

# January 26, 2009

*The following Minutes are submitted subject to approval at the next meeting.*

**Present:** Jack Boyer, Jack Field, Michael Jackson, Craig Schoon, Rex Swain

**Alternate:** A.J. DuBois

**Selectmen:** Mark Lyon, Nicholas Solley

**Treasurer:** Linda McGarr

**Guests:** Arthur Mulligan, The McKellan Group, Insurance Agent, Enrico Melaragno, Charles Heaven & Co., Inc., Linda Savitsky, Valerie Friedman

Chairman Michael Jackson called the meeting to order at 5:00 p.m.

## **Health Insurance:**

Arthur Mulligan of The McKellan Group provided information on employees' health insurance coverage and costs, noting the Board's previous decisions to self-insure have resulted in lowering premiums and overall costs. Various health plans are being discussed for next year's budget, including higher deductibles and employees' payroll deductions for health savings accounts or health reimbursement accounts. These plans would put more responsibility on the part of the employees, while providing the management of the funds in their hands. Mr. Mulligan also noted the dental program has also proven itself over the past few years through self-insuring. He will provide further information on upcoming costs and plans as soon as it becomes available in April.

## **Audit:**

Rico Melaragno of Charles Heaven & Co., Inc. presented the 2007-08 Audit of the Town's Funds. It has been the Board's policy to maintain a Fund Balance equal to 1 1/2 month's expenditures. The audit noted municipal credit rating agencies stress that an upper grade investment credit should maintain an unreserved undesignated general fund balance in excess of 7%. The Town's reserve equates to 8%. The development and implementation of an Accounting Procedures Manual was recommended. The Board accepted the Audit.

## **Linda Savitsky:**

Ms. Savitsky reported she had met with a majority of the Town's personnel and appreciated the response she received. While her study is not complete, she felt the Town should consider purchasing a municipal accounting system as part of next year's budget. She felt duties need to be identified more clearly and succession planning is necessary. She will continue to meet with employees and will provide her recommendations in the near future.

## **Financials:**

Mark reported while most of anticipated income has been received on a timely basis, interest income is down about 60% and conveyance taxes are down about 40%. Expenses in the area of Winter Maintenance will most likely exceed the budget due to the number of events and increase in materials cost. Mark has issued a letter requesting frugality on the part of the employees.

## **Budget:**

Mark reported the Selectmen have been working on the 2009-10 budget. Both CCM and COG anticipate some funding reductions from the State, but an even higher reduction, as high as 50%, could be realized

the following year. The total for the revised Grand List will not be know until after the revaluation is complete and the Board of Assessment Appeals has considered requests for changes.

**Alternate Vacancy:**

A recommendation from the RTC for this vacancy has been received. Jack Boyer will seek a recommendation from the Democratic Town Committee.

Meeting was adjourned at 6:40 p.m.

Respectfully submitted,  
Kathy Gollow, Secretary