

**Town of Moultonborough
Board of Selectmen Meeting
February 9, 2023**

MEETING MINUTES

Present: Selectmen Shari Colby Vice-Chair, James F. Gray, Karel Crawford, and Jean M. Beadle. Chairman Kevin Quinlan was absent with advance notice. Staff members present were Town Administrator Charles Smith and Executive Administrative Assistant Angela Bovill.

A. **BOARD OF SELECTMEN FY 2023-2024 BUDGET REVIEW/RECOMMENDATIONS:** The Board of Selectmen and Town Administrator Charles Smith reviewed each departments budget. For this discussion Selectman Beadle stated they are following the Town Administrator's column of the recommended budget. The Board of Selectmen make the following recommended changes per department:

A. Executive:

1. Hire a full-time HR Director. Budget \$75,000 salary with all corresponding benefits. Board wants this position to be put back in the budget.
2. Budget \$7,000 for coalition communities' line (01-400-5015)
3. Budget \$75,000 for Contingency (01-400-4516)
4. Move \$17,500 from 01-400-4406 (Docuware) to the Assessing budget.
5. Remove the Financial Consultant from the Finance Budget (01-410-4102, \$14,000) to the Executive budget.

B. Municipal Administration:

1. Increase by 9% per Primex CAP program for a total of \$99,942.

C. Finance Department:

1. Add \$5,000 to 01-410-4710 for a recommendation of \$15,000 (Misc. furniture & file cabinets) to retrofit the small conference room as proposed by the Town Assessor.

D. Assessing Department:

1. Add the \$17,500 for Docuware from the Executive Budget.

E. Land Use Department:

1. Remove the requested additional FT code enforcement officer position.
2. Keep the PT Clerk position with salary at \$22,000, 01-416-4102.
3. Remove the \$15,000 request for the historical survey (keep the \$5,000 for expenditures), 01-416-4589

F. Welfare Department:

1. No changes.

G. Buildings & Grounds:

1. BOS approved the Department recommendations for heat, oil, propane: 01-430-4430 for \$10,400 and 01-430-4448 for \$37,800.
2. Increase 01-430-4450 (property services) by \$12,000 (for new Christmas wreaths) for a total BOS recommendation of \$40,818

H. Cemeteries: BOS approved the Department recommendation of \$41,525 total.

I. DPW-Highway:

1. BOS approve recommendation for hiring a FT maintenance position.
2. BOS approved the department utilities (sand, salt, electricity, fuel, gas) recommendations.

J. Emergency Lanes:

1. Adjust line 01-437-4595 for property services to \$6,800.

K. Street Lighting:

1. BOS approved the Department recommendation of \$18,600, 01-439-4468.

L. Solid Waste/Transfer Station:

1. BOS approved the Department recommendations for a total budget amount of \$870,234.

M. Fire Department:

1. Lengthy discussion ensued regarding hiring more staff based on the Fire Chiefs proposal. Discussion involved collaborating with surrounding communities for cost sharing. The Board discussed adding two new hires, get them established, then go for the other 4 positions in the next budget and after an MOU is created for these additional hires, similar to the cost sharing that is done for the ambulance services. Discussion ensued. Selectmen Colby, Gray and Crawford proposed adding three total (versus the two). Recommendation was to add 3 new FT positions with associated benefits, and to make it clear to the public what the plan and for Fire Chief to have the conversation with all parties involved moving forward. Town Administrator Charles Smith will follow up with Fire Chief Dave Bengston.

N. Police Department:

1. BOS removed the PT Prosecutor and part-time stipend associated with this.
2. BOS did not approve reclassifying the PT Communications specialist to a FT position.
3. Discussion ensued on current vacancies (1 Sgt., 1 Lt., 3 – MPO's, 1 Patrol Officer). BOS recommended to budget wages and benefits at 60% due to when these positions will be hired.
4. BOS reduced the Overtime pay recommendation to \$150,000 01-450-4103.

O. Recreation Department:

1. Remove FT activities assistant and benefits related to it.
2. \$2,000 for community events, 01-456-4515
3. Discussions ensued regarding the Recreation Revolving Fund warrant. Selectmen Beadle suggested at the end of the FY, liquidate the balance to the general fund

P. Other department budgets discussed with zero changes were (concur with the Town Administrator recommendations):

1. Town Clerk
2. Tax Collector
3. Library

Q. Elections

1. Board did not approve the 20% salary increase request for the Supervisors of the Checklist.

R. Capital Budget items: Town Administrator Charles Smith updated the Board on the Capital Improvements Planning Committee meetings. The CIPC ranked and scored 16 items and recommended a total of \$2.5 million. More information will be forthcoming to the Board of Selectmen from the Advisory Budget Committee.

B. **NON-MEETING**

Motion: Selectman Gray

To adjourn the meeting.

Seconded: Selectman Beadle

Vote: 4 – 0

Motion passed.

Board of Selectmen adjourned their meeting at 5:25 p.m.

The Board discussed strategy/negotiations with respect to collective bargaining per RSA 91-A:2, I, (a), Non-Meeting.

Written on behalf of the Selectmen by Angela Bovill, Executive Administrative Assistant.

Approved
Shari Colby, Vice Chair

Date