

MINUTES ADVISORY COMMITTEE
JANUARY 23, 2008

Meeting called to order by Chairman Wilson at 7:00 PM. Nick Thomo, Bob Barnes, Beverly Lund and Ross Ackerman were present. Mr. Greg Burnham and Mr. John David Holdcraft were present at the meeting.

Mr. Thomo moved; Mr. Barnes seconded to allow Ross Ackerman to serve as a regular member at this meeting; so voted.

RESIGNATION BRYAN WHITAM

Letter read advising that due to a promotion at his place of employment and the change in meeting nights Mr. Whitam finds it necessary to resign. It was noted that with the loss of one member a few weeks ago and two prior to that, it was necessary to change the meeting night or the committee would have lost two additional members making it impossible to meet the quorum requirements.

Mr. Thomo moved to accept Mr. Whitam's resignation with regret and to send a letter thanking him for serving; Ms. Lund seconded; so voted.

NEW APPOINTMENTS

Letters requesting appointments from John David Holdcraft and Greg Burnham had been received and were read by the secretary. Mr. Holdcraft is free on Wednesday nights and Mr. Burnham will be after the next couple of weeks.

Mr. Thomo moved to appoint Mr. Holdcraft; Mr. Barnes seconded; so voted. Ms. Lund moved to appoint Mr. Burnham; Mr. Thomo seconded; so voted. Both new members were advised to contact the Town Clerk to be sworn in to the position.

PRINTING TOWN REPORT

The Selectmen will be soliciting quotations for the printing of the town report and have inquired as to whether or not the Committee wants them to include the printing of the warrant.

Mr. Thomo so moved; Mr. Barnes seconded; so voted.

ADVISORY COMMITTEE ANNUAL REPORT

The annual report of the Committee is now due. Mrs. Wilson asked the members to put together ideas, comments, etc. and get them to the Secretary and she will write it. She further indicated that she would like to include a mission statement.

Mr. Thomo so moved; Mr. Ackerman seconded; so voted

BUDGET REVIEWS

Planning Board – There was no one present from the Planning Board. The Secretary will contact them.

Highway Department – Mr. Herb Chaffee was present to discuss his budget.

Second Operator – This budget includes a new full time position with benefits and wages totally \$30,160. The Selectmen have asked the current part time employee and the town hall custodian if either of them would be interested in obtaining CDL licenses and neither of them is interested.

Expenses – This account is level funded from last year at \$59,650 even though there shows an increase in contracted services for uniform cleaning. The Water Department is included in this contract and pays for their uniform cleaning out of their budget. The current cost is \$50.99 weekly including the Water Department services. The increase is from \$1,600 to \$2,135. A third part time employee is now getting uniforms. Chaffee was asked to provide the committee with a breakdown showing the expenses for the Highway uniform cleaning.

The budget originally included a line item for unforeseen repairs in the amount of \$10,000. Mr. Chaffee stated that his current budget has \$11,700 left and is short because of the need to replace the motor in the Dresser Loader which was done in August in the amount of \$8,848.41. It was the consensus of the committee that Mr. Chaffee should request a transfer from the Reserve Fund as the replacement was unforeseen and the expense budget should not have a line item to cover unforeseen expenses. The Reserve Fund is to be used for expenses such as this.

The original budget also included \$500 for Computer Supplies; \$250 for dues and subscriptions, \$1,000 for office supplies; \$8,100 for building maintenance and repairs, \$33,275 for Repair and Maintenance of Equipment, \$13,200 for repair and maintenance of streets and roads and \$7,200 for utilities.

The \$33,275 includes general maintenance for 14 pieces of major equipment and 12 power tools. It was noted that general repairs with reference to snow plowing comes out of the Snow and Ice Account as well.

The repairs and maintenance of streets and roads line item has increased by \$1,200 due to the \$2.30 increase in petroleum.

Vehicle Replacement - Mr. Chaffee advised that the 1982 John Deere loader needs to be replaced at estimated costs of \$160,000 and the 1977 Mack Truck will be replaced in 2010 (\$200,000). He is looking to replace the Loader with Chapter 90 funds.

STRAP Grant - The Town has not heard anything about the receipt of these funds totaling \$500,000. These funds would be used for Rice Corner Road, Town Farm Road

(South end) ,Devil’s Elbow and Gay Road at the intersection of Rice Corner Road (400’). The committee was concerned that should the STRAP grant not be received and the Chapter 90 funds are used to purchase a loader, the work will not get done.

Bridges, Rails and Signs – This account is level funded at \$1,600.

Clerk’s Wages – This position consists of 15 hours per week and the position will move up a step for fiscal year 2009. This has increased from \$10,732.80 to \$11,052.60 and contains a 3% COLA increase.

Highway Superintendent Wages - This position will move up a step for fiscal year 2009 and has increased from \$44,668 to \$46,009 which includes a 3% COLA increase.

Operator Position – This position has increased from \$36,082 to \$38,605 which includes a 7% increase. This position should move one step this year but Mr. Chaffee is looking to increase it more then one step. It was noted that part time snow plower position pays more then the full time operator position.

Mr. Chaffee was advised to send a letter to the Personnel Board so that they can consider this change in step and review the position.

Part Time Laborer – Currently this position consists of 18 hours and includes an increase from \$10,942 to \$11,271 which includes a 3% COLA increase.

Part Time Summer Laborer – If the seconded operator position is approved, Mr. Chaffee is looking to include summer hours in the part time laborer position. This would be 18 hours from six months at four hours a week between the months of May and November. The committee suggested that the part time laborer position and this position be eliminated and use these requested funds to fund the additional operator position.

It was noted that the Water Superintendent also works for the Highway Department between 10 to 15 hours a week on an as needed as available basis..

CONTINUATION OF MEETING

Ms. Lund moved; Mr. Barnes seconded to continue the meeting beyond 9:00 PM; so voted.

Overtime Budget – This item has increased from \$2,575 to \$2,750.

Police Detail – This budget has increased from \$500 to \$26,640. Mr. Chaffee indicated that these funds will be needed for two police officers for Rice Corner and Town Farm Roads when the work is done. Mr. Chaffee indicated that he has not submitted a plan to the Chief of Police so that a determination can be made whether the road can be closed except to residents or if one lane can be shut done. He estimates two months of work.

Following this discussion it was the consensus of all that the Chief of Police and the Highway Superintendent get together to come up with a reduced rate and plan for this work.

Tree Warden – Level funded at \$7,400.

Shade Tree – Level funded at \$2,400.

Sidewalks – Level funded at \$1,000.

Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks Account – Increased from \$15,000 to \$30,000.

Plow Private Roads – Level Funded at \$1.00. In order to plow private roads an account must be maintained.

Snow and Ice – Level funded at \$50,000.

TANTASQUA MEETINGS

A Tantasqua School budget meeting will be held on January 28 and they are looking for a representative. Mrs. Wilson will attempt to attend. It appears that this budget will be about 4%. They are planning to add one English teacher and to use school choice funds.

Their next meeting is February 4.

CONSULTANT

Mr. Neault mentioned last week that he might resign and after a brief discussion it was the consensus of the Committee that Mr. Neault be allowed to assist the Committee as a consultant which will allow him to work with the figures for the detailed recap sheet and to put the warrant book figures together. Mrs. Wilson will talk with Mr. Neault regarding this situation. Mr. Thomo so moved; Ms. Lund seconded; so voted.

ADJOURNMENT

Mr. Thomo moved to adjourn; Mr. Barnes seconded; so voted. Meeting adjourned at 9:47 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: February 13, 2008

Date submitted to Selectmen: February 14, 2008