

**MINUTES SPECIAL SELECT BOARD MEETING**  
**5:30 P.M. Thursday, December 8, 2016**  
**HARDWICK MEMORIAL BUILDING**  
**3<sup>RD</sup> FLOOR MEETING ROOM**

**Select Board**

Eric Remick, Chair, late  
Kathleen Hemmens, Vice Chair  
Kory Barclay  
Shari Cornish-Absent  
Elizabeth Dow

**Others Present**

Jon Jewett, Town Manager  
Brittany Currie, Business Manager  
Aaron Cochran- Police Chief  
Tom Fadden- Road Foreman  
Alberta Miller- Town Clerk

**Others Present**

Mike Bielawski-Gazette  
Art Williams  
Norma Wiesen  
Gary Michaels

**5:40 P.M. – Select Board Vice-Chair to call regular Select Board meeting to order**

**5:40 P.M. – Set/Adjust Agenda- None**

**5:40 P.M. – Communication from the Audience- None**

**5:41 P.M. – 6:05 P.M. Item # 1, Select Board to discuss Highway budget.**

Brittany presented the proposed Highway budget with a 2.98% increase (See attached for more details). The biggest change in this budget was the seasonal position changing to a full time position. When asked about the East Hardwick sidewalks, Brittany explained that no one came forward during the current year for the job, so she didn't put it in the next year's budget. The Board discussed the new propane heater in the garage which should help with electricity costs and mentioned trying to level those two line items out. A discussion of diesel costs, lead Brittany to a 7-year spreadsheet she worked on, showing the costs over the past 7 years. She estimated if the rate of diesel went as high as \$2.75 per gallon and they used 15,000 gallons, it would cost about \$42,000 so she felt the budget at \$37,500 was good for FY2018.

**6:05 P.M. – 6:15 P.M. Item # 2, Select Board to discuss Police Department budget.**

Brittany presented the proposed Police Department budget with a 3.17% increase (See attached for more details). The biggest change in this budget was the health insurance cost and that was due to an officer who got married in FY2017, changing his premium amount, and the overall 9% increase in health costs. She explained the reason for decreasing the overtime budget was due to the past two years of experience, there was an officer in the academy and before that there were a number of worker's comp injuries and health issues. Elizabeth asked about the increase in uniform cleaning costs and Brittany said more officers were using that benefit, but she mentioned purchases were down as the new officer was fully suited last year so this year should go back to normal.

**6:15 P.M. – 6:25 P.M. Item # 3, Select Board to discuss Office and Other Payroll budgets.**

Brittany presented the proposed Office and Other Payroll proposed budgets with a -2.12% decrease and a 5.38% increase respectively, (See attached for more details). She explained that with last year's change of staff, there has been a decrease in office salaries and insurance costs. Kory asked about the Town Manager expenses, and Brittany explained the year prior she had cut that line to save money and was putting it back equal to the amount actual spent, she added this line also included Select Board supplies/refreshments for various Town meetings and events. Brittany explained the increase of the Lister's budget was due to the uncertainty of the future of the current listers and the increase of the zoning administrator supplies and salary was due to the increase work for that particular office.

**6:25 P.M. – 6:30 P.M. Item # 4, Select Board to discuss Building Operational budgets.**

Brittany presented the individual buildings operations budgets all with 0% increase besides the Historical Depot 16.30% and Senior Building 3.39%, generally resulting from an increase in insurance costs (See attached for more details). Aaron mentioned that he would like to see an increase in the Public Safety

Building maintenance budgets as the Senior side of the building was quite dirty. Brittany mentioned that she more than doubled this budget the year before and suggested maybe the current custodian was unaware he is responsible for that side of the building and possibly he wasn't informed of the change.

**6:30 P.M. – 7:10 P.M. Item # 5, Select Board to discuss Fire Department & Line Item budgets.**

Brittany presented the Fire Department budget with a 0% increase and the Line Items budget with a 5.71% increase (See attached for more details). She mentioned that most of the increase was due to the capital budgets they had reviewed the past week and the cemetery line. Eric opened the discussion up for cemetery commissioners and others to share their views on the Town cemeteries. Art Williams explained what their association used their funding for and stated he would like to see the Town take care of their cemeteries as well. Norma Wiesen stated that the West Hill cemetery was in rough shape with 35/90 stones knocked over. She urged the Board to start investing time and money to take care of the cemeteries. Brittany stated that she had budget \$2,500 for the Town operated cemeteries and of that, \$700 goes to mowing the Bayley-Hazen cemetery and the Town mowed the remaining. The Board discussed the situation and decided they would make a yearly plan on where they could invest the yearly funds and start to revive the cemeteries in Town.

**7:10 P.M. – 7:20 P.M. Item # 6, Select Board discuss Revenue budget and resulting potential tax rate impact of proposed budgets.**

Brittany presented the revenue budget with a 2.69% increase and the summary of the budget expenses with a 2.95% increase (See attached for more details). She then showed a preview of the estimated tax rate, which included the current Grand List amount and last year's appropriation amount with a tax rate calculated off from those numbers that showed the tax rate increasing 2.12% or \$24.60 per \$100,000 of assessed value with appropriations. The increase without appropriations was only 0.11% or \$1.29 per \$100,000 of assessed value. Eric explained these are all estimates but usually come out close.

**7:20 P.M. – 7:40 P.M. Item # 7, Select Board to make any changes to the 2017-2018 Budget.**

Brittany asked the Board for their suggested changes to the proposed budget. Kory asked to look at the Library budget and Brittany recommended changing the budgeted revenues to match the actual for the past few years of \$5,000, and the Board agreed. Elizabeth asked to add \$1,500 for East Hardwick sidewalks, and the Board agreed. Eric asked to cut the highway utilities down to \$4,000 due to the propane heater, and the Board agreed. Kathleen asked to change the website maintenance down to \$150 to level fund that, and the Board agreed. The Board also decided to take the additional \$1,800 out of the cemetery line item and start a capital fund for Cemetery Maintenance starting with \$2,500 and increasing that amount yearly by \$500. Brittany said that she would email out the revised budget so the Board could look it over and re-discuss this at the next meeting, with hopes of approval on December 15, 2016.

**Select Board Reports-** None

**New Business-** None

**Old Business-** None

**7:42 P.M. - Eric Remick, Select Board Chair, adjourned the meeting.**

Minutes approved by: \_\_\_\_\_

Eric Remick, Chair of the Select Board

Minutes taken by: \_\_\_\_\_

Brittany Currie, Business Manager