

**SELECTMEN'S BUDGET WORKSHOP**  
**Minutes of December 4, 2007**  
**4:10 p.m.**

*Selectmen:*

*Frank S. Michel, Chairman*  
*Peter F. Brothers, Vice Chairman*  
*Robert C. Flanders*  
*Miller C. Lovett*  
*Colette Worsman*

*Town Manager:*

*Carol M. Granfield*

*Director of Administrative Services:*

*Brenda L. Vittner*

*Executive Assistant:*

*Lisa Herder*

*Public Works Director:*

*Michael Faller*

*Public Works Administrative Assistant:*

*Monica Bennett*

*Chief of Police:*

*Kevin Morrow*

The Workshop was opened by Chair Frank Michel with a roll call at 4:10 p.m.

The Chair introduced the Selectmen, Town Manager Carol Granfield, Director of Administrative Services Brenda Vittner, and Executive Assistant Lisa Herder. He also introduced the Public Works Director, Michael Faller, and the Public Works Administrative Assistant, Monica Bennett.

The Chair indicated that the Board would be discussing the 2008 budgets of the Public Works, Police, Fire, and Parks and Recreation departments during this session.

The Chair polled the Board in an attempt to come to a decision regarding the philosophical approach to their process for this year's budget discussions. Selectman Flanders suggested that the Board go through each item to answer any questions and vote, and then refine the discussion at the end of this process, as had been done in previous years. Selectman Worsman and Selectman Brothers felt the Board should first answer their questions, and then refine the numbers, and vote at the end of the process. Selectman Lovett agreed and expressed a desire for an up/down vote in order to know where the rest of the Board stood on the matter.

Chair Michel summarized the consensus of the Board when he stated that they would first find out the answers to their questions, along with a snapshot of the aggregate numbers, and then do a review at the end of the process, with votes at that time.

PUBLIC WORKS

Public Works Director Mike Faller stated that he found the new process useful and that this budget was a good snapshot for 2008.

Chair Michel opened the discussion regarding the Public Works Department by stating that Buildings and Grounds had an overall decrease of 3.87% for the 2008 budget. The Board each posed their questions regarding the Buildings and Grounds portion of the Public Works budget. Mike Faller and Monica Bennett responded to these questions.

The following Action Items resulted from their discussion regarding Buildings and Grounds:

- Account # 4172-01-045: Brenda will check the numbers and will provide the Board with a breakdown of the more costly items.
- Trucks: Some trucks in the inventory did not have mileage numbers. Mike will provide the Board with this information.
- Account # 4115-01-045: Brenda will check the numbers.
- Account # 4285-01-045: Brenda will check the numbers

Chair Michel opened the discussion regarding the Public Works Department by stating that Cemeteries had an overall decrease of 2.345% for the 2008 budget. The Board each posed their questions regarding the Cemeteries portion of the Public Works budget. Mike Faller and Monica Bennett responded to these questions.

The Board each posed their questions regarding the Highway Department portion of the Public Works budget. Mike Faller and Monica Bennett responded to these questions. Brenda Vittner also reminded the Board that the "Estimate at 12/31/2007" column shown on all spreadsheets actually reflects the expenditures through September 30, 2007.

The following Action Items resulted from their discussion regarding the Highway Department:

- Account # 0300-01-030: It should read "1990 Bucket Truck" on the spreadsheet. Also, Brenda will forward the Board the information on the used vehicles that Mike found on the internet.

The Board each posed their questions regarding the Solid Waste portion of the Public Works budget. Mike Faller and Monica Bennett responded to these questions.

The following Action Items resulted from their discussion regarding Solid Waste:

- Account # 4520-01-047, 0155-01-015, 4171-01-045 and 4298-01-045: Brenda will update the numbers.
- Account # 4520-01-047: Mike will forward the Board tonnage information.
- Account # 0290-01-020: Brenda will correct the Justification information on the spreadsheet.

The Chair thanked Mike and Monica for their time.

POLICE DEPARTMENT

Carol Granfield and Brenda Vittner reported that there was an error on this spreadsheet. The Special Officers line should have been debited \$15,000. Brenda handed out the updated spreadsheets for the Police Department's budget which reflect this change.

Chair Michel introduced Chief of Police Kevin Morrow. The Chief gave the Board a short presentation discussing the Department's need for an additional officer and its correlation to the Town's population growth.

The Board each posed their questions regarding this budget. Chief Morrow responded to these questions. A brief discussion regarding traffic management ensued. The two areas to be revisited are the new position and the replacement of an Explorer with an Expedition.

Carol Granfield reminded the Board that as a result of the increased revenue resulting from the boat launch at Shep Brown's in 2007, a Warrant Article to improve Shep Brown's with this revenue may be needed.

Selectman Flanders moved that the Board adjourn the meeting at 7:26 p.m.

Selectmen Brothers, Worsman and Lovett all commented that this had been a good session and that they felt the process, detail and new format were all positive.

The Board asked the Fire Chief, Chuck Palm, to return the following evening to discuss the Fire Department budget. They also asked Brenda to contact the Parks and Recreation Director to request that he attend the following evening's workshop.

At 7:28 p.m. Selectman Worsman seconded the motion to immediately adjourn. All in favor.

Respectfully submitted,

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Carol M. Granfield, Town Manager

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Frank S. Michel, Chairman

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Lisa Herder, Executive Assistant

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Peter F. Brothers, Vice Chairman

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Robert C. Flanders

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Miller C. Lovett

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Colette Worsman