

**Special Board of Selectmen Meeting Minutes
March 17, 2007; 3rd Floor Town Hall**

Revision 2

Meeting called to order at 9:15 am. Jim McLaughlin, Maryann Boord, and Renee Edwards present.

MOTION TO APPROVE AGENDA BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Discussion of Classification and Salary Survey Results

The Board of Selectmen discussed the salary survey results prepared by Randy Frank. The Board was in agreement with most of the results.

One exception was the job description and Grade proposed for Kim Garvis, the current Assistant Town Clerk. J. McLaughlin explained that the responsibilities performed by the current Assistant Town Clerk are above that presented in the newly prepared job description for Assistant Town Clerk. The decision was unanimous by the Board of Selectmen to create an Assistant Town Clerk Certified Plus position that would fall in Grade 5 of the new Grade system. Mrs. Garvis would be placed in Grade 5 as Assistant Town Clerk Certified Plus.

MOTION TO CREATE ASSISTANT TOWN CLERK CERTIFIED PLUS JOB DESCRIPTION AT GRADE 5 BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. ALL AYE

Another exception was the salary adjustment for the Assessor. The current Assessor is part-time and is paid appropriately for the time he commits to the job.

MOTION TO MAINTAIN ASSESSORS SALARY AT CURRENT RATE BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

MOTION TO ACCEPT ALL REMAINING RECOMMENDED SALARY ADJUSTMENTS PER SALARY SURVEY (MINUS CHANGES FOR ASSISTANT TOWN CLERK CERTIFIED PLUS AND ASSESSOR) BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

The Board recommends that all salary adjustments be honored as of July 1, 2006 and employees be paid retroactively - effective immediately. Cost of living increases of 3% are proposed for the 2007-2008 budget. Finance Director's Salary will be adjusted with the anniversary date of September.

REVISED BUDGETS:

Budget 1565: Information Technology

This budget was already voted, but a change was requested to further reduce the budget due to change in Computer Software (line item 159). See Minutes of February 17, 2007 for other details.

MOTION TO APPROVE INFORMATION TECHNOLOGY BUDGET FOR \$60,580.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

Budget 2505: Social Security

This budget was already voted, but a change was requested. See Minutes of March 12, 2007 for details.

MOTION TO APPROVE SOCIAL SECURITY BUDGET FOR \$118,649.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN ALL AYE

Budget 2560: Town Hall Expenses

This budget was already voted, but a change was requested to further reduce the budget due to change in Telephone (line item 253). See Minutes of February 17, 2007 for other details.

MOTION TO APPROVE TOWN HALL EXPENSES BUDGET FOR \$52,716 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

Line item 253 (Telephone) decreased \$23,291 to \$21,127.

Budget 4575: Eddy Center

Revised numbers were received.

MOTION TO APPROVE EDDY CENTER BUDGET FOR \$594 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

NEW BUDGETS:

Budget 2520: LAP Insurance

MOTION TO APPROVE LAP INSURANCE BUDGET FOR \$102,106 BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. ALL AYE

Budget 2525: Health Insurance

MOTION TO APPROVE HEALTH INSURANCE BUDGET FOR \$426,383 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

M. Malavasi will follow-up to confirm that the estimates are correct.

Budget 3010: Public Works

MOTION TO APPROVE PUBLIC WORKS BUDGET FOR \$549,242.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Line item 108 (Highway Department Wages) was decreased from \$395,117 to \$366,642 due to the removal of a laborer position that should not have been budgeted for in the first place. This position was not in last year's budget.

New line item titled Temporary Clerk for \$7,600.00. This position used to be paid under Summer labor. A deduction from Summer labor is made to adjust for this (see below).

Line item 136 (Summer labor) decreased from \$25,000 to \$20,000.

Line item 515 (Radios) decreased from \$1500 to 0. Radios is now covered under budget proposed for communications by Scott Wright.

Budget 4020: Volunteer Fire Department

MOTION TO APPROVE VOLUNTEER FIRE DEPARTMENT BUDGET FOR \$71,960.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Two new line items have been requested by the Fire Company:

1) Fire Prevention Education for \$500, and

2) Firefighter Recruitment and Retention for \$20,000. For participation in this program, a more stringent criteria per year would be implemented: 25% call rate and all mandated OSHA requirements (annual physicals, training, fitness criteria). Vesting starts after 1 year for a total of 5 years for new members. For all current members, if they met current the criteria and received abatement for 5 previous years, they will qualify for the program when it starts. A little more than half (30 of 50) of the membership fit the current criteria. The goal is to increase participation and attract new members.

The line items below were reduced. The reductions were communicated to Chief Hall.

Line item 158 (Office Equipment) decreased from \$1,500.00 to \$250.

Line item 552 (Repairs-Vehicle Maintenance) decreased from \$6,500.00 to \$5,000.00 based on historical numbers.

Budget 4025: Fire Company Trustees

MOTION TO APPROVE FIRE COMPANY TRUSTEES BUDGET FOR \$30,020.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Line item 251 (Electricity) was reduced from \$10,800 to \$9,800.

Line item 255 (Trash Collection) was reduced from \$700 to \$400.

Budget 4035: Fire Marshall

MOTION TO APPROVE FIRE MARSHALL BUDGET FOR \$20,590.00 BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Line item 305 (Hand tools) decreased from \$1,500 to \$1,000.

New line item (Fire Inspector Wages) decreased from \$2,400 to \$1,200. The Board would like to encourage service in this area, and feels \$1,200 is a good starting point.

Budget 4045: Fire Pond Fund

MOTION TO APPROVE FIRE POND FUND BUDGET FOR \$5,000.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Line item 353 (Programs) was reduced from \$15,000 to \$5,000 per communication with Chief Harry Hall.

Budget 4050: LEPC

MOTION TO APPROVE LEPC BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Budget 4055: Resident State Trooper

MOTION TO APPROVE RESIDENT STATE TROOPER BUDGET FOR \$232,521.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Budget 4065: Public Safety Committee

MOTION TO APPROVE PUBLIC SAFETY COMMITTEE BUDGET FOR \$1,350.00 BY J. MCLAUGHLIN AND SECONDED BY M. BOORD ALL AYE

Line item 221 (Specialized Training) was reduced from \$1,500.00 to \$150.

Budget 4505: Visiting Nurse

MOTION TO APPROVE VISITING NURSE BUDGET FOR \$3,270.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

Budget 4570: Youth Services

MOTION TO APPROVE YOUTH SERVICES BUDGET FOR \$36,462 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

This revised number approved by the Board of Selectmen includes funding at last year's level with a 3% increase (not the 12.9% they requested). The Durham Board of Selectmen was not consulted about the budget increases. However, as requested by the Board of Selectmen, Maryjane Malavasi contacted and met with the Chairman of the Board and the new Director. She discovered that 2 new part-time positions were added and their overall goal is to overcome some problems they have had with the center. They are also being more realistic on grant revenues, so they are projecting less revenue.

With this information, the Board of Selectmen feel uncomfortable supporting such a high increase given that they weren't included in their process for forming a budget and addressing their problems.

Budget 4599: Durham Senior Citizens Board

MOTION TO APPROVE DURHAM SENIOR CITIZENS BOARD BUDGET FOR \$32,454.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Budget 5005: Library Expenses

MOTION TO APPROVE LIBRARY EXPENSES BUDGET FOR \$440,297.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

The Board of Selectmen supports a 3% salary increase for the Director and is in line with all other employees. Per the salary survey, the Director's salary will be adjusted upwards irrespective of cost of living increase for the 2007-2008 budget year.

Budget 5505: Recreation

MOTION TO APPROVE RECREATION BUDGET FOR \$102,126.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

Budget 6520: Reserve Fund

MOTIONS TO APPROVE RESERVE FUND BUDGET:

Re-evaluation:	\$35,000 MB, RE. All aye.
Conservation:	\$50,000 MB, JM. All aye.
Animal Control:	\$ 3,000 RE, MB. All aye.
Emergency Management:	\$30,000 RE, JM. All aye. (additional funding of \$30,000 will be requested for next year to equal one time request of \$60,000)
Fire Department Equipment:	\$50,000 MB, JM. All aye.
Fire Pond:	\$10,000 RE, MB. All aye. (fund on an annual basis rather than every other year at \$25,000)
Recreation:	\$10,000 JM, MB. All aye. (additional funding of \$10,000 will be requested for next year to equal one time request of \$20,000)
Ambulance:	\$10,000 RE, JM. All aye.
Cemetery:	\$ 5,000 MB, RE. All aye.
Senior Citizen Center:	\$50,000 JM, RE. All aye.
Radio Communications:	\$78,400 RE, JM. All aye.
Emergency Facilities Center:	\$100,000 MB, JM. All aye.

Total: \$431,400

Budget 7500: DMIABB

MOTION TO APPROVE DMIABB BUDGET FOR \$346,608.00 BY R. EDWARDS
AND SECONDED BY M. BOORD. ALL AYE

Meeting adjourned at 1:30 pm. Renee Edwards