

SELECTMEN'S WORKSHOP
Minutes of 10-19-09
4:15 p.m.

Selectmen:

Peter F. Brothers, Chairman
Miller C. Lovett, Vice Chairman
Robert C. Flanders
Charles G. Palm
Colette Worsman

Town Manager:

Phillip L. Warren

Recording Clerk:

Karin Landry

Call to Order: Chairman Peter Brothers called the meeting to order at 4:15 p.m. He introduced the Board, Town Manager, and the Recording Clerk.

W 09-46 2010 Board of Selectmen Budget Goals

The Board's desire to retain services without impacting the tax levy is very clear. The Town Manager's Office offers the following recommendations and considerations:

- Maintain current service levels
- No new positions and no reclassifications – vacancies due to voluntary separations from employment will not be automatically filled – this office will evaluate all positions to determine appropriate action
- No new programs or services
- A hold on equipment purchases (unless critical to the operation of a department)
- Maintain capital improvement program to the extent the budget will allow

Selectman Worsman expressed concern that the Town may be forced to cut services as well as other expenses as uncontrollable costs such as insurance, etc. impact the expenditure side of the budget. The Town Manager explained that this is a starting point for 2010 budget deliberations, and that it might have to be modified as the budget is formulated. The Chair pointed out that while ways to economize in terms of the delivery of services may be identified, the overall objective is to maintain the premise of the same level of service.

The Town Manager will be looking to the Board for guidance relating to COLA and Merit considerations. During 2009, a partial COLA in the amount of 2.5% was included; however, merit step increases were frozen.

There was a general consensus among the Board that the amount raised by taxes for the Town's portion of the total tax bill will remain the same as last year. Selectman Lovett is concerned about the implications of holding equipment purchases and road maintenance two years in a row, but if they are protected, it could necessitate a reduction in services. The Chair explained that the Town Manager is looking for general philosophical targets, and that the Board will have to

give him the flexibility to use his experiences while listening to the Board, departments, and citizens, to do the best that can be done. It is anticipated that 2010 will not be a strong year for revenue, and there will be further impacts on capital items, the CIP budget, and general level spending across the board.

Selectman Flanders expressed his confidence in the Town Manager and the former Co-Interim Town Managers, and would like to let them begin the process as identified. It is likely that the Board will have to make some hard decisions before the process is over.

There was a consensus among the Board to target 7.25% of the operating budget in unexpended fund balance as the budget deliberations proceed. There will be a conscious, deliberative discussion on this as part of the final budget process.

Selectman Lovett pointed out that the costs of things such as fuel and gasoline have declined since last year, and hopes there will be ongoing dialogue with employees as the budget deliberations are underway.

The Chair encouraged the Board to continue thinking about the budget and share any ideas with the Town Manager or him.

W 09-47 Development Agreement Review

The proposed changes to the Water & Sewer Use Ordinance are scheduled to come before the Board at the session following the workshop. Development Agreements for Hidden Green Properties, LLC and LRGHealthcare have been on hold pending the adoption of the revised Ordinances. A Development Project Worksheet showing the water and sewer access and connection fees and net available spare capacity calculation, based on the proposed new rates, is included as part of each Agreement. The streamlined Development Agreement formulated by the Town Manager's Office covers all necessary items.

Selectman Worsman expressed concerns because the two Agreements reflect identical gallonage for net available spare capacity. Community Development Director John Edgar explained that the volumes are relatively small and somewhat inconsequential, so it was thought appropriate to use one report for both Agreements. The street address for the Applicants must be amended to reflect Lower Ladd Hill Rd. for Hidden Green and US Rte. 3 for LRGH. It is important for the planning of the projects that the public hearing is favorable and they are allowed to proceed. He explained how the calculations for demand were made for the two projects. The LRGH facility will be doubled in size, but water conservation features that will be employed in constructing the building will result in a minimum increase in demand. An attempt has been made to standardize the language, definitions, and consistency between the Ordinances, and to standardize the approach to development review from the starting point.

Selectman Worsman asked if there is a method to verify the numbers that have been calculated for demand. Water Committee Chairman David Thorpe explained that the plant is scheduled to undergo stress tests at least once a year to analyze output and usage. While unaccounted for losses continue to decline, peaking factors are becoming more modest, and daily uses much more

steady, the Committee will continue to be cautiously optimistic until sufficient history is available.

The Board is appreciative of the simplified version of the Development Agreement, including the incorporation of fees into the Agreement.

Selectman Palm suggested calculating net available spare capacity for each project, and amending the Agreements to reflect those calculations, in order to avoid setting precedence for future projects that could have much higher demand. There was a consensus among the Board that the Agreements should include separate backup calculations for each project. The maximum day demand (MDD) will be sequentially recalculated for each project. The Hidden Green project will reflect a MDD of 79,700 and the LRGH project will reflect a MDD of 79,500. The projects got final approval on the same date, so the sequence of approval will be determined by the date of conditional approval, with the Hidden Green project coming first. The wording of the motion accepting the Development Agreements will include a clause that the Applicants have authority to move forward with service permits. Selectman Palm requested that the criteria used in making a determination of service extension for the LRGH project be memorialized (new pipe, larger pipe, and new location). Mr. Edgar will consider the best way to do so.

There was a consensus that the date of conditional approval by the Planning Board will be used for determining the order in which projects are approved. Only projects that have received conditional approval will be considered to enter into a Development Agreement.

Selectman Worsman requested that backup data for the LRGH project show the gross and net for historical purposes. In addition, she forwarded grammatical changes to the Ordinances that were incorporated by the Town Manager prior to the workshop. The Board did not think it was necessary to review those changes. The Town Manager told the Board that grammatical, spelling, and syntax changes will be made on the final, clean version of the Ordinances.

In closing, the Chair thanked everyone involved for their efforts.

Selectman Worsman motioned to adjourn the meeting at 5:30 p.m. Seconded by Selectman Flanders. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Phillip L. Warren, Town Manager

Peter F. Brothers, Chairman

Karin Landry, Recording Clerk

Miller C. Lovett, Vice Chairman

Robert C. Flanders

Charles G. Palm

Colette Worsman