

SELECTMEN'S MINUTES
December 6, 2004 Budget Workshop

MEMBERS PRESENT: Chairman Alan Carpenter, Galen Stearns, Roger Hohenberger and Bruce Breton were present. Chris Doyle was absent. David Sullivan, Town Administrator was also in attendance. Meeting commenced at 6:45 pm.

NON-PUBLIC SESSION: The Board voted to go into non-public session under personnel. The Board, Tax Collector Ruth Robertson, and David Sullivan were in attendance. The discussion involved the compensation for the tax collector. The Board agreed to increase the proposed salary range of the tax collector from Grade 13 top step to Grade 18 step 1. It was also agreed that the collector would become eligible for all normal benefits offered full time employees, less earned time and health insurance initially. These changes will be carried through to the proposed 2005 budget. Finally, the collector would no longer receive overtime compensation or fees. In addition to the compensation changes, the Board agreed to submit an article to the 2005 Town Meeting to change the Tax Collector's position from an elected to appointed one.

BUDGET WORKSHOP: Dana Call joined the meeting at 7:30 pm. The Board of Selectmen met to discuss the 2005 budget for several departments/committees. The Board continued the discussion of the Tax Collector's budget for all line items other than salaries and benefits and no changes were made.

Joan Tuck, Town Clerk, Sean Boylan, Deputy Town Clerk, Bob Skinner, Supervisor of the Checklist/Treasurer and Gail Webster, Supervisor of the Checklist/Cemetery Trustee then joined the meeting. The Board discussed the Town Clerk's budget and no changes were made. The Board then discussed the Elections budget. Hours budgeted for the Supervisors were increased due to supplemental information provided by Bob Skinner, while overtime hours budgeted for the Deputy and Assistant Town Clerks were eliminated, and no other changes were made. The Board then discussed the Cemetery budget, including procedures for requesting proposals and/or bids for various projects, and no changes were made to the budget as presented.

Rex Norman, Assessor then joined the meeting and the Board discussed the Assessing budget. Discussion centered around a request for \$70,000 for a contracted assessing technician to assist the Town in meeting the requirements of the 2005 State Recertification. The Board voted 4-0 to include the \$70,000 in the budget, but to put it as a separate warrant article. Other line items were discussed with no changes made.

Discussion then moved to several Administrative budgets. The Insurance budget was discussed and Mr. Sullivan went into a detailed discussion of the services provided by the Town's insurance providers, Primex (for Workers Compensation) and the Local Government Center

(for Property-Liability and Health), and consensus of the Board was to continue our existing contracts with each of these agencies. Mr. Sullivan also discussed the status of the Health Trust account and the basis for budgeting 95% of the health insurance premiums in each of the department budgets. The Health and Human Services budget was then discussed and Mr. Breton proposed to reallocate funds from several agencies in order to provide \$3,500 to Windham's Helping Hands organization, while level funding the budget in total. Consensus was to reduce CLM \$2,000, Community Caregivers \$1,000 and CHS \$500 in order to fund Windham's Helping Hands \$3,500. The Board then discussed the General Assistance, Senior Center and Street Lights budgets and no changes were made.

NON-PUBLIC SESSION: The Board voted to go into non-public session under reputations. The Board and Mr. Sullivan discussed several pending issues, but no decisions were made. Mr. Sullivan will continue to update the Board on these matters as needed.

Meeting adjourned at 10:30

Respectfully submitted,

Dana Call
Finance Director

NOTE: These minutes are prepared in draft form and have not been submitted to the Board for approval.