

## MINUTES

### Selectmen's Meeting December 8, 2008

The Selectmen met for their weekly meeting. Present were Selectmen Sharon Davis, Marsh Morgan, Charles Cheney, and Craig Keeney. Selectman Charles Wheeler was out of Town this week.

The Board spent the first fifteen minutes reviewing and signing the manifest. They also approved three applications for a veteran's credit, signed a pole permit, and signed one Intent to Cut.

At 6:45 p.m. the Board met with Town Clerk/Tax Collector Hannah Joyce to review her proposed 2009 budget. Hannah first went over the general budget line items for dues, workshops, printing etc. One major increase was the fees to the State of New Hampshire. Since the Town Clerk's office now registers OHRV and does Hunting and Fishing licenses in addition to the fees collected for marriages and dogs, a portion of this money goes to the State. All these services, however, do provide some revenue to the Town as well. Hannah felt comfortable making this increase and keeping this line item in her budget. Hannah had tried contacting the Supervisors about their budget, but had no response so she adjusted accordingly based on the number of elections next year which is only one. Since we had four elections last years, this significantly decreases the amounts needed under this portion of the budget. Hannah also gave the Board a copy of a summary of the duties that her office provides in case the Board ever was asked what the Town Clerk/Tax Collector's office does. She also wanted to suggest an amount of \$4,800.00 for restoration of records for the coming year. She has proposed three sets of records to restore this year. She had wanted to include one more set of records but this would have put this amount to over \$5,000.00, and given the economy she wanted to hold the line from what had been budgeted in previous years. The next item that she wished to discuss with the Board was a proposal to have voters approves a warrant article to accept credit card payments for taxes. Hannah has been discussing this with Treasurer Mary Durgin, and has done research into a company called Point and Pay. This company would charge a service charge to the credit card holder, and the Town would not incur any expense. The Board of Selectmen was in favor or this idea. Hannah requested permission to have Town Attorney Laura Spector review the contract from the credit card company to be sure it meets whatever requirements the Town must meet in order to implement this service. The next item that Hannah wished to bring before the Board was to increase the municipal fees effective February 1, 2009. She also wanted to know how the Board felt about implementing a fee for the pole permits that they sign for new telephone or electrical poles to be placed in Town. Other Towns charge a fee for this permit. The Board agreed to Hannah's suggestion of \$10.00 a permit. The Town Clerk's Office will also charge the same fees for photocopies and faxed copies that the Selectmen's Office has done for a number of years that is \$1.00 a page for a photocopy and \$5.00 for a faxed copy. Copies must be prepaid. The next item that Hannah wished to discuss was the Town Office hours. For the past four years, the Town Office has been opened until 6 p.m. on Tuesdays. Hannah and Ann Marie both concurred that very few people take advantage of this extra hour, and more often than not, no

one comes into the Town Office. Selectman Morgan commented that he has heard complaints about the office not being opened on Tuesday mornings until 11 a.m. The Town Clerk/Tax Collector's Office will be opened from 8:30 a.m. until 3:30 p.m. on Monday, Wednesday, Thursday and Fridays. On Tuesdays, their office will be opened until 4:15 p.m. They will then have an additional hour each night to close out their drawers. The Selectmen's Office will go back to the 9 a.m. to 5 p.m. Monday thru Friday. The Board had no problem with this change, and the hours will go into effective on January 12<sup>th</sup>. A notice will be placed in the Plymouth Record. The final portion of Hannah's presentation concerned the wages for her staff and herself. Hannah is aware that the Board has not made any final decisions about what they are doing for cost of living this year, but she has some proposals that she wishes the Board to take into consideration. First, she would like to have her part-time person, go to full-time status of 34 hours. She indicated that the make up of her staff is excellent, and she does not want to lose any personnel. The part-time person would have full time benefits as far as vacation, sick, holidays etc, but has no need for the medical or dental insurances. She also proposed a figure for her deputy based on experience and job responsibilities. Finally, she wants to know if the Board prefers her to be on an hourly or salaried basis. After some discussion, the Board felt that with the fluctuation in hours from year to year with the different elections that hourly made more sense at this point in time. Hannah also put a recommendation before them on her hourly rate as well. The Board indicated that they still need to have the discussion among themselves as to how they wanted to handle wages this year. Selectman Morgan felt that given the economic conditions of the country, it may be the year for the Board to offer to take a cut in their pay as well.

Hannah and Ann Marie spent a few minutes updating the Board on the new accounting practices that must be implemented this upcoming year. Both the Town auditors and the Internal Controls Report from MRI made recommendations that we are implementing. Ann Marie will no longer use Microsoft Money for the accounting, and Quick Book Pro 2008 will be used. This accounting package actually does accrued accounting which the auditors state is necessary for us to be in compliance with the new auditing rules. Both the auditors and MRI also recommend that we have a centralized deposit procedure. As of January 1<sup>st</sup>, all deposits will go through the Town Clerk/Tax Collector's Office. Hannah will use the chart of accounts that Ann Marie has set up from the accepted GFOA's manual. Any deposits over \$500.00 for the all departments within the Town have to be made on a daily basis. Since the Town Clerk/Tax Collector's office makes daily deposits, it makes sense for all deposits to go through their office. It will be imperative that all departments get any money or checks to the Town Clerk in a timely manner. The Board agreed to support this procedure.

Ann Marie then presented the Selectmen's proposed 2009 budget. She did not include any wage adjustments at this time until the Board makes their decision on what to do for 2009. The budget is down from last year as not as much money has to be raised for the moderator, memory cards for ballots for meals for election workers due to only one election in 2009. Under Financial Administration, Ann Marie is including a line item in longevity for her assistant as she will have ten years of full time service in 2009 and is eligible for the longevity pay. For the Office Assistant, Ann Marie would like to see the hourly rate increased by a dollar due to the gained knowledge over the past year especially with the handling of the meeting minutes. Again, the Board will not make any decisions until they determine what their plan is for the upcoming year.

Also included in the budget was a slight increase in computer services due to the increase in programs and licensing fees. Also the equipment maintenance repair line to cover the copiers, printers and fax machines has been increased slightly. The legal fees budget was reviewed and Ann Marie proposed that remain the same as last year's appropriation. Under the Revaluation line, the bottom line must be increased to cover the final year's cost of the cyclical work by Commerford, Nieder and Perkins. 2009 is the year the fifth year of this cycle work, and all properties will be reassessed and interior inspections done. Mark Nieder will be coming before the Board next week to discuss the process.

Chairman Davis then asked Ann Marie to go over the Selectmen's correspondence. Ann Marie gave each Board Member a copy of a letter from Jeff Andrews, the gentleman that is going to be purchasing a number of the Beebe River Development properties. Ann Marie asks the Board to review the letter to be sure that what Mr. Andrews stated in his letter, is what the Board agreed to. Next a memorandum from Chief Warn to Ann Marie in regards to leave time for his employees was given to the Board for their information. The Board questioned the part about 8.5 hours for sick, personal, vacation and holidays. Selectman Keeney mentioned that he believe that the Board had this conversation last year, and that these days were a benefit, and that a day constituted eight hours. The other Board Members agreed that this was what they remembered as well, and requested Ann Marie send the Chief a memo verifying this.

Ann Marie also wanted to let the Board know that Attorney Laura Spector has been talking with Six Flags Mobile Home Park owner's attorney about the mobile home that was demolished in the park without the taxes being paid up. Both attorneys are working together to resolve this matter, and working on an agreement for the unpaid taxes. Ann Marie stated that she also had a conversation this past week with the owner of Chesley's Mobile Home Park, and he also has a mobile home in the park that has been abandoned. The Board wants to work with the park owners, but also the understanding must be out there that the Town cannot just ignore property taxes that are due on these properties.

The minutes from the previous meeting were reviewed. Selectman Davis had several changes that she suggested be made. The other Board Members agreed, and a motion was made by Selectman Morgan, and seconded by Selectman Cheney to approve the minutes as revised.

Chair Davis then inquired if any Board Member had anything they wished to bring up under other business. Selectmen Davis, Morgan and Cheney shared their thoughts on the meeting with the Building Committee members, and the contractors on the new Town Office Building on Saturday morning. They felt that they got some good input from all three contractors on suggestions for the design of the building. While Selectman Davis was somewhat disappointed in the turnout, three building committee members did come to the meeting, Dede Joyce, Kelly Bolger and Cliff Barber, and four of the Selectmen, she felt that the meeting was very productive. The Selectmen will have to decide what their next step will be for the 2009 budget. Selectman Cheney mentioned that Tom Avallone from Cobb Hill is going to Barrington, NH this week for a program on geo-thermal, and offered to take anyone who wanted to ride along. Selectman Cheney said that he is going to attend, and will let the other Board Members know what he learns. Selectman Davis also wanted to let the Board Members know that she has heard

from Brian Donovan, and we will have the signed deed for the remainder of the Pike land before the end of the year.

With no further business, Selectman Davis entertained a motion to adjourn. Selectman Morgan made a motion, and it was seconded by Selectman Keeney. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ann Marie Foote  
Town Administrator