

**BOARD OF SELECTMEN**

**NOVEMBER 6, 2014**

**MEMORIAL BUILDING**

**12:00 Noon.**

*The following are to be considered draft minutes only until approved by the Board.*

Selectmen present: Leigh Callaway and George McCusker.

Others present: Road Agent, Peter Abair; Town Clerk/Tax Collector, Cynthia Anderson; Fire Chief, Peter Lacaillade; Chief of Police, Tim Julian; Librarian, Steve Klein, Library Trustee's, Barbara Cooper and Joyce Guinther, and Administrative Assistant, Janet Roberts.

Leigh called the meeting called to review capital expenditure needs of the departments.

Leigh stated, the highway paving budget was unspent this year to fund the emergency septic system needed at the highway/fire complex.

**Highway:**

Leigh states the rafts at the beach need new ladders, and a new mower is needed for the ball field. Pete Abair states there are no large purchases anticipated for the highway department this year, unless consideration is given to purchase a chipper. Leigh notes the paving budget will be increased next year, for a larger project and perhaps more competitive pricing and getting the pavers here at a more favorable time of year. The amount for paving not spent this year roll over into the fund balance and it is anticipated that a warrant article will be proposed to withdraw those funds for 2015. Pete doesn't have any other plans for replacement of equipment in 2015.

**Fire Department:**

Leigh reported electrical system upgrade is needed at the fire/highway complex. Pete Lacaillade has a rough estimate of \$20,000 from a fire member who is an electrician, but the system has not been reviewed in depth and they feel that estimate may be on the low side. The system is not adequate and there are safety issues involved.

A roof replacement is off the spectrum. The energy study showed that a Sarnofil roof would not address the insulation situation and would not be cost effective.

Peter Lacaillade reported the SCBA bottles need hydro testing which is done in 5 year cycles. He would like to hold off at least another year to investigate new equipment, and hopefully be able to take advantage of any grants that may be available or joining with another town for money savings. The SCBA equipment currently meets the need. It is advisable to replace all SCBA equipment at one time for consistency. The fire department plans on purchasing at least two sets of turn-out gear every year.

**Town Clerk/Tax Collector:**

Cynthia states she feels Pixie deserves a raise. In addition, Pixie checks out at noon or at the end of the day and then does the mail, the bulletin board, or makes deposits while on her own time. Leigh states if that is happening then Pixie should put that on her time sheet and Cynthia can initial the time sheet for Pixie to be paid for the time. Cynthia feels her budget is pretty much the same and does not know of any capital improvement needs.

**Town Office Building:**

George McCusker states for years there has been discussion about space needs and carpentry options for this building. Now is the time in the budget process to be looking at these needs. Janet states Town Office staff have discussed taking out the sink, installing shelving in the closet, and add some cabinets that can be locked for additional secure storage.

Steve Klein states the Police need more room, the Town Clerk needs more room, and the Library would like to have more room. It appears an expansion in this building for all departments instead of doing things piecemeal should be considered.

Barbara Cooper states at the community meeting the library held recently, people indicated they would like to see a community center. The upstairs of the library needs to be more comfortable for adults. Upstairs and downstairs are both child friendly.

**Library:**

Steve states the library trustees have been discussing the need to upgrading of all their computers. The existing equipment was purchased out of the library budget and by the "Friends". There is no line item in the budget for computer replacement. The current trustees are more active and involved and would like \$200 more for going to conferences. Also, Steve has paid out of his pocket for substitute librarians when he is away. He recommends \$700 be appropriated to cover vacation time as an annual expense. There are minimal electrical outlets in the library and the building is probably not up to code, so there needs to be some wiring issues fixed. George, as the Library representative states an electrician should look at the library and make recommendations. If the Library needs computers, then they should ask for them in the budget, just like all the departments do. The Selectmen and Budget Committee work with the departments and has always supported the library's requests.

Joyce Guinther states until last year the library had the same budget for books and supplies going back to 2007. The library has absorbed the costs of conferences and increased costs of books and supplies. An increase in the library budget should be anticipated. The wiring needs to be addressed and the trustees feel very strongly that the computers need replacing. The Selectmen indicated that the wiring issue would be something that would be covered under buildings and grounds budget. The trustee's need to have information to support their requests and present those to the Selectmen and the Budget Committee.

Tim Julian states Steve volunteers a lot of time at the library beyond his part-time hours and is "very humble and does a lot with nothing."

Steve states he personally has no need to hurry to do a computer upgrade. He feels the existing computers serve the use of the patrons.

**Police:**

Tim Julian states his current cruiser was on the CIP for replacement in 2015. The car currently has 70K miles on it and he feels he can get at least another year with it depending on where a replacement falls in line with other CIP requests/needs.

Tim will be asking to replace Tasers. Repair of the existing Tasers is no longer supported. Repair of the portable radios is also no longer supported. The MDT's are working fine. He has bumped up the phone plan a little for the data for the cruisers.

At Pete Abair's request, motion by Leigh to allow the highway department to work Tuesday, November 11<sup>th</sup> and take Wednesday, November 12<sup>th</sup> off. Motion seconded by George and approved by both.

Leigh reports the Selectmen indicated they would consider a raise of \$1.00 per hour for Pete Abair in 6 months. That time is here. Leigh and George would like to table the discussion until all three selectmen are available.

Leigh reminded Pete that Rick Corbett is due for a 6 month review.

There will be a Capital Improvement Committee meeting with Department heads, on Tuesday, November 25 at 7:00 p.m.

The Selectmen would like department heads to have preliminary budgets available for discussion on December 1<sup>st</sup>.

The Budget Committee will hold the first meeting of the season for preliminary review on Tuesday, December 9<sup>th</sup>.

The meeting was adjourned at 1:30 p.m.

Submitted by,

Janet Roberts,  
Administrative Assistant