



47 receive information from the department heads of their actual needs and associated costs which  
48 were in turn rated and prioritized for inclusion on the plan.

49  
50 Ms. Hillsgrove understood that the Memorial School septic was showing signs of failure and  
51 wanted to know if it would last another year. Ms. Larson replied the school had analyzed the CIP  
52 and looked closely at the items included. They felt the schedule was appropriate.

53  
54 Mr. Bilby noticed between the years of 2016, 2017 and 2018 that 2017 showed an increase of  
55 approximately \$1 million above the other two years. He asked if there was a way to even out the  
56 dollar figures between the three years. Mr. McNamara replied the numbers were based on the  
57 submittals by the departments and felt that particular question may be better directed toward the  
58 Selectmen and/or the Budget Committee. He said the schedule showed the anticipated needs for  
59 the departments.

60  
61 Mr. Guimond appreciated the work done by the CIP committee to put the plan together. Mr.  
62 McNamara thanked Planning Director Jeff Gowan, who had an integral part of pulling the  
63 information and plan together.

64  
65

66 ***Transfer Station - \$668,958 requested – an increase of \$77,462 over 2015 budget.***

67 Transfer Station Director Stan Walczak and Transfer Station Foreman Larry Neskey came  
68 forward to review the requested budget.

69  
70 Mr. Walczak provided the Board with a brief overview of the state of recycling in the  
71 commodities markets. He spoke about light iron, which in 2003 was at \$240 per ton and as of  
72 September of this year it was at \$65 per ton. This was due to a combination of low demand  
73 because of the weak economy in Europe and China. He spoke about the single stream recycling,  
74 which based on market conditions, now had an increase in the processing fee from \$20/ton to  
75 \$60/ton. The last update was in regard to electronics recycling. They've had to pay an increase  
76 from \$.10/pound to \$.30/pound. In addition they have a pickup rate of \$175 plus a monthly rental  
77 fee of \$150 for the storage pod. The electronics market was being driven up by the fact that they  
78 contain fewer precious metals and a lot more plastic that drives recovery values down. Mr.  
79 Walczak ended by saying the commodity markets were always changing and at some point had  
80 hope there would be an uptick.

81  
82 *Salaries* - contractual increase.

83  
84 *Telephone* - Cable reflected contractual increase from Comcast

85  
86 *Equipment Repairs* - Mr. Walczak explained to the Board that they received a \$12,000 increase to  
87 rebuild both of their trailers that were 11 years old. They were able to get one trailer totally  
88 rebuilt, and started to take care of the second trailer but didn't have enough funds to complete it.  
89 They needed an additional \$4,500, which was shown in the proposed budget line. Ms. Hillsgrove  
90 questioned if the trailers were being replaced due to safety issues. Mr. Walczak answered yes.

91  
92 *Equipment Rentals* – Increase for office trailer rental. Mr. Guimond asked how the new trailer  
93 was working out. Mr. Walczak replied it was excellent and everyone was very happy. He  
94 thanked the Town for allowing them to get it. For public information, Mr. Walczak explained the  
95 reason for the new trailer. He said the trailer they were previously using was 24 years old. Upon  
96 inspection they found it to be filled with black mold. ServPro was called to provide an estimate  
97 for mitigation, and provided a quote of \$6,000-\$10,000. With that cost, it was suggested to seek

98 an alternate solution. He brought the situation to the Selectmen who advised him to review prices  
99 for an alternative. They received bids from three different companies and moved forward with  
100 the best price for a trailer.

101

102 Mr. Cate questioned if the rental trailer was a temporary solution. Mr. Walczak replied they had  
103 a five-year rental agreement, but were looking to having a permanent (stick built) solution in the  
104 future. Mr. Guimond wanted to know if the agreement had an escape clause. Mr. Viger replied  
105 all agreements did. Mr. McCarthy told the Board that the Selectmen had put together a review  
106 committee to evaluate the needs of the highway and transfer departments. He said the trailers  
107 were temporary to get the department through the problems they were previously experiencing.  
108 Mr. Guimond wanted to know what happened to the previous trailer. Mr. McCarthy said they  
109 broke it down for scrap metal revenue. He noted both the transfer station and highway  
110 department facilities were previously uninhabitable and necessitated a speedy resolution, which  
111 they were able to do in a cost-effective manner. He said the newly formed committee would  
112 review department's needs and put together a financial plan. Mr. Guimond inquired if the  
113 structures were included in the CIP. Mr. McCarthy answered no, the committee was recently  
114 formed and wanted to take their time to create a financially efficient plan.

115

116 *New Equipment* - Mr. Rush questioned if new equipment was the area where the new compactor  
117 would be listed. Mr. Guimond replied yes, if it was going into the operating budget and not a  
118 warrant article. Mr. Rush wanted to know if there was a way to word the warrant article to  
119 specify the equipment would be a replacement. Mr. Guimond understood it wasn't a  
120 replacement, it was an additional compactor. He said new items costing two times the cost of a  
121 police cruiser had to go before the voters. Mr. Viger explained at present they needed to cover  
122 the anticipated increases either through a new compactor (by warrant article) or in the expense  
123 line for single stream recycling. He noted if the new compactor was included in the line under  
124 new equipment, the money for single stream would then be removed from the expense budget.  
125 Mr. Cate wanted to know the savings of having a new compactor. Mr. Walczak replied they  
126 would save approximately \$30,800 per year; and it would pay for itself within four years. Ms.  
127 Hillsgrove suggested prior to Town vote information about the cost savings should be provided to  
128 the public. Mr. Cate agreed that the information should be included in the voter's guide. Mr.  
129 Rush suggested having information handed out at the Transfer Station to explain the situation.

130

131 Mr. Rush wanted to know if fuel cost and usage were figured into the proposed budget. Mr.  
132 Guimond replied gas and oil were always listed at the present cost because the State figure didn't  
133 come in until just prior to reconsideration, at which time the budget would be amended.

134

135 Mr. Guimond commended the transfer station employees for the work they did and for always  
136 having a positive attitude. He thanked Mr. Walczak and Mr. Neskey for presenting the budget.

137

138 ***Selectmen - \$492,733 requested – a decrease of \$11,406 from the 2015 budget.***

139

140 *Salaries* – Showed contractual increase, and a decrease for additional administrative coverage.  
141 Mr. McCarthy explained the department was operating at a higher efficiency level because of  
142 restructuring. Mr. Viger noted the budget reflected a savings based on tasks taken on by Mr.  
143 McCarthy. Mr. Cate asked if the selectmen stipend line was to reward employees. Mr. Viger  
144 replied that line was the Board of Selectmen stipends. Mr. Cate asked if there was a line item  
145 used to award merit increases to employees. Ms. Kelley replied there was a line called non-union  
146 wage increases. Mr. McCarthy believed the staff was over tasked in the past so he had taken care  
147 of some of the items he believed to be within his job description. He noted it was a work in  
148 progress and would adjust as needed going forward. He felt the staff should be recognized for the

149 work they had done over the past years. Mr. Cate wanted to ensure when an employee was doing  
150 something over and above their job description there was a way to reward them. Mr. McCarthy  
151 replied they had that ability.

152

153 *Telephone* - Mr. McCarthy said the decrease was due to shutting down mobile hot spots. They  
154 kept one activated if needed. Mr. Viger pointed out a couple years ago during the ice storm the  
155 use of the hot spot was the only form of communication because cell towers were out or  
156 struggling.

157

158 *Expenses* - Mr. McCarthy spoke to the technical support budget line. Rockport fees have  
159 increased specifically due to them having a new malware protection that needed to be purchased.  
160 The remainder of the line was for usual tech support.

161

162 Mr. Cate noticed an increase in the background check line and wanted to know if it was because  
163 more people were going through the process. Mr. McCarthy answered yes; anyone that applied  
164 for a job, volunteered, or worked in any capacity for the Town had a background check. He put a  
165 figure in the budget to cover what he felt was needed. He noted they also changed the process  
166 and were now going through the State Police to receive a better rate. Mr. Cate questioned if any  
167 rules had changed to necessitate the increase in background checks. Mr. Viger explained the  
168 Town was very scarce with the background checks in the past, and with the new policies and  
169 procedures every employee would have a background check.

170

171 Mr. McCarthy addressed the services and miscellaneous consulting line. He said typically when  
172 there was a project to be done he spoke with Roland Soucy (also the Building Inspector), who  
173 provided free review services separate from his inspector duties. He felt Mr. Soucy should be  
174 compensated for the services he provided to the Town. If for some reason Mr. Soucy retired, Mr.  
175 McCarthy said he would have to pay someone to do those tasks. He discussed everything Mr.  
176 Soucy had assisted with to ensure jobs were being done as they should be. He couldn't speak  
177 highly enough for what Mr. Soucy was providing to the Town.

178

179 Mr. Guimond questioned the purpose of the new budget line for Selectmen's office expenses.  
180 Ms. Kelley replied it captured items that were not previously expensed in the budget, such as light  
181 refreshments for specific meetings/gatherings, small appliances, stationery etc. She said they  
182 figured out what they were previously spending and added the line to track the expenses. Mr.  
183 Guimond wanted to know where those items were previously expended from in the past. Mr.  
184 McCarthy believed those items came out of other categories. He said they were attempting to  
185 break the budget down to clearly see what their actual expenses were. Mr. Guimond felt other  
186 categories should show a decrease if the items were now shown in a new budget line. Mr. Viger  
187 noted there were decreases throughout the budget. He said now that there was a line item they  
188 could clearly watch the expenditures. Ms. Hillsgrove pointed out that the overall budget was  
189 reduced by \$11,000.

190

191 *Compensated Absence* - Mr. Viger noted the Town's possible exposure was approximately  
192 \$90,000, so they've always carried that amount in the budget. He said if it wasn't spent it was  
193 turned back.

194

195 Mr. Guimond understood there would be a special meeting based on a new position being  
196 contemplated. Mr. McCarthy explained the Town was in the process of potentially opening a  
197 human resources position within the staff. He said staffing in the town hall had not increased  
198 during the past 25 years. He discussed the need for the position due to changing laws, insurance  
199 and the reporting requirements to the IRS and in connection with the Affordable Care Act. He

200 believed the Town was now at the point of needing the human resources position. He said if they  
201 missed something during reporting the penalty would far outweigh the salary. Mr. McCarthy said  
202 he spoke with the Selectmen and was in the process of putting together a presentation. He would  
203 invite the Budget Committee members to attend the presentation. Mr. Viger commented that the  
204 Selectmen understood the importance of the position, but didn't want to rush a decision until  
205 understanding the job description, salary etc. He anticipated the Selectmen would receive a  
206 presentation and the information would then be passed to the Budget Committee. He said nothing  
207 would come to the Board prior to reconsideration.

208  
209 Ms. Hillsgrove wanted to know how many Town employees there were. Mr. McCarthy replied  
210 they were approximately 74 full-time employees and approximately 35 part-time employees. The  
211 majority of the part-time employees were seasonal staff with Parks and Recreation, Highway and  
212 Transfer Station. Mr. Guimond said typically companies with 80-100 employees contemplated  
213 having a human resources person.

214  
215 Mr. Rush questioned if they were contemplating the new position for 2016. Mr. McCarthy  
216 answered yes.

217

218 **ADJOURNMENT**

219

220 Mr. Guimond reviewed the upcoming meeting schedule.

221

**MOTION:** (Viger/Cate) To adjourn the meeting.

**VOTE:** (7-0-0) The motion carried.

222

223 The meeting was adjourned at approximately 8:45pm.

224

225

226

227

Respectfully submitted,  
Charity A. Landry  
Recording Secretary