

# Approved

## SANBORNTON BOARD OF SELECTMEN'S MINUTES

*September 11, 2017*

### Town Offices

The Board of Selectmen convened in a joint session with the Budget Committee on Monday, September 11, 2017 at 5:30 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead, Selectman Katy North, Ralph Rathjen, Craig Davis, Craig Weisman, John Vorel, Justin Barriault. Town Administrator, Katie Ambrose was also present.

1. **Pledge of Allegiance** - Those in attendance recited the Pledge of Allegiance.

2. **Business**

**2.1 Town of Sanbornton Fiscal Year 2019 budget** - Handouts were provided to the Selectmen and the members of the Budget Committee. Ralph Rathjen stated the committee has specific talking points and not so much big picture. Chair Ober explained directives have been given to department heads but never really said no increases and any increases within their budgets will need to be justified. Chair Ober explained the results of the pay matrix study came back with two pay matrixes, one was ours at 2.5% COLA and the other was at their evaluation at the 50th percentile of the market value. TA Ambrose explained the study came back with positions placed at the 25th, 50th, 75th and 100th percentile based on the market value based on compensation value, then placed our jobs in a hierarchy and calculated a pro forma pay adjustment, which was \$152,257 dollars. Craig Davis asked if it included FICA, etc. and TA Ambrose replied it didn't include payroll burden. TA Ambrose stated all of the positions were placed at step one of the 50th percentile. Craig Davis added with payroll burden, we would be looking at approximately \$230K-\$240K total. TA Ambrose explained the Board has decided that the increase would be too much at once, so department heads have been asked to place employees on the pay matrix dated 11/16/16 for FY 19 and to separate those figures out so the impact on the budget could be easily calculated. Selectman North stated the study wasn't as thorough as she would have liked it to be because it didn't include longevity or supervision factors. Craig Davis stated the thing that is frustrating for him, is that employees have only received a 2% raise over the past ten years, which is why we are so far behind. Chair Ober noted they discovered that department heads were asking for increases for their employees but not themselves, which has compressed the pay scales. Selectman North added the pay is top heavy with at least 85% of the employees being department heads. Chair Ober explained the restructuring of the Police Department, where they eliminated a position and increased all of the Officer's pay, in order to entice a new certified officer. Chair Ober stated so now all of those positions are on the pay matrix and the increases were done within the P.D.'s budget, which took place in July. Chair Ober stated since then they have placed nine other employees on the matrix. The Board is using the November 2016 Pay Matrix and doesn't have anything to do with the Thornton study or it would cost us all that money and more. Ralph Rathjen asked how much the change is? TA Ambrose replied we won't know until department heads submit their budgets but some positions are already on the matrix, due to new hires or new certifications, so not all. Chair Ober stated all will be placed on the matrix for FY' 2019 and then in 2020' move to the 25th percentile of the market value. TA Ambrose noted some of the funds used were from

vacancies over the past year. Ralph Rathjen stated it sounds like one of the approaches the board has used, was to eliminate a position within the police department but the “kitty” is only so large but could that be used in other departments? Chair Ober replied they used funds from the DPW budget due to the two vacancies. Craig Davis stated there are very few other departments you can do that with. Selectman North added some of the funds also came from the P.D.’s overtime line due to the restructuring. Craig Davis stated the biggest concern is that the P.D. will want to go back to a 6th officer, which is what the Chief has told him and the position is posted on the town’s web-site. Selectman North replied he would not be able to because there is no funding to hire. Chair Ober stated the Chief said at one point in the future, two years out. Craig Davis noted he would have a problem with it because it would throw everything off and put the other department back again, which we need to be cognizant of going forward. Chair Ober stated she cannot imagine, the P.D. would come back after restructuring to this Town Meeting and ask for the 6th Officer, it wouldn’t hold water. Selectman Olmstead added plus the Chief’s credibility would go down. Craig Davis stated the board will see at least one budget committee member go ballistic.

Selectman North stated the only other thing would be the bond for Lower Bay Road project, once they have the Holden report back. Ralph Rathjen stated the Town typically takes out the bond for ten years, then the State’s money comes in during years five to seven and asked the board to consider a twenty year bond, to alleviate some of the tax burden but is not sure if the State will allow it. Chair Ober noted there has been some changes in department heads and so the board will be doing some hiring. Craig Weisman asked what other local DPW Directors are paid? TA Ambrose replied within the study the highest paid was \$33.92 an hour to lowest paid \$26.05 per hour.

Ralph Rathjen stated not only have they been looking at the budget but the revenues side as well, it takes \$150K to operate the Transfer Station between sticker sales, recycling, we are \$60K greater in expense and as a Town we have the right to charge for those services, which may be an increase in sticker sales and greater oversight of refuse by use of a scale. Craig Weisman noted there is a human factor, which needs to be taken out of it. Craig Davis suggested the price per bag be increased from \$1.25 to \$2.00 dollars and doesn’t feel it would be that awful of a burden, to bring in some additional revenue but consider the scale next year. Ralph Rathjen stated the committee cannot find a line for the metal revenue either. Craig Weisman noted one of the problems is that some of the metal is picked. TA Ambrose stated some of the revenue is broken down but doesn’t have that figure. Craig Davis stated he would like to know what the figure is because if we are building a concrete pad then we need to know what our investment is. Chair Ober stated there was something about not being able charge more for MSW than it costs to haul it and use those funds for something else. Craig Davis noted the biggest loss is on the construction waste. TA Ambrose noted the Solid Waste Committee may have those figures because they have been working with the Transfer Station on the budget periodically and would be a good place to start.

Craig Davis stated they have looked at the revenue reimbursement from recreation and increasing that. Selectman North replied the Town receives 50% of that revenue. Chair Ober replied they look at their fees annually. Ralph Rathjen noted if they were self-sufficient, they would need \$50K more. Selectman North stated Coordinator Lonergan reviews all of those

figures.

Ralph Rathjen stated has the board looked at a new plow route. Selectman Olmstead replied the board discussed that at our last meeting. Chair Ober noted funds were added to that line for FY' 18 but it depends on how much snow we get and if we didn't fill the vacant position, then used that money to fund another plow route and add funding to the temporary summer help line. Chair Ober noted we bought two trucks together, so if we don't fill the position then we will not need the other truck, we will only need one.

Craig Davis asked Chief Hankard what the time frame is for hiring the 6th officer? Chief Hankard replied he would be looking for approval for the FY 19' budget, to train someone and get them certified. Craig Davis noted that Chief Hankard said the department could function with five officers. Chief Hankard replied yes but without 24 hour coverage, which is what we like to provide. Craig Davis replied you stood here and said you could, so the restructuring was done for the pay raise. Chief Hankard replied yes because there was no other way to do it with what was available then we hired a Certified Officer or else we would have needed more State Police coverage.

Ralph Rathjen made a **motion** to not hold another Budget Committee meeting until November 20, 2017. Craig Davis **seconded** the motion and the **motion passed unanimously**.

3. **ADJOURNMENT** – Selectman North made a **motion** to adjourn the meeting at 6:57 p.m. Craig Davis **seconded** the motion and the **motion passed unanimously**.
4. **NEXT MEETING(S)** – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, September 13, 2017 @ 4 p.m.** at the **Town Offices**.

Respectfully submitted,  
April Rollins, Administrative Specialist