

**Special Board of Selectmen Meeting
Saturday, March 4, 2006; Town Hall**

Meeting called to order at 9:10 am. Present were J. McLaughlin, R. Primus Edwards, and M. Boord.

J. McLaughlin and R. Primus Edwards updated M. Boord on their discussion at the March 1 Board of Selectmen meeting regarding the suggestion by M. Boord to conduct a salary survey for Town Hall non-Union employees and elected officials. J. McLaughlin stated that he would like a professional salary survey conducted, and he would like \$3,000.00 to be placed in the Personnel Policy Board's line item (2045) for this purpose. All agreed that this recommendation should be made to the Board of Finance. All agreed that the Personnel Policy Board should be given a specific charge with regard to this formal survey so that they understand the objectives.

MOTION TO APPROVE PERSONNEL POLICY BUDGET (2045) AT \$3,000.00 MADE BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. All Aye.

Since it is unknown when the results of the salary survey will be available, M. Boord suggested the following proposal regarding salaries for the 2006-2007 budget: A 3% increase in salary should be budgeted for all Town Hall non-Union employees and elected officials. Additional money should be placed in contingency so salaries could be adjusted based on the results of the salary survey. All agreed that this recommendation should be made to the Board of Finance, and that the Board of Finance should decide the amount to be placed in contingency.

(1030) Town Clerk Budget

The Town Clerk's budget was discussed. R. Primus stated that she supports a summer intern for this office, but without pay. R. Primus believes that interning in this office is a terrific opportunity and experience, but that paying for this intern is above what is necessary. J. McLaughlin agreed that he couldn't support a paid summer intern, but that he did support a summer intern who was interested in serving the town and obtaining the experience. J. McLaughlin repeated his initial claim that he currently has 3 Administrative Assistant's/Clerks assigned to his office and that he doesn't need all 3. He thinks that the office staff currently available is sufficient to assist in any overage that may be necessary in the Town Clerk's office. M. Boord said she felt the summer intern should be paid because the intern may be saving for college. R. Primus stated that with

taxes being high, and many residents expressing hardships with the cost of living, she couldn't support paying an intern.

All agreed to hold Town Clerk's and Assistant Town Clerk's salary to 3% and to adjust, if necessary, based on future salary survey. The calculations done by the Board of Selectmen used the following assumptions: 1) All 2006 salaries for non-elected, non-Union employees were calculated to give a 3% increase. [In Munis, the 2005 Actual salary was the same as the 2006 Revised Budget. Therefore, we assumed that Rhett had not imputed the 3% cost of living increase that was applied retroactively this past December, 2005; 2) The Town Clerk's salary starts in January, thus 6 months were applied for the first salary increase by 3%, and the next 6 months was set using the new salary; and 3) The Assistant Town Clerk's salary is a straight 12 months.

Salary calculations:

Town Clerk: $\$42,544.00 \times 0.5$ (6 months) $\times 1.03 = \$21,910.16$, plus $\$21,910.16 \times 1.03 = \$22,567.5$ ($\$21.7/\text{hour}$). **Line item = \$44,478.00**

Assistant Town Clerk: $\$39,528.00$ (2005 salary) $\times 1.03 = \$40,713.84$ (new 2006 salary). $\$40,713.84 \times 1.03 = \mathbf{\$41,935.26}$ (2007).

MOTION TO SET TOWN CLERK BUDGET (USING CALCULATION ABOVE AND SUBTRACTING SUMMER INTERN) AT \$116,913.00 BY R. PRIMUS AND SECONDED BY J. MCLAUGHLIN. R. Primus and J. McLaughlin voted yes and M. Boord voted no because she believes summer intern should be included.

(1020) Tax Collector Budget

J. McLaughlin stated he supported the Tax Collector's request to increase this office to 40 hours per week. The Tax Collector had made the request based on work-load and goal of revenue-generation. J. McLaughlin stated he believed the Tax Collector should be present at Town Hall 40 hours a week. M. Boord stated that she doesn't believe the Tax Collector needs to be present 40 hours a week, but that increased coverage of the Tax Collector's office could take place between the Assistant Tax Collector and Tax Collector. J. McLaughlin pointed out that the Town Clerk and Assistant Town Clerk both work 40 hours each in that office, and he wouldn't interfere with the operation of that revenue-generating office. All agreed that the Tax Collector request for \$1500.00 Dues and Meetings should be reduced to \$1100.00, which is now in-line with the Town Clerk's office.

Tax Collector: Current: \$36,616.00 (2006 salary; 35 hours per week or 1820 hours per year = \$20.12/hour).

For 5 months (July 2006 through November 2006; 867 hours at 40 hours per week) at \$20.12/hour X 1.03 = \$17,966.2. New hourly rate \$20.72.

For 7 months in 2007 (December 2006 through June 2007 or 1213 hours), \$20.72 X 1213 hours X 1.03 = = \$25,890.2 (\$21.34/hour). **The new line item would be \$43,856.4.**

Assistant Tax Collector: \$19,760.00 (2005 salary) X 1.03 = \$20,352.80 (new 2006 salary). [This equals 20 hours/week or 1040 hours per year at \$19.57 per hour]. At 22 hours per week (1144/year) with a 3% increase: \$19.57 X 1144 X 1.03 = **\$23,059.72 (2007).**

MOTION TO SET TAX COLLECTOR BUDGET AT \$77,466.12 BY R. PRIMUS AND SECONDED BY J. MCLAUGHLIN. R. Primus Edwards and J. McLaughlin voted yes and M. Boord voted no because she doesn't support the increase in hours.

(1010) Board of Selectmen Account:

Increased First Selectman's salary (3%) to \$59,245.00. Increased Board of Selectmen's salary (3%) to \$5,365.81. Increased Clerk wages to \$14,258.3. Increased Administrative Aid wages to 14,320.0. Reduced Consultants to \$5,000.00. Estimated \$2,700.00 for United Churches parking lot lease (need to add a line item for United Churches parking lot lease). Increased postage to \$5,000.00.

MOTION TO APPROVE BOARD OF SELECMEN BUDGET AT \$176,272.10 MADE BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. All Aye.

(1530) Town Counsel Litigation:

MOTION TO APPROVE TOWN LITIGATION BUDGET AT \$26,000.00 MADE BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. All Aye.

(2540) Tree Warden:

New Tree Warden's are interested in handling all tree-related work (bidding process, removal, etc.). This function is being transferred from Public Works.

MOTION TO APPROVE TREE WARDEN BUDGET AT \$22,800.00 MADE BY J. MCLAUGHLIN AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(2560) Town Hall/Property Maintenance:

Rename line item 302 to “Pantry and Paper Goods”

MOTION TO APPROVE TOWN HALL/PROPERTY MAINTENANCE BUDGET AT \$43,000.00 MADE BY J. MCLAUGHLIN AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(2562) Municipal Heating:

This line item includes heating for all facilities except Fire House.

MOTION TO APPROVE MUNICIPAL HEATING BUDGET AT \$33,000.00 MADE BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. All Aye.

(2563) Municipal Custodial Service:

J. McLaughlin would like to see this go out to bid in the future.

MOTION TO APPROVE MUNICIPAL CUSTODIAL SERVICE BUDGET AT \$25,000.00 MADE BY M. BOORD AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(4005) Constables/Crossing Guards:

MOTION TO APPROVE CONSTABLES/CROSSING GUARDS BUDGET AT \$5,130.00 MADE BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. All Aye.

(4040) Valley Shore Communication:

Town contract with Valley Shore still hasn't been signed due to further discussion and evaluation of 24% increase.

MOTION TO APPROVE VALLEY SHORE COMMUNICATION BUDGET AT \$65,871.00 MADE BY J. MCLAUGHLIN AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(4050) LEPC:

R. Primus Edwards asked for an additional amount for a potential printing of a survey that the LEPC would like to distribute regarding Durham resident preparedness.

MOTION TO APPROVE LEPC BUDGET AT \$800.00 MADE BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. All Aye.

(4070) Burning Permits:

MOTION TO APPROVE BURNING PERMITS BUDGET AT \$500.00 MADE BY J. MCLAUGHLIN AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(7505) Landfill Water System:

New figures were supplied by Joe Geruch from the Town of Middlefield regarding the Old Indian Trail Water System.

MOTION TO APPROVE LANDFILL WATER SYSTEM BUDGET AT \$4,100.00 MADE BY M. BOORD AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(7510) Household Hazardous Waste:

MOTION TO APPROVE HOUSEHOLD HAZARDOUS WASTE BUDGET AT \$3,700.00 MADE BY M. BOORD AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

(7505) Public Water System:

MOTION TO APPROVE PUBLIC WATER SYSTEM BUDGET AT \$1.00 MADE BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. All Aye.

The Board of Selectmen started discussion on the Public Works budget.

(3005) Capital Equipment:

Replacement of Town Hall car, Health Official car, and 1993 freight liner was removed from proposal. Sweeper at \$32,000.00, loader lease at \$20,000.00, Unit 10 (truck) lease at \$30,000.00, and an addition \$3,000.00 were included.

MOTION TO APPROVE CAPITAL EQUIPMENT BUDGET AT \$85,000.00 MADE BY J. MCLAUGHLIN AND SECONDED BY R. PRIMUS EDWARDS. All Aye.

Meeting adjourned at 12.45 pm.

Respectfully Submitted, Renee Primus Edwards

