

Waterford Board of Selectman Special Budget Meeting

Wednesday, January 5, 2022

In Person – Union Baptist Church

7:00 PM

Minutes

- Meeting Called to Order: Fred called the meeting to order at 7:00 PM.
- Members in Attendance: Fred Saar and Warner Hodgdon

- Others in attendance: Sign sheet attached

- Modification of Agenda: There were none

- Fred reviewed the estimates of Revenue Income. Howard Remick stated the Listers Income (6800-6900), from the State needs to be added as it is not from the General Budget. Fred will adjust the Revenue. Fred stated that interest for checking, cemetery and equip fund all in restricted account. Howard asked if we could increase the charge for the over-weight permit and not possible as State sets the rate.
- Selectboard Budget:
 - Stipend: Debbie Allard stated Selectman elected officials not eligible for increase. Also 6% not increase that was decided at the December meeting it should be 5.4. Warner confirmed that 5.4 was the correct amount. DUBY Thompson stated any increase for elected officials must be discussed at Town Meeting as stated at the November meeting. Fred will adjust.
 - FICA: To be adjusted no increase.
 - Insurance & Bond: Fred noted it should be 29,700 not 2700 as listed
 - Professional Services: Marcia Martel says this needs to be removed as duplicate and this should be moved to legal expense line possibly for the 2021 EOY and remove the \$5000 budget item. Howard Remick wanted to know what the \$15,000 was for and Fred will get the information and adjust accordingly.
 - Hazard Mitigation: Fred explained as that will be matched by a grant
 - Generator Maintenance: Marcia asked where it is located. Fred stated at the school as that is the towns emergency shelter.

- Town Office Building:
 - Environmental Controls: Fred to follow up as to what this item is for.
 - Repairs & Maintenance: This is for repairs for eaves, porch, etc.

- Town Clerk & Treasurer:

- Salaries: Will remove the Salary increase as elected official. Howard Remick asked when the school paperwork left the town office did it reduce the workload for the treasure? Not a lot of the work left at that time per Fred.
- FICA: To be adjusted as no increase in salary.
- Benefits: Is lower but Gary Allard stated could be higher depending on the plan picked by the new person replacing Donna.
- Bonus: As per Marcia Martel discussed the Bonus line of \$1,800 and removing it seeing it was originally put in before the HRA was set up. If it remains it should be based on performance. There was discussion about eliminating the line from the budget. It was stated at the November meeting it could be discussed at Town Meeting and voted on at that time. Roberta Gillott wanted clarification on how we could get a line item removed from the budget at Town Meeting. Gary Allard stated can vote on a line item at the Town meeting if it isn't Australian Ballot. At that time, it could be removed.
- Health Reimbursement: Discussed why only \$402 spent and budgeting for \$9000 again. Fred thought it was a timing issue and not everything was posted to year end yet.
- Mileage: Marcia Martel asked what the mileage was for. Going to bank with deposits Fred stated.

External Audit: Howard Remick asked if completed yet. Fred explained still working on it. The money for that is coming from the Restricted Acct. Fred will have a definitive answer on the audit result by the pre-Town Meeting.

- Auditors:
 - Salaries: Must remove the 6% increase as they are elected official. Marcia Martel felt the Auditors should make more than Selectmen as they work every Tuesday or 4 days per month. **NOTE: See below for adjustment.**
 - FICA: Adjust according to reflect rate increase from below
- Delinquent Tax Collector:
 - Kathleen Goslant asked if we could back to having it be an elected position. Fred stated that he thought was what the town wanted and that it was going to be an item to be voted on at Town Meeting. Fred explained it was appointed last year as Gil Trenholme had moved out of town
- Listers:
 - Salaries: Howard Remick asked that the line should be changed to \$14,000 and remove the 6% increase as they are elected officials.
 - FICA: Adjust line to reflect the change in salary
 - Computer Support: That line item of \$2,500 can be removed as it won't be needed this year.
 - Training: should be increased to the \$250 as was budgeted last year.
- Transfer Station:
 - Salaries & FICA: Adjust to the 5.4% from the 6%

- Development Review Board & Planning Commission:
 - Gary Allard said need to make the Clerk pay \$15/hour as budget is too low
Marcia Martel asked why the Town Clerk doesn't take the minutes.

Marcia Martel says then we should back to the Auditors Budget then as they are getting way too little for the work that they do. John O'Malley says they should get paid auditor's rate as they are getting less than the Transfer Station employees. It was agreed the Auditors should be getting paid \$18/ hour. Fred will adjust the budget.

- Appropriations: Fred reviewed the items.
 - On the Library item Roberta Gillott explained about why ARPA money couldn't be used. As the Library is a Municipal Library and non-profit. Kandace is applying for grants.
- Cemetery:
 - Contract Services: Warner explained about the mowing
 - Sexton: Warner volunteered his time for the position this past summer.
 - Gary Allard said the Sexton could be an elected position if needed to.
- Highway Dept:
 - Salaries: Increase should be 5.4% not 6% as agreed to in December. Jason Stahler asked if there could be a cap on hours. Warner stated he didn't think that was wise. John O'Malley suggested that maybe COMP time be offered instead of OT. Warner stated that it was in the employee handbook as he had reviewed it that morning.
 - FICA: Adjust to reflect change in salary amount
 - Bonus: Discussion regarding it should be based on performance. John Gillott said if wait until end of year to give it an employee may stay until end of year if they know getting a bonus. If based on performance that wouldn't happen.
- Equipment Maintenance:
 - Truck 1 - was sold years ago.
 - Truck 4.1 - is now Truck 7
 - Truck 7 – Gary Allard asked why maintenance on a new truck was \$5000 while older trucks were \$3,500. Should have what the amount covers i.e.: tires, oil, etc.
 - Tractor/Mower – had to replace the gear box in the mower. It was suggested that the Tractor and Mower be broken out separate easier tracking of repairs.
 - Cat Bucket Loader should be John Deere loader
- Highway Garage:
 - Supplies: Why so much when the building is in the shape it is. Warner thought it was for stock items for the trucks. He will research it. If it is this line should be moved to be under Equipment Maintenance part of the budget.

Discussion took place regarding where the numbers came from. There was no paperwork to anything to show how the line items were categorized. Maria Dantos says a report showing this information should be attached to the budget showing where information came from.

Gary asked if Fred had prepared the budget sent to Bill and Warner for review. It was asked if any discussion regarding budget had taken place between board members. Warner stated it had not. He had done some research bringing information to the meeting.

Roberta Gillott asked if there was any way to get report that shows how charges are put to line items. Fred is going to check with Jessie to get expense report by line item. Report will be posted to website and paper copies available as well.

- Equipment payments: Gary asked what the amount of the down payment for the Truck #7. Fred will get that amount.

OTHER BUSINESS:

Debbie Allard asked if Delinquent Tax Collector item could be added for Town Meeting or was a petition needed. Fred said it could be added without a petition, and that should be requested at the January Selectboard meeting.

Meeting adjourned: 9:35pm

MEETING SIGN-IN SHEET

Project:	Waterford Selectboard Meeting	Meeting Date:	01/05/22
	SPECIAL BUDGET MEETING	PLACE	Union Baptist Church

SIGNATURE	PRINT	SIGNATURE	PRINT
	Wm Willis		
	Marcia Martel		
	Howard Remick		
	KEVIN Gilland		
	CLEMENT GRAY		
	Maria Danta		
	DWAYNE KEADA		
	Justin Stahl		
	Duby Thompson		
	KATHLEEN COSTANT		
	Debbie Allard		
	Bob Treng		
	John Gillott		
	Robert Gillott		
	Katherine Fiegenbaum		
	Gary P Allard		
	Jim O'Malley		