

Board of Selectmen Meeting Minutes

April 11, 2018

Slade Building

**Members Present:**

- Dan Galante
- Jeff Williams
- Richard Haddad
- Pat Girouard
- Michael Stauder

**Staff Present:**

- Ryan McLane – Town Administrator
- Laurie Reed – Executive Administrative Assistant

Meeting was called to order at 6:30pm by Daniel Galante. Mr. Galante announced that the meeting was not being broadcast live however was being digitally recorded.

**Open Session:**

- None

**Selectmen vote on FY19 Annual Budget:**

- Ryan advised the Board that he had met with the Town Moderator and Town Clerk to discuss the length of the warrant due to the bylaw changes. It has been decided that all bylaw changes will be put on the STM Warrant and the STM will be moved to 6:30pm – 7:30pm. The STM Warrant will state “all items will not be reviewed” and “the STM has a one hour time limit”. By making these changes ATM is estimated to last approximately 2-3 hours. The amount of bylaw items were discussed as well as a plan to hold a bylaw review public hearing on May 23<sup>rd</sup> prior to STM.
- Budget was reviewed. The Board discussed the funding for a Firefighter/EMT position. The DPW Administrative Position was discussed. Ryan advised the Board that he created a new line item in the budget for transparency. The position was previously included in the DPW wages line item. Veteran Services Expenses and Veteran Benefits were discussed to include training expenses and available services for Veterans. Ryan advised the Board that he is waiting for the Library Trustees meeting to see how they would like to proceed with the roof replacement. Next steps for the budget include meeting with the Finance Team. The finalized warrant will be presented at the Board of Selectmen Meeting on April 23, 2018.

**Motion to approve budget as presented: Michael Stauder, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor**

**Public/Press Question & Answer:**

- Chance from the Gardner News questioned the date and time for STM as well as the date and time for the Board/Committee Open House.

**Motion to Adjourn: Michael Stauder, 2<sup>nd</sup>: Jeff Williams, Vote: All in Favor 6:57pm**

Respectfully submitted,

*Laurie Reed*

*Approved 4/23/2018*

MEETING DATE 4/11/2018

BOARD OF SELECTMEN

**PLEASE PRINT**

NAME

ADDRESS

PHONE #

Chance Viles  
T6N  
978-790-6242

**Board of Selectmen Agenda  
Slade Building  
April 11, 2018  
6:30pm**

**Open Meeting:**

1. Open Session

*(If we do not have Open Session items to discuss, other agenda items may be brought forward earlier)*

2. Selectmen vote on FY19 Annual Budget
3. Adjourn

Posted:

Account Number	Account Name	FY2015 Approved	FY 2016 Approved	FY 2017 Approved	FY 2018 Approved	FY 2019 Requested	FY 2019 Administrator	Percent Change	FY 19 COMMENTS
<b>GENERAL GOVERNMENT</b>									
<b>Executive</b>									
001-122-5110-0000	Selectboard Salary	\$6,316	\$6,392	\$0	\$0	\$0	\$0	0.00%	
001-122-5110-0001	Executive Assistant	\$23,883	\$24,977	\$24,977	\$25,477	\$27,100	\$32,825	22.39%	34 Hours/week, PP 4-4, COLA
001-122-5700-0000	Selectboard Expense	\$10,000	\$9,000	\$8,000	\$8,000	\$8,000	\$8,000	0.00%	
001-122-5700-0001	Binding of Records	\$100	\$75	\$0	\$0	\$0	\$1,000	100.00%	Post records catch-up
NEW	Warrant Mailings						\$1,000	0.00%	Annual Warrant Mailing
001-129-5110-0000	Town Administrator Salary	\$85,850	\$86,800	\$81,500	\$81,500	\$84,660	\$85,000	4.12%	Contractual
001-129-5110-0000	Town Administrator - Perf. Related Pay	\$1,275	\$1,314	\$0	\$0	\$0	\$0	0.00%	
001-129-5700-0000	Town Administrator Expense	\$3,000	\$2,500	\$1,559	\$2,700	\$2,700	\$3,600	25.00%	Contractual plus expenses
	<b>Total Executive</b>	<b>\$130,434</b>	<b>\$131,058</b>	<b>\$116,036</b>	<b>\$117,677</b>	<b>\$122,460</b>	<b>\$131,425</b>	<b>10.46%</b>	
<b>Town Clerk</b>									
001-161-5110-0000	Town Clerk Salary	\$35,131	\$36,264	\$36,264	\$36,989	\$36,989	\$41,325	10.49%	PPA, COLA
001-161-5190-0000	Town Clerk Certification	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.00%	
001-161-5700-0000	Town Clerk Expenses	\$3,850	\$3,625	\$3,520	\$3,819	\$3,814	\$3,814	-0.13%	
001-161-5110-0001	Asst Town Clerk	\$3,015	\$2,750	\$2,750	\$2,805	\$2,805	\$2,635	-6.45%	COLA
001-162-5700-0000	Elections & Registrations	\$8,775	\$7,495	\$10,335	\$4,935	\$10,260	\$10,260	51.90%	Three elections in FY19
001-163-5110-0000	Board of Registrars Wages	\$420	\$428	\$437	\$446	\$446	\$446	0.00%	Early voting
	<b>Total Town Clerk</b>	<b>\$9,195</b>	<b>\$51,562</b>	<b>\$54,306</b>	<b>\$49,994</b>	<b>\$55,314</b>	<b>\$59,480</b>	<b>15.95%</b>	
<b>Accounting</b>									
001-135-5110-0000	Town Accountant Salary	\$37,774	\$0	\$0	\$0	\$0	\$0	0.00%	
001-135-5300-0004	Town Accountant Services	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$42,000	16.67%	Actual FY2019, Combined with Mun Fin Clerk
001-135-5110-0001	Municipal Finance Clerk Wages	\$2,665	\$4,307	\$0	\$6,000	\$6,000	\$0	0.00%	Moved to Town Account Services
001-135-5420-0000	Town Accountant Expense	\$900	\$900	\$200	\$200	\$200	\$200	0.00%	
001-135-5300-0000	Annual Audit	\$15,500	\$15,500	\$15,500	\$18,500	\$18,500	\$18,500	0.00%	
	<b>Total Accounting</b>	<b>\$56,839</b>	<b>\$55,707</b>	<b>\$50,700</b>	<b>\$59,700</b>	<b>\$59,700</b>	<b>\$60,700</b>	<b>1.65%</b>	
<b>Assessors</b>									
001-141-5110-0003	Assessors' Salary	\$3,790	\$3,835	\$0	\$3,835	\$3,835	\$0	0.00%	Assessor Stipend
001-141-5110-0002	Assessing Administrative Assistant	\$18,807	\$19,434	\$19,434	\$19,830	\$22,000	\$14,040	-41.24%	Actual Hours
001-141-5420-0000	Assessors' Expenses	\$11,250	\$5,000	\$5,814	\$5,814	\$5,814	\$6,000	3.10%	Actual
001-141-5300-0000	Assessors' Contracted Services	\$61,000	\$62,500	\$60,000	\$61,800	\$63,700	\$63,700	2.98%	
001-141-5400-0000	Assessors' Maps	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
	<b>Total Assessors</b>	<b>\$94,847</b>	<b>\$91,769</b>	<b>\$85,248</b>	<b>\$87,444</b>	<b>\$95,349</b>	<b>\$83,740</b>	<b>-4.42%</b>	
<b>Treasurer/Collector</b>									
001-149-5110-0000	Treasurer/Collector Salary	\$0	\$0	\$53,423	\$59,367	\$59,653	\$60,850	2.44%	COLA
001-149-5190-0000	Treasurer/Collector Certification	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	0.00%	
001-149-5110-0001	Assist. Treasurer/Collector Wages	\$0	\$0	\$20,767	\$0	\$0	\$0	0.00%	
001-149-5110-0002	Finance Administrative Assistant	\$0	\$0	\$0	\$5,000	\$13,762	\$0	0.00%	
001-149-5700-0000	Treasurer/Collector Expense	\$0	\$0	\$9,800	\$10,000	\$10,250	\$10,250	2.44%	70.01% 19 Hours, COLA
001-149-5300-0000	Treasurer/Collector Payroll Services	\$0	\$0	\$2,500	\$3,000	\$3,000	\$3,000	0.00%	Postage Increase
001-149-5700-0001	Treasurer/Collector Tax Title Expense	\$0	\$0	\$4,000	\$5,000	\$5,000	\$5,000	0.00%	
	<b>Total Treasurer/Collector</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,490</b>	<b>\$83,367</b>	<b>\$92,665</b>	<b>\$96,770</b>	<b>13.85%</b>	
<b>Legal Services</b>									
001-151-5300-0000	Legal Services	\$45,000	\$40,000	\$35,000	\$40,000	\$40,000	\$40,000	0.00%	Actual
	<b>Total Legal Services</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$35,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00%</b>	
<b>Conservation Commission</b>									
001-171-5110-0001	Conservation Comm. Salaries	\$984	\$996	\$0	\$0	\$0	\$0	0.00%	
001-171-5700-0000	Conservation Comm. Expenses	\$1,193	\$1,207	\$1,172	\$1,172	\$1,172	\$1,172	0.00%	
	<b>Total Conservation Commission</b>	<b>\$2,177</b>	<b>\$2,203</b>	<b>\$1,172</b>	<b>\$1,172</b>	<b>\$1,172</b>	<b>\$1,172</b>	<b>0.00%</b>	
<b>Operations Support</b>									
001-122-5210-0000	Town Office Utilities & Maintenance	\$32,000	\$37,500	\$30,000	\$30,000	\$30,000	\$31,000	3.23%	Not used in '18
001-122-5210-0001	Building Maintenance	\$0	\$0	\$4,000	\$4,000	\$4,000	\$0	0.00%	Slade, Library, Police, Senior Center
NEW	Custodial Services (NEW)						\$7,500	0.00%	
001-122-5230-0000	Town Office Phone	\$7,000	\$7,250	\$7,000	\$7,500	\$7,500	\$7,500	0.00%	
001-122-5240-0000	IT (Computer) Maintenance	\$57,300	\$62,700	\$61,000	\$65,000	\$65,000	\$60,000	-8.33%	Reduced for Web site
001-122-5300-0003	Town Website	\$0	\$0	\$0	\$0	\$0	\$6,000	0.00%	Shifted from IT
001-122-5400-0000	Copier Expense	\$5,000	\$5,000	\$4,500	\$5,000	\$5,000	\$5,000	0.00%	
	<b>Total Operations Support</b>	<b>\$107,300</b>	<b>\$112,450</b>	<b>\$106,500</b>	<b>\$111,500</b>	<b>\$111,500</b>	<b>\$117,000</b>	<b>4.70%</b>	
<b>Other General Government</b>									
001-176-5110-0000	Board of Appeals Clerk Wages	\$513	\$519	\$500	\$500	\$500	\$500	0.00%	
001-176-5700-0000	Board of Appeals Expense	\$675	\$675	\$675	\$675	\$675	\$675	0.00%	

001-195-5700-0000	Town Report	\$1,000	\$500	\$500	\$500	\$500	\$500	\$500	0.00%	
001-114-5110-0000	Moderator	\$334	\$100	\$100	\$100	\$100	\$100	\$100	0.00%	
001-131-5420-0000	Finance Committee Expenses	\$250	\$200	\$200	\$200	\$200	\$200	\$200	0.00%	
001-132-5700-0000	Finance Committee Reserve Fund	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	0.00%	
	<b>Total Other General Government</b>	<b>\$32,772</b>	<b>\$36,975</b>	<b>\$36,975</b>	<b>\$36,975</b>	<b>\$36,975</b>	<b>\$36,975</b>	<b>\$36,975</b>	<b>0.00%</b>	
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$472,564</b>	<b>\$522,506</b>	<b>\$577,427</b>	<b>\$615,135</b>	<b>\$627,262</b>	<b>\$627,262</b>	<b>\$627,262</b>	<b>6.29%</b>	
	<b>PUBLIC SAFETY</b>									
	<b>Police Department</b>									
001-210-5110-0000	Police Chief Salary	\$91,800	\$90,969	\$92,716	\$94,570	\$96,900	\$96,900	\$96,900	2.40%	Contractual
001-210-5110-0002	Police Wages	\$428,185	\$399,697	\$380,327	\$423,866	\$436,944	\$436,944	\$436,944	2.99%	Pending union contract
001-210-5110-0003	Police Training Wages	\$13,799	\$13,799	\$12,055	\$15,076	\$14,782	\$14,782	\$14,782	-1.99%	
001-210-5110-0001	Police Administrative Assistant	\$14,939	\$16,504	\$13,338	\$15,318	\$15,341	\$14,425	\$14,425	-6.19%	New Hire plus COLA
001-210-5700-0000	Police Dept. Maintenance	\$11,290	\$11,790	\$11,900	\$12,490	\$12,490	\$12,490	\$12,490	0.00%	
001-210-5240-0000	Police Dept. Vehicle Maintenance	\$9,100	\$9,100	\$7,280	\$7,750	\$7,750	\$7,750	\$7,750	0.00%	
001-210-5850-0000	Police Dept. Equipment & Outlay	\$14,075	\$24,075	\$13,725	\$14,325	\$14,849	\$14,849	\$14,849	3.53%	
001-210-5340-0000	Code Red	\$4,554	\$4,560	\$0	\$0	\$0	\$0	\$0	0.00%	
	<b>Total Police Department</b>	<b>\$587,742</b>	<b>\$570,513</b>	<b>\$531,351</b>	<b>\$583,395</b>	<b>\$596,726</b>	<b>\$596,726</b>	<b>\$596,726</b>	<b>2.47%</b>	
	<b>Fire Department</b>									
001-220-5110-0000	Fire Chief Salary (Inc Hol)	\$36,007	\$37,229	\$38,974	\$39,754	\$81,100	\$81,100	\$81,100	50.98%	Combined with ambulance, COLA
001-220-5110-0001	Fire Department - Wages	\$88,051	\$94,308	\$95,308	\$100,331	\$244,100	\$244,100	\$244,100	58.90%	Includes contract increases, includes paramedic
001-220-5190-0000	Fire Department - Call Wages	\$43,952	\$44,479	\$44,363	\$44,479	\$65,000	\$65,000	\$65,000	31.57%	Combined with ambulance
001-220-5430-0000	Fire Department Maintenance	\$13,600	\$14,600	\$13,600	\$13,600	\$13,600	\$13,600	\$13,600	0.00%	
001-220-5240-0000	Fire Department Vehicle Maint.	\$18,500	\$18,500	\$19,700	\$19,700	\$20,000	\$20,000	\$20,000	1.50%	
001-220-5500-0000	Fire Department Equipment & Outlay	\$27,750	\$27,750	\$13,875	\$14,875	\$17,000	\$17,000	\$17,000	12.50%	Combined with misc expense account
001-220-5700-0000	Misc. Expense	\$4,900	\$3,900	\$3,900	\$3,900	\$0	\$0	\$0	0.00%	
	<b>Total Fire Department</b>	<b>\$232,760</b>	<b>\$240,766</b>	<b>\$229,720</b>	<b>\$236,639</b>	<b>\$439,208</b>	<b>\$440,800</b>	<b>\$440,800</b>	<b>46.32%</b>	
	<b>Ambulance Expenses</b>									
001-231-5240-0001	Vehicle Maintenance	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	0.00%	
001-231-5290-0000	Lease of Space	\$16,380	\$16,380	\$18,600	\$18,972	\$21,500	\$21,500	\$21,500	11.76%	Combined accounts
001-231-5300-0000	Prof. Expenses/Services	\$19,750	\$17,900	\$17,900	\$19,400	\$29,400	\$29,400	\$29,400	34.01%	Combined accounts
001-231-5380-0000	EMT Physical Exams	\$700	\$700	\$700	\$700	\$0	\$0	\$0	0.00%	
001-231-5380-0001	License Fees	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	0.00%	
001-231-5430-0000	Station 2 Heat	\$0	\$0	\$2,500	\$2,500	\$0	\$0	\$0	0.00%	
001-231-5430-0001	Equipment Maint. Contracts	\$4,800	\$4,950	\$4,950	\$4,950	\$0	\$0	\$0	0.00%	
001-231-5500-0000	Medical Supplies	\$12,500	\$12,500	\$12,500	\$12,500	\$23,000	\$23,000	\$23,000	45.65%	Combined accounts
001-231-5500-0001	Oxygen	\$2,000	\$2,100	\$2,500	\$2,500	\$0	\$0	\$0	0.00%	
001-231-5850-0002	New Equipment	\$8,000	\$8,000	\$9,500	\$9,500	\$0	\$0	\$0	0.00%	
	<b>Ambulance Expenses</b>	<b>\$70,130</b>	<b>\$68,530</b>	<b>\$75,150</b>	<b>\$77,022</b>	<b>\$73,900</b>	<b>\$73,900</b>	<b>\$73,900</b>	<b>-4.22%</b>	
	<b>Ambulance Personnel Services</b>									
001-231-5110-0000	Training (OT)	\$1,200	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0000	Call Wages	\$16,000	\$16,000	\$16,000	\$16,000	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0001	Weekend Coverage	\$10,696	\$10,824	\$10,824	\$10,824	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0002	Chief Salary (now includes hol pay)	\$36,007	\$37,229	\$38,974	\$39,754	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0003	Full Times Wages	\$82,451	\$80,008	\$80,008	\$85,482	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0004	Holiday Coverage	\$3,500	\$4,900	\$5,500	\$5,500	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0005	Vacation Expense	\$5,753	\$7,463	\$7,463	\$7,463	\$0	\$0	\$0	0.00%	Combined into fire accounts
001-231-5110-0006	Overtime	\$10,738	\$10,899	\$11,899	\$11,899	\$0	\$0	\$0	0.00%	Combined into fire accounts
	<b>Total Ambulance Personnel Services</b>	<b>\$166,345</b>	<b>\$168,523</b>	<b>\$171,868</b>	<b>\$178,122</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	
	<b>Total Ambulance</b>	<b>\$236,475</b>	<b>\$237,053</b>	<b>\$247,018</b>	<b>\$255,144</b>	<b>\$73,900</b>	<b>\$73,900</b>	<b>\$73,900</b>	<b>-245.26%</b>	
	<b>Total Fire and Ambulance</b>	<b>\$469,235</b>	<b>\$477,819</b>	<b>\$476,738</b>	<b>\$491,783</b>	<b>\$513,108</b>	<b>\$514,700</b>	<b>\$514,700</b>	<b>4.45%</b>	
	<b>Other Emergency Services</b>									
001-299-5110-0000	Rutland Regional Dispatch Fee	\$86,189	\$106,495	\$128,000	\$126,584	\$129,786	\$129,786	\$129,786	2.47%	Actual
001-299-5700-0000	Dispatch Maintenance & Equip.	\$5,961	\$8,541	\$0	\$5,000	\$2,000	\$2,000	\$2,000	-150.00%	
001-291-5110-0000	Emergency Planning Director	\$1,025	\$1,037,000	\$1,000	\$1,020	\$1,045	\$1,045	\$1,045	2.39%	COLA
001-291-5700-0000	Emergency Planning Expenses	\$1,435	\$1,452,000	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	0.00%	
001-292-5110-0000	Animal Control Officer/Services & Expense	\$15,750	\$16,050,000	\$16,350	\$16,350	\$16,350	\$16,350	\$16,350	2.83%	Per Contract
	<b>Other Emergency Services</b>	<b>\$122,360</b>	<b>\$133,575</b>	<b>\$146,683</b>	<b>\$150,287</b>	<b>\$150,990</b>	<b>\$150,990</b>	<b>\$150,990</b>	<b>0.47%</b>	
	<b>TOTAL PUBLIC SAFETY</b>	<b>\$1,179,337</b>	<b>\$1,181,908</b>	<b>\$1,154,772</b>	<b>\$1,225,465</b>	<b>\$1,261,121</b>	<b>\$1,263,830</b>	<b>\$1,263,830</b>	<b>3.04%</b>	
	<b>GROWTH MANAGEMENT</b>									
	<b>Building Inspection</b>									
001-192-5110-0000	Building Commissioner Salary	\$26,619	\$27,734	\$27,734	\$28,289	\$28,855	\$28,855	\$28,855	-16.97%	New Hire plus COLA
001-192-5700-0000	Building Department Expense	\$2,351	\$2,398	\$2,753	\$2,753	\$3,610	\$3,610	\$3,610	23.74%	Increase for FV19 Code Books
001-519-5110-0000	Animal Inspector Salary	\$820	\$830	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	0.00%	
001-519-5705-0000	Animal Inspector Expense	\$300	\$650	\$663	\$663	\$663	\$663	\$663	0.00%	
	<b>Total Building Inspection</b>	<b>\$30,090</b>	<b>\$31,612</b>	<b>\$32,650</b>	<b>\$33,205</b>	<b>\$34,628</b>	<b>\$34,628</b>	<b>\$34,628</b>	<b>-10.84%</b>	



