

Approved

SANBORTON BOARD OF SELECTMEN'S MINUTES

The Board of Selectmen convened in a joint session with the Budget Committee on **Monday, September 10, 2018** at 5:30 p.m. at the Town Offices.

Present: Ralph Rathjen, Selectman Katy North, Selectman Tom Salatiello, Kate Osgood, Justin Barriault, John Vorel, Ralph Rathjen, Town Administrator Katie Ambrose

The meeting was called to order at 5:35 by Selectman North.

Ralph Rathjen made a motion for Justin Barriault to be seated as Chair for this meeting in the absence of Craig Weisman. John Vorel seconded the motion and the motion passed unanimously.

Katie Ambrose explained that this meeting is to discuss the budgeting process for FY19/20 and the BOS's directives to department heads when preparing their budgets. She mentioned that there were unanticipated budget shortfalls the past fiscal year which had to be covered via implicit transfers between line items. This included multiple severance payouts (one example cost \$13,000) for longtime employees, \$17,000 due to an increased demand for services and cremations for four deaths from the Welfare budget, \$30,000 for building repairs, and \$18,000 in hauling for the Transfer Station. She noted that the Solid Waste Committee is working on some ways of minimizing the hauling costs and also stated that the town may want to consider establishing a Capital Reserve Fund to cover severance. There was also an error with HRA's and health insurance which led to the Town being invoiced for \$20,000 for HRA's at one time just before year end.

Katie explained that there was still \$1 million left to collect via taxes as of June 30th, so this is shown as a loss on the books and the fund balance had to absorb much of this. She noted that this will impact the tax rate in the fall and that the current re-valuation of properties will affect it as well. There were also a few warrant articles approved at Town Meeting last year that were to be paid by the fund balance.

Katie stated that department heads were instructed to include a 2% COLA raise in their budgets for personnel by the Select Board and that this will be reflected in the Town's pay matrix as well. She noted that the line items shown on department budgets for the past year are shown as being spent, whether overspent or not.

Katie stated that Craig Weisman mentioned there was an interested candidate to fill the vacant Budget Committee position. Ralph Rathjen asked about the process for appointing a new member, and Katy North responded that the BC should recommend appointing a candidate to the

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BOS, who will then swear in the candidate. Ralph asked if the BOS can approve or not approve the candidate and Katy responded No, they can only swear them in as the BC has already appointed the member.

Justin Barriault asked how the position has been advertised and Katie Ambrose responded that it is listed on the Town website as being Vacant on the Budget Committee's page. John Vorel stated that he would like the position to be advertised in the newspaper for several days to allow for residents to respond. Ralph Rathjen asked if Craig Weisman's contact information would need to be included in the ad and Katy North responded that it's already on the website as he is a public official and that it would need to be included as he is the Budget Committee Vice Chair. He asked if the ad could include the Town Administrator's information could be included instead. Katie Ambrose stated that respondents could mail a letter of interest to the Town Offices that the BC Secretary could collect. She was asked to run the ad Wednesday September 12th and Thursday September 13th so that the BC can meet to interview candidates and elect a chair on Monday, September 24th at 6:00pm. The Secretary will create the agenda for this to be reviewed by Craig Weisman before posting on the Town website.

Ralph Rathjen stated that he does not feel the position needs to be advertised unless State Statute mandates it, and stated that this is a Budget Committee matter.

No vote was taken regarding the newspaper ad for the vacant Budget Committee position but there was a consensus to post the advertisement.

Meeting adjourned at 6:30.

Respectfully submitted,

Audry Barriault

Approved on 9/12/18 _____
Selectmen's Clerk