Selectmen’s Meeting Minutes March 20, 2019 Memorial Hall 4pm

**Call to Order**: Vice-Chairman, Matthew Marchese called the meeting to order. Other present: Member, Andrew Baker and Town Administrator, Terry Narkewicz. Bob Manners was unable to attend.

**Fiscal Year 2020 Omnibus Budget Review**: Members of the Board reviewed and discussed each account (particularly those reflecting an increase). Based on those discussions, the Board recommended the following budgetary reductions:

General Government Salaries: maintain the Assistant Assessor’s hours at 20 rather than 24 as requested (a reduction of $4,628). The Board would prefer to wait until the Department of Local Services has had an opportunity to review the overall office structure before making any changes.

Board of Assessor Salary:

Chairperson $2,788 Reduction: $1,500

Member $2,361 Reduction: $1,000

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The Board reviewed the wage and salary study provided by the Franklin Regional Council of Governments. The revised salaries were in keeping with other towns using contracted services. The Board also considered the frequency and length of meetings as well.

Treasurer’s Expense: The Treasurer has earmarked $1,000 for the purchase of an ergonomic desk. The Board will ask the Treasurer to contact Baker Office Supply to see if her existing desk can be retrofitted to accommodate an adjustable computer keyboard shelf. The Board did not reduce the budget amount.

Preservation of Records: The Town Clerk has requested an additional $200 for preservation of records. The Board would like to know whether the Town Clerk has considered the cost of electronically scanning records rather than binding them. They would also like to know how many records the Town Clerk hopes to preserve in fiscal year 2020 for $2,200.

S.F. Village Partnership: Following a brief discussion, the Board agreed to reduce the budgetary line item from $10,000 to $5,000. The Board will revisit the allocation once Andrew has had an opportunity to meet with Buckland. Andrew would like to see the allocation used to hire a part-time person who would focus on two to three projects annually.

Emergency Management Director – Terry recommended increasing the stipend from $318 to $1,500 to be in keeping with EMD positions across Franklin County. The town’s EMD attends several trainings annually and is in the process of spearheading a Committee to update the town’s hazard mitigation plan.

Highway Maintenance – The Board requested that the Accountant create a separate account for Highway Salaries (to be consistent with other town departments). Members of the Board did not support the Highway Superintendent’s request to increase the hourly rate for some of his employees by 5%. The Board recommended that salary increases be consistent with budget directives set by the Board and Finance Committee. The Town Administrator will reduce that salary account by $3,203.

Buildings and Grounds Account – Members of the Board increased this line item by $2,600 for a total of $21,000 with the hopes of advertising the part-time (20-hour) position in fiscal year 2020.

Board of Health Salaries:

Chairperson $1,250 Reduction: $600

Member $ 944 Reduction: $400

Member $ 944 Reduction: $400

The Board reviewed the wage and salary study provided by the Franklin Regional Council of Governments. The revised salaries were in keeping with other towns using the Comprehensive Health Service Program. The Board also considered the frequency and length of meetings as well.

Each Department, Board and/or Committee will receive notice of his or her pending budget cuts and will have an opportunity to submit a written appeal by April 1.

**Other Business**:

**Buckland-Shelburne Youth Baseball RE: Parade Permit Request:** Andrew presented a motion to approve the parade permit request on behalf of the Buckland-Shelburne Youth Baseball League. The parade will take place on April 27, 2019 at 1:00pm. Matt seconded the motion. Motion passed.

**Adjournment**: Andrew presented a motion to adjourn the meeting at 6:10 pm. Matt seconded the motion. Motion passed.

Respectfully Submitted,

Terry Narkewicz

Town Administrator