MINUTES ADVISORY COMMITTEE
JULY 9, 2008

Meeting called to order by Chairman Wilson at 7:00 pm with Greg Burnham, Nicholas Thomo, David Holdcraft, Beverly Lund and Robert Barnes in attendance. Guests included Bill Simpson, Jr. of the Master Plan Committee.

MASTER PLAN COMMITTEE

Mr. Simpson attended the meeting to encourage the members to complete the Master Plan Survey recently distributed and invited the members to attend the meetings of their committee. It was noted that Mr. Burnham is the Committee's representative to the Master Plan Committee.

Mr. Simpson further advised that all the comments from the survey will be tabulated by the contractor, they will be analyzed and compared to other communities and public hearings will be held.

REAPPOINTMENT NICHOLAS THOMO

Due to the fact that Mr. Thomo has missed five consecutive meetings the Committee must consider his position to be vacant. A letter was sent to Mr. Thomo asking if he was still interested in serving and Mr. Thomo responded in an email that he was interested.

Mr. Burnham moved; Ms. Lund seconded to accept his request for reappointment to the Committee and that he serve until the close of the annual town meeting; so voted. The secretary was directed to notify the Selectmen of this reappointment.

MINUTES JUNE 25, 2008

Mr. Burnham moved; Mr. Holdcraft seconded to approve the minutes with minor corrections; so voted;

RESERVE FUND TRANSFER REQUEST PROCEDURE

After a brief discussion, Mr. Holdcraft moved; Mr. Burnham seconded to authorize the secretary to prepare a letter to the Selectmen reiterating the procedure to follow with regards to requests from the Reserve Fund and to present it to the members for their approval prior to sending it to the Selectmen; so voted.

REPORTS - MARC CHARPENTIER

Mr. Charpentier's reports regarding the "Guide to Costing Municipal Services" and financial reviews will be postponed until the next meeting due to Mr. Charpentier's absence.

DISCUSSION BUDGET CALENDAR

The calendar and letter was once again reviewed. It was noted that even though budgets from the Department Heads were to be submitted to the committee by November, they were still be submitted in January.

Mr. Burnham suggested that the Committee request to be on the Selectmen's agenda to discuss this process. Mr. Burnham stressed that the Selectmen need to support this process and not project a negative response. It was also suggested that the letter be revised.

LETTER PHIL PEIRCE - COMMITTEE'S LETTER TO SELECTMEN RE. PERSONNEL BOARD LETTER

A copy of Mr. Peirce's letter to the Selectmen concerning the Committee's letter to the Selectmen which voiced their concerns with the recent appointments to the Personnel Board was reviewed. Mr. Peirce, as a member of the Personnel Board, objected to the direction the committee has taken with regards to the Personnel Board. A copy of Mr. Peirce's letter is on file.

Mr. Burnham pointed out a number of discrepancies in Mr. Peirce's letter:

- The By Laws states that "the Personnel Board may amend such job descriptions from time to time at its discretion", Chapter 15, Personnel By Law, Section 6, Job Descriptions and Interpretations. Mr. Peirce states that the Board cannot amend job descriptions at its discretion.

- The Personnel Board not only grades new positions as they are developed but they set the wage rate for new positions. Section 5. Reclassification and Hiring states "The hiring rate range, per the Grade & Wage Schedule, for the position must be determined by the department head and the Personnel Board prior to the announcement of the job opening."

- Mr. Peirce stated that the Committee is complaining about the appointments to a Board whereas the Committee is voicing its concerns regarding a possible conflict or an appearance of a conflict.

- Mr. Peirce stated that the Committee has taken a position whereas the Committee has not taken a position regarding these appointments but again are only concerned about a possible conflict of interest or an appearance of a conflict.

- Mr. Peirce stated that he does not see any possible link between the Advisory Committee and the Personnel Board as they deal with issues of bills and vouchers on which "money has been or may be paid from the Town Treasury". The Personnel Board sets grade and wages for new positions, make upgrades to

the grade and wage schedule, set casual, temporary or seasonal positions, etc., all of which deal with money being paid from the Town Treasury.

The Committee proceeded to review the letter to the State Ethics Commission as prepared by the Secretary. Mr. Burnham moved; Mr. Holdcraft seconded to send the letter as reviewed and changed by the Committee; so voted.

WATER DEPARTMENT

Mrs. Wilson advised those present of a number of incidents that had occurred as a result of the Committee's meeting with the Water Department Clerk. This individual was upset by the manner in which she was allegedly treated by the Committee at the meeting on June 25. Mrs. Wilson was contacted by two individuals regarding this matter and was informed of a pending law suit. Mrs. Wilson had originally thought that the Committee should invite the Water Department to the meeting to resolve this problem. However, it was the consensus of the Committee that nothing was done improperly.

It was also noted that the Water Superintendent had stated that a member of the Advisory Committee had advised him that the Committee acted rudely to the individual. It was the consensus of the members that if a member of the Committee feels the Committee or any member of the Committee is acting rudely or improperly that it be brought up at the meeting so that it can be worked out and addressed by the Committee.

JOINT MEETING SELECTMEN

Mr. Burnham moved to send a letter to the Selectmen to ask that the Advisory Committee be placed on the agenda for the purpose of a general discussion with regards to the duties/responsibilities of the Advisory Committee; Mr. Barnes seconded; so voted.

CORRESPONDENCE

Local Aid Update – Copies of the updated local aid estimates were presented to the members. It was noted that the estimated receipts have increased and the assessments have decreased.
MMA Dues – The annual dues for the ATFC have been assessed at $152. Ms. Lund moved; Mr. Burnham seconded to pay the dues; so voted.
Certification Annual Town Meeting – It was noted that the certification has not as yet been received from the Town Clerk.
Appointment Slips – It was noted that the appointments slips have not as yet been received from the Town Clerk.
Tax Collector Receipts and Adjustment Memo – Tax Receipts and Adjustment Memo presented to the members.
Highway Department Gas Report – July 2008 – Report presented to the members with a note that this account should be watched due to the increased cost for fuel and the possible necessity to increase the budget in the future.

Water Department Letter – Municipal Relief Transfer Request – Letter authorizing the transfer of $275.20 to the Administrative Water Clerk Wage Account.

MUNICIPAL RELIEF TRANSFER REQUESTS HIGHWAY DEPARTMENT

Two additional transfer requests were received from the Highway Department; one in the amount of $77 from the Highway Operator Salary Account to the Highway Overtime Account and the second for $159 from the Highway Superintendent Salary Account to the Highway Over Time Account. Due to the fact that these request were received too late to invite the Highway Superintendent into the meeting no action was taken.

Ms. Lund moved; Mr. Burnham seconded to post a meeting for July 15 at 6:30 pm in the Town Hall for the purpose of acting on these requests and to invite Mr. Chaffee to attend with an explanation and back up material; so voted.

Ms. Lund moved to rescind the previous vote and to schedule a meeting for July at 6:45 pm in the Town Hall; Mr. Burnham seconded; so voted.

ADVISORY COMMITTEE REQUEST FOR INFORMATION

Mrs. Wilson advised that the Chairman of the Board of Selectmen contacted her regarding the Committee's request to the Town Accountant and stated that the Committee is pushing her too hard for information. He further stated that the municipal transfer forms had not been returned to her in time.

It was note that the Committee meet on the June 25th to act on these requests some of which had been approved by the Selectmen and some of which had not. The completed forms where provided to the Accountant on the 30th of June with those needing to be signed by the Selectmen being submitted to them for their action. The deadline to submit these forms to the Accountant was the 15th of July.

Mrs. Wilson suggested that the Committee send a letter to the Town Accountant to provide her with a list of information the Committee will be looking for in the future. No action on this suggestion taken at this time.

SPECIAL TOWN MEETING

Mrs. Wilson suggested that the Committee send a letter to the Accountant asking what funds will be available for use at the fall Special Town Meeting. No action was taken at this time.

CONTINUATION OF MEETING

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

MINUTES ADVISORY COMMITTEE
JULY 15, 2008

Meeting called to order at 7:00 pm by Chairman Wilson with Heather Lemieux, Greg Burnham, Nicholas Thomo, Robert Barnes, David Holdcraft and Beverly Lund in attendance. Guests included Highway Superintendent, Herbert Chaffee.

MUNICIPAL RELIEF TRANSFERS

Highway Department – Mr. Chaffee requested that the sum of $77.00 be transferred from the Highway Operator Salary Account to the Highway Over Time/Other Account and that the sum of $159.00 be transferred from the Highway Superintendent Salary Account to the Over Time/Other Account.

Mr. Chaffee advised that these funds were needed to cover over time that has already been worked as a result of the current Community Development Block Grant project on Common and River Streets. It was noted that this over time was not included in the grants funds. He also advised that the Town has committed $30,000 in Chapter 90 funds towards additional work on this project. These expenses can be used as "In Kind Services" provided by the Town which increases the chances of the Town receiving grant funds.

Mr. Burnham moved; Mr. Thomo seconded to approve the transfers as requested by the Highway Superintendent; so voted.

In was suggested that in the future the Superintendent might want to look at including over time expenses as part of the grant request.

The transfers were submitted to the Selectmen for their approval.

SELECTMEN'S MEETING

The members moved to the Selectmen's Meeting to participate in the agenda item request by the Advisory Committee.

Meeting August 20 – The Advisory Committee has asked that a joint meeting of the Committee, the Selectmen, the Accountant, the Treasurer, the Collector and the Assessors be held on August 20. A memo was sent to all so requesting. The Advisory Committee requested this meeting to work out the budget calendar and a number of areas dealing with the upcoming budget process with the financial team.

Member's Reappointment – Mr. Burnham advised the Selectmen that Mr. Thomo had missed five meetings of the Advisory Committee and even though he was reappointed by the Selectmen for a three year term. The by laws state that if a member misses five meetings, the position is to be considered vacant and must be filled by the Advisory

Committee until the close of the next annual town meeting. Following the closure of the Annual Town Meeting, The Selectmen must appoint this individual or his/her successor to fill the unexpired term of this position.

The Advisory Committee has accepted Mr. Thomo's request to be reappointed and did appoint him at the last committee meeting as required under the by-laws.

Lack of Support – Mr. Burnham advised the Selectmen that there appears to be a lack of support from the Selectmen to the Advisory Committee. An example being that the Selectmen agreed with Mr. Peirce's statements in a letter regarding the responsibilities of the Personnel Board with respect to the Advisory Committee without consulting the Advisory Committee regarding the matter. This letter was the result of the letter sent to the State Ethics Commission by the Advisory Committee inquiring as to whether or not a conflict of interest or an appearance of a conflict of interest is present as the result of the appointment of a number of town paid employees to the Personnel Board. This reflects a negative manner.

The Selectmen have asked for comments regarding Mr. Peirce's letter and this will be addressed at the next Advisory Committee meeting.

Comments Advisory Committee Members - It was also noted that a member of the Selectmen has made reference a number of times to actions of a member outside of his/her actions/performance on the Advisory Committee. This again is negative and should be kept separate from the Advisory Committee.

Appointment of Members - Mr. Allen mentioned that the Advisory Committee is the only committee that appoints its own members. It was noted that the two boards worked on resolving this issue and a by-law amendment was submitted to town meeting. However, the amendment was passed over. This issue will be looked at in the future.

Mr. Allen stated that the Board of Selectmen is not trying to sabotage the Advisory Committee and that there appears to be a lack of communication. It was the consensus of the group that these items need to be discussed and worked out.

Mr. Allen suggested that the Advisory committee work on where money can come from during the next year due to the economy. He feels that the Town needs to know what is available to keep departments operating whether it be the Stabilization, etc.

Mr. Heller asked the Committee to consider "0" based budgets.

AUDITOR'S REPORT

The Selectmen are in receipt of the Auditor's Report but to date have not had time to review it. Upon review by the Selectmen, the report will be provided to the Advisory Committee prior to the August 20, meeting.

ADJOURNMENT

Mr. Burnham moved; Mrs. Lemieux seconded to adjourn the meeting; so voted. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Beverly A. Lund,
Secretary

Date approved by Advisory Committee: August 20, 2008
Date submitted to Selectmen: September 9, 2008