



Selectmen Meeting 12/18/2018
Approved Minutes

Present: Selectmen Bernie O’Grady, Charles Moser, Louise Lavoie; Kathy Wile, Brenda Wiley; members of the public Bob Bergeron and Barbara Devore.

Called to Order: The meeting was called to order by Bernie at 7:32 PM.

Approvals:

- Noted that accounts payable and payroll manifests were signed.
- Minutes of 12/11/2018 meeting had been reviewed. Charlie motioned, second from Bernie, to approve the minutes as written. Both voted to approve minutes as written, with Louise abstaining as she had not attended the meeting.
- Letter of engagement for the FY2018 audit by Plodzick and Sanderson was ready for review. Brenda confirmed the cost as the same as last year, and that she had no other recommendations for a different auditor. Letter was signed by all selectmen.
- There was a request for disbursement of Railroad Repair Trust Fund monies made by the Conservation Commission, for repairs done in the Pratt Pond area of the Rail Trail.
- Equalization Data Certificate, to be returned to DRA, was ready for signature. The assessor had uploaded the town data to DRA already. Signed by all selectmen.
- Request to transfer funds for Highway Dept garage, signed by all selectmen.

New Business:

- Bookkeeper Brenda Wiley joined the discussion of the Financial Administration budget, 6002. Line items showing an increase include 6002-04, Part-time Admin, who was moved to 32 hrs/week in 2018. Related costs of payroll tax and worker’s comp showed corresponding increase. Conference/training costs, line 6002-09, up \$50. Line 6002-10, payroll services, increase of 3.8%, or \$170. Postage was increased due to rise in PO stamp charge Contracted accounting services also showed an increase of 2.5%. Areas showing decrease included registry fees, repairs and maintenance of office equipment, and town office equipment. Other areas remained the same.
Related conversation about IT improvements/maintenance as suggested by Microtime leading to conclusion that there should be a new category of IT expenses created in the budget. Equipment as well as support services for all departments can be tracked in one IT section, and taken out of individual department budgets. Brenda will work on those changes.
- Legal Budget – decision made to maintain level funding.
- Ambulance contract was discussed – decision made to accept the offered contract, and to set up study committee to explore other options. Question raised as to how Hollis Communications center determines Mason’s fee – this will be explored
- Wilton Recycling Center fee – will be finalized at Jan 17, 2019 budget committee meeting in Wilton. Projected increase has been given at 1.6%, but that won’t be final until the vote on the 17th. Brenda will work with the 1.6% for now.

- Potential Town Warrant was discussed; maintaining the Paved Roads Restoration article for its final year, and adding the necessary funding for completion of both reclaiming, drainage and laying gravel on Greenville Rd to be completed next year. Bids not back on the gravel work, estimated to need to ask for an amount of \$13,000 in addition to the \$50,000 asked for in the restoration article. Final number to be determined. Fire Department and Police Department vehicle reserve funds each have a warrant article. Highway Dept equipment reserve fund was discussed; decision made to use the \$5000 requested last year. Discussion of the \$10,000 article for Forestry to survey boundaries of Lot G-61; invoice for survey is in, balance goes to CC for creation and maintenance of town trails as specified in the article. A new article involves adopting the provisions of RSA 79-F:4, the Appraisal of Qualifying Farm Structures and Land Under Them. Language for that will be supplied by DRA.
- Dedication for 2018 Town Report was discussed, will center around volunteers.
- Bernie will write the selectmen's report, and include highlights of town events and accomplishments.

Old Business:

- Repair cost for grader was asked about – no bids in for that were reported. Kathy was asked to check in with Road Agent about progress in that area. Discussion about where to allocate that particular cost; will see what the bids are, increase the repair budget to reflect that. Possible policies going forward about driver-vehicle assignments and maintenance responsibility, ongoing driver training and evaluation. Kathy asked to check in with the T2 program through UNH.

Informational Items/Communication:

Public Forum:

Non-Public:

Adjourned: There being no further business, Bernie motioned to adjourn, second from Charlie. Three votes to adjourn the meeting at 9:31 PM.

Next regularly scheduled meeting will be Tuesday January 8, 2019 at 7:30 PM at the Mann House. There will be a special year end manifest for accounts payable next week, which selectmen will come in to sign individually.

Respectfully Submitted,
Kathy Wile
Administrative Assistant