

# October 20, 2003

**Present:** Board: Jack Field, Robin Hirschfield, Michael Jackson and Rex Swain  
Alternate: Liddy Adams, Barbara Brown and Mark Lyon  
Selectmen: Elaine Luckey, Nicholas Solley  
Press: Sarah Sparks, The Republican-American  
Guests: Sheila Anson, Town Clerk; Richard Sears

**Minutes:** Minutes of the September 15, 2003 meeting were accepted as submitted.

**Guests:** Sheila Anson reported on the excessive use of the copy machine in her office and requested the Board consider the purchase of an additional machine. Currently, this machine is used by all Town offices because of duplexing and collating capabilities, which are not available on the machine in the lower level. Usage has also increased measurably due to increased business in the town clerk's office and the need to copy all instruments sent out for microfilming. Sheila noted receipts for copies have increased annually over the past several years, with over \$8,000 received last year. The Board agreed this request should follow established procedures for requests and be submitted to the Board of Selectmen for their consideration and recommendation. (Request attached)

**Treasurer's Report:** Accepted as submitted. (Attached)

**Tax Collector's Report:** Accepted as submitted. (Attached) Tax Collector Tanya Wescott had also provided historical information on tax collections as requested by the Board. This report did not note any significant percentage change in monthly collections over the past five years. (Attached) The Board noted their appreciation of Tanya's efforts.

**Financials:** Kathy Gollow presented monthly financial reports for General Fund, Nonrecurring Capital Fund and Town Aid Road funds. (Attached) Discussion ensued as to various grant availabilities and the policy for submitting applications. It was noted some grants are automatically forwarded by the State (e.g. Town Aid Road Fund, ECS, etc.), while the Town must submit applications for other reimbursable items (e.g. Local Capital Improvement Program, Bridge, STEAP, etc.) A listing of the grants for which the Town is currently involved will be provided to the Board for the next meeting.

**Selectman's Report:** Elaine Luckey suggested serious consideration be given toward big raises for town employees next Spring during the budget process. A chuckle was forthcoming from most of the Board.

**GASB Requirements:** Kathy Gollow reported the Town is required to comply with Statement No. 34 from the Governmental Accounting Standards Board. According to the Office of Policy and Management, state statute 7-349a requires that audit reports prepared by independent auditors on behalf of municipalities and regional school districts must be prepared "in accordance with generally accepted accounting principles, generally accepted auditing standards and the provisions of sections 4-230 to 4-236, inclusive." The Board agreed to request proposals for this required report. The report will include a review of the Town's budgets, tax assessment records, historic asset inventories, annual Audited Financial Statements and capital spending statements. An inventory of eligible capital assets and infrastructure will be compiled and organized into appropriate departments and functions for reporting, and a depreciation schedule for each eligible capital asset will be established to calculate annual depreciation, accrued depreciation and a net value for each asset. A threshold of \$5,000 will most likely be used for capital assets. Proposals will be requested for November 14, 2003. Michael Jackson and Rex Swain will meet with a neighboring municipality to discuss their experience. It is anticipated the bid may be awarded at the next meeting.

**Payments In Lieu of Taxes:** A report providing information on the population, assessed building valuation and the amounts donated to the Town in lieu of taxes based on non-educational properties was presented. (Attached) This included The Gunnery, Devereux, Rumsey Hall School, the Washington Montessori School, and the two affordable housing complexes. It does not appear that any additional police, fire or emergency services are required as compared to the general population. It was felt, however, that a different criteria or method of coming up with a value might be considered. The Selectman's Office will obtain information from CCM and COG as to how other towns determine these payments.

**Region #12:** Michael reported he and Jack Field had met with representatives from Region 12 and Bridgewater to discuss working together on future budgets. They felt it was a start on better communication and a worthwhile discussion. It was suggested the Selectmen also be involved because of their budget responsibilities.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Kathy Gollow  
Selectman's Assistant