

**BOARD OF SELECTMEN WORKSHOP**  
**Minutes of 05-02-11**  
**4:15 p.m.**

*Selectmen:*

*Colette Worsman, Chairman*  
*Peter F. Brothers, Vice Chairman*  
*Miller C. Lovett*  
*Nathan J. Torr*  
*Herbert R. Vadney*

*Town Manager:*

*Phillip L. Warren*

*Recording Clerk:*

*Karin Landry*

Call to Order: Chair Worsman called the meeting to order 4:15 p.m. She introduced the Board, Town Manager, Recording Clerk, and Director of Administrative Services Brenda Vittner.

**W 11-08      2011 Budget Update**

Director of Administrative Service Brenda Vittner updated the Board on the 2011 budget, including revenue comparisons for the first quarters of 2010 and 2011:

- Revenues for the first quarter of 2011 are similar to the first quarter of 2010.
- Although the first quarter warrants for the water and sewer departments have not been posted, water department revenues are a little higher than the first quarter of 2010 (as a result of the new rate structure), and sewer revenues are a little lower.
- Anticipated revenues in 2011 include the rooms and meals tax, highway block grants (received after close of first quarter), and state aid reimbursement.
- The first quarter is not a high collection period.
- Motor vehicle revenues for the first quarter are slightly down
- Fewer lien letters have been issued this year, and more taxpayers are working with the deputy tax collector on a payment plan.
- While there has been volatility in the recycling market and a decrease in tonnage, revenues are close to last year.
- Revenue generated from the community center is a little weaker than anticipated. This is most likely a function of the economy and Ms. Vittner will continue to monitor the situation. It should be considered that the department's revenue is not evenly distributed throughout the quarters.

At the request of Selectman Brothers, expenditures and revenues collected will also be expressed in percentages on future reports.

Ms. Vittner provided expenditure comparisons for the first quarters of 2010 and 2011.

- Expenditures are on target with where they were a year ago, and no concerns have been identified.
- Safety concerns necessitated five snow removals during the season. Snow removal takes place when needed, whether or not special events are being held in town.
- Public Works employee expenditures are down as a result of a resignation and part time positions.

- The General Assistance budget is on target. Ms. Vittner credits the expertise of the employees who work in the department and the organizations the town networks with such as churches and community action programs.
- The funding of outside agencies has a positive effect on the general assistance budget because they can provide services more effectively and efficiently than the town.
- The Town does not reimburse Lakes Region General Hospital for losses incurred.
- Funds available for fuel assistance fluctuate from year to year.
- It is difficult to assess the benefit to the community of some outside agencies for reasons related to privacy.
- There will be no debt reorganization this year.

Chair Worsman reviewed a number of expenditures with the Town Manager prior to the meeting. Expenditures will continue to be monitored as the economy recovers, however, it should be kept in mind that the Town was able to delay capital items in poor economic times because its capital items were in better shape than some other communities. The Chair credited the Town Manager, Ms. Vittner, and department heads for their efforts in avoiding employee layoffs.

Total expenditures as of the end of the first quarter are \$4.8 million, compared to \$3.2 million in 2010. Approximately \$1.2 million of the increase can be attributed to the appropriation for the school. Dialogue ensued regarding the positive effects of issuing tax warrants two times a year.

The Chair thanks Ms. Vittner for her budget update. The next update will take place in June.

*Selectman Torr motioned to adjourn the Workshop at 5:00 p.m. Seconded by Selectman Brothers. 5-0. All in favor. Motion passed unanimously.*

Respectfully submitted,

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Phillip L. Warren, Town Manager

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Colette Worsman, Chairman

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Peter F. Brothers, Vice Chairman

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Miller C. Lovett

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Nathan J. Torr

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Herbert R. Vadney