

**MINUTES  
SELECTMEN'S MEETING  
FEBRUARY 4, 2013**

Chairman Belanger called the meeting to order at 6:30pm. Members present were Douglas Belanger, Sandra Wilson, Thomas Buckley, Dianna Provencher and Matthew Dennison. Also present was Town Administrator Robert Reed.

**Correspondence**

- Letter from Economic Development Committee reporting its unanimous vote in endorsing, supporting and participating in the City of Worcester's campaign to encourage JetBlue Airlines to establish service at Worcester Regional Airport. Mr. Belanger asked for a letter of support from the Board. He has spoken with Worcester officials and asked that they keep us informed.

MOTION: Mr. Buckley moved to authorize and endorse a letter of support of the City's efforts to campaign for new airline service out of Worcester Airport. Mr. Dennison seconded. UNANIMOUS

- Copies of letter to those making monetary donations to the Senior Center; one in the amount of \$50 and one in the amount of \$100, which will be used to support programs for elders. Ms. Wilson noted other donations that have been made, such as furniture items, which also need to be accepted by the Board. Mr. Reed will obtain that information for the Board.

MOTION: Mr. Buckley moved to accept donations on behalf of Town.  
Ms. Provencher seconded. UNANIMOUS

Late – Snow & Ice Account update indicating \$55,607.42 deficit. Mr. Dennison asked if we could find out how much salt is left on hand. Mr. Belanger wondered how the new salt product is working out. FILE

**Town Administrator's Report**

- \$9300 quote received for interior water damage repairs at Public Library can be incorporated under the appropriation for exterior work and water damage, if the Board approves. The Board authorized the additional work.
- Bids are due this week on health insurance, with a quarterly meeting held soon and earlier than usual.
- Medical marijuana listening sessions to invite public input will be held at Worcester Library on February 13<sup>th</sup> from 2pm-5pm.

**FY'14 Budget – Town Accountant Sandra Buxton**

- Benefit accruals – auditor recommends a monitoring system, as there is no way at this time to track benefits. She noted that the Human Resources Coordinator had tried to do the tracking manually, but that was not a good use of her time. Mr. Belanger may be able to obtain info on what program his municipal clients use. Mr. Buckley thought that the School Dept does this type of tracking; perhaps we have capability that we are not utilizing. Ms. Buxton will contact them.
- Hardware/software updates – we need to become proactive instead of the current reactive approach when someone's equipment crashes. This \$20+Million operation should be supported by efficient technology.
- Staffing – some departments do not have enough work hours allocated, which is effecting inter-departmental operations. Ms. Wilson asked how many more hours are needed. Ms. Buxton stated that her office is okay but other departments are not and it affects her work.
- Hourly steps – employees under Personnel Board have not received their annual step increase for several years. Others under various contracts are receiving their steps. Mr. Buckley knew that we had discussed this before. Mr. Belanger felt there was a difference between discussing this matter and being able to afford it.

**FY'14 Budget – Town Clerk Deborah Davis**

- Assistant Town Clerk has worked here 16-years, starting at \$10.32 and at \$18.33 now. She has not received a step increase since 2008.

- She works for the Town, but many others also; she must also comply with regulations prescribed by the Secretary of State and Attorney General's offices.
- Her family helps her out on many election related tasks and volunteers without pay, as she cannot afford to pay people to assist in these goings on.
- Her \$45,000 salary is the lowest in the State; Spencer's town clerk is paid \$58,300 salary.
- To fully staff her department, her assistant should be at 40-hours and they should have another 19-hour part-timer.
- Cannot keep up with records retention and other deliverables as we have now learned of two special elections this year. And the State should have to pay for these additional costs, as there is no money in her budget. The Clerk's Association has a petition pending in this regard.
- Cannot purchase supplies, fireproof storage cabinet, ID machine, or envelope opener for their 8,000 census forms.

Mr. Belanger stated that he has been working with Suzanne Bump, Municipal Finance Oversight Board, with regard to these continuing unfunded State mandates.

The Board thanked the department heads for coming, and for their presentations.

**Minutes:** Ms. Provencher moved to approve 1/14/13 Regular and Executive Session minutes.  
Mr. Dennison seconded. UNANIMOUS

### **Board Reports/New Business**

Selectmen Dennison:

- Is hearing that funds are not available to replace retiring police officer, which he is concerned with. He feels we need to improve on manpower for our police department.

Selectmen Belanger:

- Town Administrator Search Committee makeup is dictated by General Bylaw and consists of the following:  
(2) members of Personnel Board, (1) member of Advisory Board, and (2) at-large appointed by Moderator  
We need to get started sooner than later, and certainly by the end of February. Anyone out there interested in service in an at-large capacity please call Sue in the Selectmen's Office.

### **DOR Report - subgroup assignments**

Mr. Reed noted it may be the three chairs (BOS, Advisory, School Comm) that head up the review committee, as the Moderator is not interested in being involved.

The Board reviewed the first 21 items out of the 39 listed in a "DOR Notes" review done by both Selectmen Wilson and Dennison. Issues that were raised included, but were not limited to, the following and those noted on printout (on file). Remaining items will be discussed at a subsequent meeting:

- Budget Policy - to be established by three chairs (Selectmen, Advisory, School) and include allocation ratio on funds, how to use reserve funds not dictated by law, and overrides
- Analysis of fixed costs based on detailed line item budgets
- Set schedule for convention of boards meetings, to be continued on regular basis; perhaps language can be worked into a bylaw.
- Review bylaw on Advisory Board's role, membership limits and how appointments are made.
- Formalize budget process and timeframes.
- Change how budget is presented at town meeting; power point presentation, more detail in handouts, and info available prior to town meeting.
- Review town bylaws - rework booklet before October STM. Utilize Bylaw Committee members. Do in sections each year.
- Consolidate revolving funds authorizations.
- Transportation revolving account - action to force School Committee to spend funds in year collected.

- Verify town meeting appropriations to each departmental budget or articles.
- Revise annual town report.
- Grant administrator right to sign warrants. (hold for now)
- Develop central procurement office.
- Direct Deposit for all employees.
- Ensure corrective action on audit issues; develop working group.
- Work toward PILOT agreement with Becker College

Mr. Reed noted another issue that remains a problem among department heads and employees. Wages for School and Town do not match up, which exasperates the situation with unequal pay for town hall employees.

#### Board Reports/New Business (continued)

Selectman Buckley:

- Former Rochdale Library building at 4-corners in Rochdale is in disrepair. It is housed on the former School property owned by condo association now. He asked if the Town has responsibility to maintain the structure, or if there is any agreement in place that speaks to this matter.

Selectman Wilson:

- Fundraiser to Foxwoods Casino is coming up on \_\_\_\_\_.
- Remember to support local food pantry, who had seven new families come in last week.

MOTION: Ms. Provencher moved to adjourn. Mr. Buckley seconded. UNANIMOUS

The meeting was adjourned at 8:15pm.

Respectfully submitted,

Susan LeChasseur, Administrative Assistant