

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of January 2, 2013

Acting Chairman Martha Morrison called the meeting to order at 3:30PM. Board members present in addition to Acting Chairman Morrison, were Dick Gandt, Laura Powers and Ken Vogel. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Council on Aging Director Jodi Gibley, Conservation Commission Administrator Lana Spillman, Board of Health Agent John Coulon, Police Chief Evan Haglund, and Fire Chief Ron Giovannacci.

Acting Chairman Martha Morrison stated the purpose of the meeting would be to review FY14 budgets with various departments for which the Board of Selectmen is responsible.

Council On Aging: Council on Aging Director Jodi Gibeley presented her FY14 budget being within the Finance Committee Guidelines, including salary and wage increases of 2%, and a one-step increase where applicable. Jodi explained that the previously requested wages for the van driver allocated from the revolving account would not be required, as the second van is presently not being utilized. Jodi then provided an overview of the Council on Aging's recent activities.

Conservation Commission: Conservation Administrator Lana Spillman presented her FY14 budget including salary and wage increases of 2%, and a one-step increase where applicable. Lana explained that the Conservation Administrator salary shows an increase over guideline due to a change in funding source. There are no longer enough funds in the Wetland Fees Fund account to cover a portion of the Administrator's salary; therefore that portion of her salary has been transferred to the General Fund. Lana distributed a report of the Conservation Commission Revolving Fund and Wetland Fees Fund.

Health Department: Board of Health Agent John Coulon presented his FY14 budget being within the Finance Committee Guidelines, salary increase of 2%, along with step increase for secretary position.

Police Department: Chief of Police Evan Haglund presented his FY14 budget. There was a discussion regarding the implementation of the Regional Emergency Communication Center (RECC) and the impact of the Dispatcher's job being moved to the RECC and how that translates to the Police Department budget. Fire Chief Giovannacci was also present to discuss the opening of the RECC. The Board discussed that at the conception of the RECC it was reported there would be a savings on the Police Budget and the Board requested an explanation of those savings. Selectman Vogel, liaison to the Police Department, stated he would work with Chief Haglund to clarify where in the Police Department budget the savings would be, and in addition, would identify the one time reorganization costs of the Police Department. The findings would be discussed at the next meeting.

Fire Department: Fire Chief Ron Giovannacci presented his FY14 budget. Line items that were not within guideline were discussed. Vehicle maintenance with an increase of \$6,293, the Fire Chief explained, represents the aging of two vehicles: the rescue truck and the ladder truck; training, Fire Chief suggested the item be moved to a Warrant Article; the request to increase the secretary hours from 10 to 15, Fire Chief explained that it has been 10 hours for a very long time

and the workload for the position has increased as the operations of the department have become more complex. After a discussion it was suggested that the Fire Chief and liaison Selectman Powers would meet, along with Finance Committee liaison Heidi Bond to review the FY14 budget.

New Salary Grid: Ms. Wilder presented a revised salary grid for non-union salary and hourly employees for consideration of the Board. The first two steps were removed and a “new” step was added in an effort to bring the salaries up to fair market value. The Board was asked to review the document for further discussion at the next meeting.

Warrants: The Selectmen signed and approved warrants in the amount of \$ 583,043.19. The breakdown is as follows:

Warrant #FY13:	
53T	\$ 91,157.80
53School	\$ 250,946.52
54	\$ 240,938.87

At 5:50PM, Selectmen Vogel made a motion to adjourn and Selectman Powers seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Approved as amended at the February 4, 2013 Board of Selectmen’s meeting.

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Budgets for FY14 for Council on Aging, Conservation Commission, Health, Police, and Fire Departments.
3. History of the Conservation Commission Revolving Accounts
4. New Salary Grid

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.
