a review of the budget spreadsheet he presented to the board. Explaining he used the house numbers, at this time there are all the same numbers for town aid. The Chapter 70 allocation has gone up along with an increase in school choice funding. The Snow & Ice Account is dependent on what type of winter it is. The county charges have a slight increase and the property tax has some new growth this number is up higher than anticipated. The Assessors have not submitted a number yet for the new growth. The big area to have a change is the health insurance; there is a savings due to the plan changes. The open enrollment ends Friday at the end the Treasurer will recalculate. He will also recalculate the debt service reductions, some line items went down all this equates to a surplus. At this time the board can review and set the priorities. Chairman Dickhaut asked for a balance in the stabilization fund. Administrator Ward reviewed there is \$942,000.00. Chairman Dickhaut stated this number should be 5 % of the operating budget. Administrator Ward agreed that is

recommended. The board agreed to review budget by each department and set priorities.

The budget review began with the Board of Selectmen; Chairman Dickhaut reviewed the Selectmen's Miscellaneous Expense at one time was \$14,000.00 in the down turn the line item was reduced. This line item seems to be the catch all for the operations. She would like to see it restored. Selectman Dziokonski asked what expenses this line item is used to cover. Administrator Ward explained it covers office expenses like the phone bill, supplies, professional development and any emergencies expenses that come up for the building. He could get a breakdown from the account that itemizes the expenses. Selectman Connolly reviewed the philosophy that should be used for the one time insurance saving is it should be spent on one time expenditures and not dependent on it. Chairman Dickhaut explained because the line item had been reduced so low, it should be restored. Selectman LeBlanc reviewed the computer equipment account has been reduced this line item should be restored as well. Administrator Ward explained this is the computer equipment line item used for the whole building; at one time it was \$10,000.00. Selectman Connolly explained he is comfortable in addressing both line items. Discussion continued regarding the type of computer system in the building and in the future all of the systems should be able to be intergraded. At this time the financial offices all use a different type of programming. Administrator Ward reviewed a warrant article would be needed to cover the expenses for the purchase of a new intergraded system, for the licensing and the network. The board agreed.

Selectman Connolly made a motion to restore the Selectmen Miscellaneous line item to \$14,000.00 and the computer expense to \$10,000.00. Selectman LeBlanc seconded the motion. The vote was unanimous. The board agreed to review the larger budgets for the Fire/Police and DPW at the following meeting. The discussion continued with review of the Finance Committee budget, Selectman Connolly noted the Reserve Fund Line item typically has \$100,000.00 in it. The board discussed and agreed to restore if requested by the Finance Committee. Review continued with the Town Accountants requests, the board agreed to fund the Accountant Miscellaneous Expense at the level service request of \$3000.00. The board approved the Treasurer's level service request for the Treasurer's Miscellaneous Expense at \$9000.00 and the Automatic Data Processing line item to \$23,100.00. The board approved the Collectors Other Wages line item at the level service amount and the Collector's Miscellaneous Expense at the level service amount of \$38,195.00. Review continued with the Town Solicitor's requests the level service amount was approved, Solicitor Litigation/Negotiation/Legal Memo was approved at \$94,129.00. Administrator Ward explained Town Clerk will attend the next Selectmen's Meeting with his budget requests. The review continued with the Conservation Commission request for level service Miscellaneous Expense \$6375.00 to cover the expense of a Conservation Agent for 5 hours per week to follow up on permits that are issued. Chairman Dickhaut explained she would like to see the

agent work per diem on an as needed basis. Selectman Dziokonski asked if this is something the Building Inspector could do. Administrator Ward explained at this time he does not do the Conservation inspecting. Selectman Connolly reviewed this has never been part of the building department. Administrator Ward reviewed the position requires certification that the Building Inspector doesn't have. Selectman Dziokonski explained he was a former member of the Conservation Commission and he has never had certification but used to review and inspect areas. Also there have been filing fees collected in the department that could be used to offset the cost of an agent. Administrator Ward reviewed the statue used to require the spending of the filing fees get a town meeting vote, now the funding can be spent with the approval of the board of Selectmen. The balance in the account at this time is approximately \$10,000.00. The board requested Mr. Moran Chairman of the Conservation Commission attend the next meeting with a review of the request. Discussion continued with review of Community & Economic Development which will remain the same, Town Hall Custodian the board asked Administrator Ward to review and get back to them with costs to covert from oil to gas for heat. The board also asked for confirmation on the roof repair transfer request. Review continued with the Building Department, the board addressed the issue of costs for vehicle repairs and agreed a small vehicle should be purchased for the department to prevent high repair costs. It would be a onetime expense. Review of the Inspectors, the Sealers of Weights & Measures budget has an increase in miscellaneous to \$970.00 the board agreed to support the request explaining it had been cut the last few years. Administrator Ward explained the Electrical Inspectors budget hasn't been received yet but he received a message explaining he will get it tomorrow. Discussion continued with review of the Dog Officer budget, Administrator Ward explained had to re - advertise the position, the first advertisement there were three candidates that submitted resume but didn't want position once they heard the call volume or salary. Chairman Dickhaut explained you get what you pay for. Selectman Connolly suggested restoring the funding to the position. Selectman LeBlanc recommended upgrading the position and salary for an Animal Control Officer. The board agreed. Review continued with the School Department, Administrator Ward reviewed he hasn't received any information from the school yet. Board agreed to wait for the school budget to be submitted before discussion. Review of the Board of Health budget the board supported the request for funding for a new computer. Council on Aging budget request was reviewed next, the board discussed supporting funding for the full time outreach worker at the current rate of pay which is \$37,000.00. The board requested more information on the miscellaneous account. Administrator Ward agreed to get an expenditure report from the Town Accountant for the boards review. Discussion continued with review of the Veterans Department the board agreed to support the level service numbers. Review of the Bigelow Free Public Library budget requests, the board agreed to support the level service request for repairs at \$5000.00 technology at

\$4000.00 and programs at \$2500.00. The board discussed the Park & Recreation budget requests and the absence of the funding to install cameras to monitor the activity in the park. Administrator Ward explained he will ask the Chairman to attend tomorrow night's scheduled meeting, the Director indicated she is on vacation when requested to attend budget hearing before the board. Discussion continued with the Fuller Field Commission, Administrator Ward reviewed the budget has been consolidated to one line the miscellaneous expense. Selectman Sargent stated he is aware the field house needs some work. Selectman Connolly explained he would like to hear from the Commission. Administrator Ward reviewed he has a meeting scheduled with the commission on Friday morning. The budget discussion concluded. Administrator Ward informed the board he plans to met with Building Inspector and do a walkthrough of the building and get back to the board regarding the need of maintaining the building. Chairman Dickhaut asked about the needed maintenance to the boiler. Administrator Ward explained he is working on scheduling it.

Selectman LeBlanc made a motion at 8:50PM to adjourn. Selectman Sargent seconded the motion. The vote was unanimous.

Meeting adjourned.
Respectfully submitted,

Joyce Corbosiero
Administrative Assistant to the
Clinton Board of Selectmen