

Board of Selectmen
Minutes October 11, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jane Byrne
Jeffrey Bryan
David Menter

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was 6.25 hours for this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Motion was made by Bryan, 2nd by Artimovich to approve the public minutes of 10/4/11. Artimovich, Bryan, and Menter were in favor. Byrne abstained as she was not present.

Motion was made by Bryan, 2nd by Artimovich to approve the non-public minutes of 10/4/11. Artimovich, Bryan, and Menter were in favor. Byrne abstained as she was not present.

Rob Wofchuck was present to update the Board on the progress of the Lyford project. Wofchuck stated that town counsel and bond counsel has reviewed the executory interest of the conservation easement and all is in order. They are on track to use the funds from the open space bond. Wofchuck said the draft has the conservation commission signing the agreement, Bryan said the Board should sign it as they have in the past. The Donald's have determined the exclusionary areas and building envelopes. There will be a 75 foot buffer from the river. The Donald's will also allow fishing 25 feet from both sides of the river; however, there is no guaranteed public access to the rest of the land.

Building Inspector Gil Tuck was in to have the following permits signed:

- Ed and Mary Berry, 51 Scrabble Road, erect a pole barn: signed by Board
- Carl Hussey, 18 Rte. 27, erect a sign: signed by Board
- Metrosign and Awning, 437 Rte. 125, erect 2 signs for Tractor Supply: denied by Board as they are in violation of the size requirement of the sign ordinance.

Town counsel recommends getting a before and after appraisal prior to the eminent domain hearing in November. Bryan made a motion, 2nd by Artimovich to authorize the expenditure from the legal line. All were in favor.

Byrne made a motion, 2nd by Menter to make a donation to Pilgrim Church in honor of Ann Chamberlain. All were in favor.

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The Board reviewed the following budgets:

Planning Board

Bruce Stevens was in to present the budget for the planning board. All line items remain level funded with the exception of the salary line. Artimovich asked when the insurance numbers will be finalized. Clement said LGC will set the rate on 10/20/11 for 2012. Stevens is requesting a 2% COLA and 3% merit increase for the department's administrative assistant, Kathy. Stevens said how valuable Kathy is and is requesting a reasonable increase for an employee that has been with the town for 10 years. Stevens said the town needs to reach some parity with the school. Artimovich said he agrees but on the flip side the office is slowing down and they have not cut the hours back. Stevens said they do not see the day to day and there are numerous projects for Kathy to work on. Bryan said he cannot dispute Kathy's qualifications but does not think the budget committee would approve the increase. Artimovich said the employees are worth it but he does not think that the town can afford it. Byrne said that no budgets that include salaries should be approved until they are presented and performance reviews are looked at by the board. Byrne made a motion, 2nd by Menter to accept the presentation and act at a later date. All were in favor.

Cemetery

The budget will remain level funded and the trustees will absorb the 2% COLA. Bryan made a motion, 2nd by Menter to approve the cemetery budget of \$7601. All were in favor.

The Board addressed a complaint made by Virginia Fuller concerning items being removed from her daughter's gravesite. Byrne said in the future the trustees should notify the family and give them some time to gather any items prior to the Superintendent removing them. Fuller asked how she could stop the kids from visiting. Belanger said not to discourage the kids from coming but asking them to be more mindful of the number of things being left in the cemetery. Belanger will send Clement the cemetery ordinances to be posted on the website.

Bryan made a motion, 2nd by Artimovich for the library to use funds from impact fees for the drop ceiling and lighting in the library. All were in favor.

Executive Office

All line items remain level funded except annual medical exams. The annual medical exams line is reduced by \$2643 due to the loss of a firefighter. Bryan made a motion, 2nd by Byrne to approve the Executive Office budget of \$27690. All were in favor.

Assessing

Electric Utilities is reduced to \$6000 as next year will be an update. Property appraisals are increased by \$1350 for mileage reimbursement for the assessor. Cost of town maps is reduced by \$1000. Bryan made a motion, 2nd by Byrne to approve the assessing budget for \$28851. All were in favor.

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Finance

Treasurer and bookkeeper salaries are increased by the 2% COLA. The bookkeeper's salary was also increased by an additional \$664.95 to allow for 39 extra hours during the summer months. The funds will be budgeted but not to be used if not needed. The audit expense was increased to \$13500 as the average for the past three years. The Board would like to put this out to bid next year. Bryan made a motion, 2nd by Byrne to approve the Finance budget of \$50828. All were in favor.

Welfare

Bryan made a motion, 2nd by Byrne to re-open the welfare budget to add the 2% COLA increase for the welfare director. All were in favor. The salary line was increased by \$44.50, FICA to match. Bryan made a motion, 2nd by Menter to approve the revised welfare budget of \$6778.50. All were in favor.

Town Administrator

All line items remain level funded except insurance. Last year the insurance was budgeted at a single rate and next year will be at a family rate. Bryan made a motion, 2nd by Byrne to table this budget until insurance rates are in. All were in favor.

Wayne Robinson was in to discuss a billing policy regarding New England Dragway. Current by-laws state that all invoices must be paid within 10 days; the town's policy allows for up to 60 days. Robinson was asking which policy should be followed. Artimovich said they should follow the town's detail policy and not Epping's by-laws. A policy should also be drafted concerning disputing an invoice.

Byrne made a motion, 2nd by Menter to sign Jim Michaud's new contract as the town's assessor. All were in favor.

Clement presented her recommendation to fill the custodial/maintenance position. Artimovich made a motion, 2nd by Menter to send out a conditional letter of employment contingent on references and a pre-employment medical exam. All were in favor. The candidate will also be asked to attend next week's meeting.

New phone service rates were discussed. Comcast and BayRing is almost the same price but Comcast has a \$350 install fee. Artimovich asked if Comcast will lower the cost of the internet. Clement will follow up with Comcast regarding internet prices.

Motion to adjourn at 7:20 pm made by Bryan, 2nd by Byrne; all were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

Date: October 11, 2011

Citizens General Fund:

Previous Balance:	7,620.16		
Deposits:	32,047.38		
Payroll:	12,020.27	DD: 6793.77	CK: 5226.50
FICA:	2,877.43		
A/P: Regular	36,659.03		
Non-A/P			
to Impact Fees			
From MMA	17,000.00		
Bank Charge			
TO MMA			
Account Balance:	5,110.81		
Interest Earned YTD:	95.44		

CD's:	Unrestricted	
	Balance:	-
MMA:	Unrestricted	
	Balance:	1,738,360.25
	Total Invested	
	Funds:	1,738,360.25
	Interest Earned YTD:	1,595.61