

Board of Selectmen  
First Selectman's Office  
Moved to Town Office Annex  
March 1, 2010  
Special Meeting Minutes

Selectmen Present: Mark Walter, Peter Govert and Emmett Lyman.

Also Present: Linda Zemienieski, Cindy Varricchio, Bruce Dutch, Fred Thumm, Kelly Marszycki (6:15pm), Susan Link (6:25pm), Paul Maxwell (7:00pm), Toni McCabe (7:00pm), Rebecca Hayes (7:00pm), and Mike Sassi (7:00pm).

1. First Selectman Walter called the meeting to order at 5:37 p.m. and the attendees said the Pledge of Allegiance.

2. Budget Introduction: Mr. Walter reviewed the budget introduction letter and explained that he went through the budget and made a stab at cuts with Cindy Varricchio and Paul Maxwell. He commented that the grand list grew by .51% which is much less than the 3-5% the town has historically experienced. He explained that state revenues did not grow and remained flat so he anticipated another challenging budget year. He further explained that this budget represented a reduction of General Government expenditures of 2.3% and part of that reduction was due to the fact that the Assessor and Zoning Enforcement Officer positions were reduced to part time. Mr. Walter discussed the increase in debt service and the need to honor the agreement made last year for 3.5% wage increases. Under Reserves and Capital, the budget reflected setting up reserve accounts in various areas such as ambulance, education and maintenance funds. Mr. Walter noted the budget reflected a decrease of \$1,060,000 in reserves, provides for using \$1,000,000 in reserve for capital projects to complete one time capital projects and did not provide for adding to the reserve for capital projects this year. He stated that Cindy Varricchio would give a complete outline of the reserves at Thursday night's meeting.

The board asked about some of the one-time capital projects. Mr. Walter responded that repairs needed to be made to the high school chimney and ventilators at the elementary school. He noted that if all the ventilators were done at once the town could save 10-15% on the job and Bob Carroll was hoping he could get the ventilator project done for less than \$450,000. Ms. Varricchio explained that she would only move over money to cover the exact cost incurred for each capital project and not the anticipated budget figure. Mr. Govert asked if using our reserves would have an impact on our bond rating. Ms. Varricchio responded that the town's reserves were higher than the bonding companies request and she would go over all that at Thursday's meeting.

3. Budget Reviews – Public Works: Ms. Varricchio reviewed the set-up of the budget book and noted that the narratives were on the left hand pages and the budgets on the right. She also explained that the budgets reflect any changes Mr. Walter has already made.

**750 General Highways:** Mr. Thumm reviewed his General Highways operating budget and commented that there were almost no changes over last year.

Salaries - 3.5% increase. He noted that the Public Works Department consisted of eight drivers, a mechanic, an administrative assistant, a foreman and a director.

Overtime - Snow emergencies were not included in this line. This budget line was for after-hours tree, flooding and road issues and amounted to approximately 290 hours of overtime.

Temporary Help – This line was added back to the budget for this year as it was removed from last year's budget. He explained the importance of the little jobs the temp help workers do during the summer on the

grounds and buildings. Mr. Govert asked if the temp workers could fill in as replacements for any retirements of the town crew. Mr. Thumm noted that there were no approaching retirements and that these workers were usually college kids home for the summer.

Longevity – This item was dictated by the union contract.

Uniform Allowance – This line covered boots & gear.

Food Allowance – This line budgeted \$12.50 for dinners and \$7.50 for breakfast for before or after-hour call outs.

Uniform Maintenance – This line paid for the rental uniforms that were picked up and cleaned.

Tree Warden - Covered any tree warden expenses incurred by Richard Hoffmann.

Engineer - Took care of any expenses from Roger Nemergut on drainage projects and Bob Weaver on survey projects.

School/Testing - Covered training for employees.

Drug Testing - Covered any expenses for drug testing that was required for CDL drivers.

Cellular Telephone - Cell phones for the Public Works Director and Road Foreman.

Garage Supplies - Covered the general needs of the building.

Office Supplies - Covered general office supplies such as printer ink, envelopes, file folders and the like.

Road Signs – This line budgets for new or replacement stop signs and road name signs.

Streetlights - Covered electricity costs for all town streetlights.

Machine & Equipment Repair – Covered repairs on all Public Works vehicles.

Vehicle Gas and Oil - Covered the cost of gas and oil of all public works vehicles.

Road Maintenance Supplies – Covered costs for gravel on dirt roads and cold patch on asphalt roads.

Roadside Mowing – This line was eliminated as Mr. Thumm will no longer subcontract that work.

Catch Basin Cleaning - Covered the contracted services to clean the town's 1,700 catch basins.

Calcium Chloride - Covered the costs of the product put down to control excessive dust on dirt roads.

Line Painting - Covered the costs of the contracted service for road line painting.

Guardrails - Covered any replacements and installations.

Mr. Govert asked for a brief explanation of the 2.9% increase and what the revised budget column on the budget meant. Mr. Thumm explained that there were increases in the salary lines of 3.5%, the temporary help line was added back into the budget this year and small increases in catch basin cleaning, calcium chloride and line painting. He also noted that there were small decreases in uniform & food allowances, uniform maintenance, school/testing and streetlights. Ms. Varricchio responded that the revised budget 2009-2010 column in the budget included any transfers the Board of Finance made that year. The Selectmen made no changes to the General Highways budget at this time.

**754 Snow Removal:** Mr. Thumm reviewed his Snow Removal operating budget.

Salaries – This was a projected figure.

Food Allowance – This figure was projected at ten meals per man.

Contracted Plowing – This line paid for the private contractors when they were called in for plowing.

Other Supplies – This line covered the costs for plow blades.

Sand – The town received a favorable bid in the current year and the supplier agreed to hold the pricing the same for the 2010-2011 plowing season.

Salt – The budgeted amount for salt was at \$75.00 per ton.

It was noted that the five year rolling average for snow removal cost was \$226,000 and the requested budget reflected that rolling average with additional cost savings applied from reduced contractor services, sand and salt savings. The Selectmen made no changes to the Snow Removal budget at this time.

**755 Town Garage Maintenance:** Mr. Thumm reviewed his Town Garage Maintenance operating budget. He explained that this budget was for cleaning, utilities, maintenance and security monitoring and he had no changes to this budget from last year's figures. The Selectmen made no changes to the Town Garage Maintenance budget at this time.

**756 Transfer Station:** Mr. Thumm reviewed his Transfer Station operating budget.

Salaries – Salaries were for a foreman and two attendants with a 3.5% increase.

Uniform Allowance – Covered costs for boots & gear.

Uniforms – Rental uniforms that are picked up and cleaned.

Engineer – Covered any contracted services required.

Conference – Covered costs for any employee training necessary.

Telephone – Left the same as last year.

Other Supplies – Increased budget as the town will need to purchase new decals.

Electricity – Increased budget based on past usage.

Propane – Decreased budget based on past usage.

Machine & Equipment Repair – Budgeted same amount as last year

Building Maintenance – Budgeted same amount as last year

Vehicle Gas & Oil – Decreased based on current usage

Equipment Maintenance – This budget was increased due to the addition of the scale that will require annual maintenance.

Tipping Fee – This budget was decrease slightly due to the addition of the scale.

Hauling Charge – This budget was decreased slightly.

Recycling – This budget was decreased slightly.

DEP Permit – The annual fee will remain the same.

Landfill Monitoring – This budget was decreased as less will need to be done.

It was noted that there was a reduction to tipping fees, hauling charges and recycling expenses, which have a corresponding reduction to revenue. The Selectmen made no changes to the Transfer Station budget at this time.

**General Highways Capital:** Mr. Walter noted that Mr. Thumm had brought in the road management company to give an overview of our road program at a previous Board of Finance meeting. As part of that system, all roads were evaluated and the future cost for road work planned is based upon scientific data and criteria. Mr. Walter explained that there was a notation next to each road indicated whether the road required drainage, overlay, paving, reconstruction or shim. Mr. Thumm noted that we could avoid some reconstruction if the town maintained the chip seal and paving. He also noted that the line for Road Improvement Materials covered the costs for drainpipes and materials.

Mr. Thumm noted that there were two trucks in the budget. He explained that the trucks were on a ten year replacement schedule. Truck #11 is a Ford 550 with a dump body. Mr. Dutch asked if Mr. Thumm would be purchasing a diesel engine. Mr. Thumm said he would if possible and explained the training required for diesel trucks for emissions. He further explained that truck #2 was for the replacement of the Road Foreman's truck and his truck would be cycled down to the mechanic and the mechanics truck would cycle to the Transfer Station. It should be noted that the Transfer Station employees were doing more plowing. Ms. Varricchio noted that originally Mr. Thumm had budgeted for a car but that request was removed as the police budget provided for the purchase of a new police vehicle so the older police vehicle would cycle down to Public Works. The Selectmen made no changes to the General Highways Capital budget at this time.

**Transfer Station Revenue:** Mr. Thumm noted that there were four sources of revenue budgeted for the Transfer Station: scrap metal, \$23,000; revenue sharing from Willimantic Waste for cardboard & newspapers, \$8,000; tipping fees with electronics & bulky waste, \$60,000 and hauling licenses, \$250.00 for a total anticipated budget of \$91,250.

Mr. Lyman noted that he expected the state to pick up electronics. Mr. Thumm noted that they had not yet done that and they were still reviewing the regulations but that he would keep checking on it.

Mr. Govert asked about the road program and confirmed that Mr. Thumm felt that if you chip sealed and micro paved you could push off doing reclamation and reconstruction. Mr. Lyman asked what micro paving was. Mr. Thumm explained that it was a very thin layer (1/2 – 3/4”) of liquid asphalt that bonded and sealed. Mr. Thumm would be attending a paving seminar later in the month. Mr. Govert asked if Mr. Thumm felt this was a responsible road program. Mr. Thumm felt it was. Mr. Walter discussed the rental of the box paver for roads such as Johnsonville. Mr. Thumm noted that Johnsonville Road and Woodmont Circle were included in the road program for 2010-2011. The board thanked Mr. Thumm for his input.

4. Budget Reviews – Libraries: Kelly Marszycki was in attendance to discuss the Rathbun Library budget.

**772 Rathbun Library:** Mr. Walter explained the both libraries were given a five percent increase over last year’s budget. The Rathbun Library proposed budget was \$93,971. He noted that he reduced their original request by \$1,029.

Mr. Walter discussed the emergency stairway project. The library received a quote for \$23,575 to rebuild the crumbling retaining wall and secure the stairs. It was noted that this was an emergency exit for the library. Mr. Walter noted that he looked at the situation and questioned whether the wall was actually crumbling or if it was the outer coating that needed repair. He noted that he would ask the Building Inspector to evaluate and inspect the retaining wall and stairs.

Mr. Walter discussed the library committee he wished to form this spring to consider a long range capital infrastructure plan for the library buildings. The board also discussed the possibility of including the library employees on the town’s benefit program. The library could reimburse the town for their portion but the library would realize savings as they would become part of a bigger pool. Ms. Varricchio was instructed to set up a meeting to see if this was feasible.

Ms. Marszycki noted that the state was still fluctuating with their funding. She noted that attendance was up 18% as people were cutting back at home and using the library more.

Sue Link arrived at this time. The board discussed the library committee and potential members and charge. Ms. Marszycki returned to the discussion of the retaining wall. Mr. Govert asked if Dick Everett had been engaged to look at the wall and it was noted that he had not. Ms. Marszycki departed at this time.

**772 East Haddam Free Public Library:** No representative from the library was in attendance. Ms. Varricchio was instructed to contact them and reschedule for a later meeting.

Paul Maxwell arrived at this time.

5. Budget Reviews – Youth & Family Services: Toni McCabe was in attendance to discuss the Youth & Family Services budget and introduced Rebecca Hayes and Mike Sassi.

**767 Youth & Family Services:** Mr. Walter explained that Youth & Family Services was given a five percent increase over last year's budget. The proposed budget was \$140,040. He explained that the budget did not include additional funding just in case there was a loss in revenue from the state. The Boards of Selectmen and Finance would deal with this as a separate issue should it happen that state funding was cut. He noted that he reduced their original request by \$25,460.

Toni McCabe explained that they were pressing the state for funding but they still did not know if they were even getting the current year monies. Mr. Walter responded and they would address the state funding issue as it developed and would deal with the scenarios of no funding, partial funding or full funding but the board could not fund something that might not happen. Mr. Sassi commented that in this economic environment the programs of Youth & Family Services were needed even more.

Mr. Walter asked who offered Ms. McCabe her benefits. It was noted that she purchased these on her own. The board suggested looking into the possibility of including Ms. McCabe under the town's benefit program as well as the library employees.

The board discussed their support of town social services and discussed the services and benefits to the town of the Juvenile Review Board, Party Patrol and establishment of the tip line.

Mr. Walter asked who funded the part-time staff. Ms. McCabe responded that the town funded this position. She explained that the staff consisted of one full-time director, one part-time staff member, and two 10 hour per week contracted service counselors. Ms. Hayes added that the agency needed to grow as it was understaffed in this economy. She explained that she was part of the volunteer Board of Directors and it was real challenging to keep the current services. Mr. Walter asked if they solicited for volunteers. The Y&FS group responded that they had but no one came forward. They also noted that there were confidentiality issues involved so they had to be sensitive with whom the information was shared. Ms. McCabe noted that they provide a valuable service and she did not know what people would do without it. She commented that she got referrals from the schools, town, and 211. She also explained that Y&FS was involved with Project Graduation and oversees their raffles and funding needs. In the parent forums they were looking at programs for younger children.

Ms. McCabe noted that she spent a great deal of time building relationships in the town to help manage this venue. The board thanked the Y&FS group for their input.

#### 6. Budget Reviews – General Government:

**708 Assessor:** Mr. Walter explained that the biggest decrease in this department was in salaries. The Assessor position has been reduced from 35 hours per week to 20 hours per week. He explained that the work was light in that office and could be accomplished with a part-time Assessor and full-time clerk. The board discussed the option of sharing our Assessor with another town. Mr. Govert noted that he liked the idea of regionalizing office functions. He also asked if the town risked losing revenue in reducing the Assessor's hours. Mr. Walter noted that there was no risk and that there was good communication and coordination with the Building Department. The Selectmen made no changes to the Assessor budget at this time.

**Building Maintenance:** Included in this category are 735 Town Meeting Hall, 736 River House & Annex, 737 Grange Hall, 739 Millington School House. Mark Walter and Linda Zemienieski were in attendance to present and answer any questions regarding this budget.

735 Town Meeting Hall - Discussion was held regarding this budget. The cost for exterior painting of \$7,000 was included in the original submission but was removed as Mr. Walter was recommending the establishment of a Town Maintenance Fund to provide for the set aside for maintenance expenditures for Town needs. As a result all increased requests for maintenance items have been removed and included under the new fund. The board did note that interior painting and floor refinishing was now needed and Mr. Walter noted that he would have the building evaluated and its maintenance needs prioritized. The Selectmen made no other changes to the Town Meeting Hall budget at this time.

736 River House & Annex - Discussion was held regarding this budget. The cost for River House interior & exterior painting and floor refinishing and Town Office Annex storm door replacement and eight window replacements were included in the original submission but were removed due to the establishment of the new Town Maintenance Fund. Due to the plan to convert the old middle school to town offices the board still planned to hold off on any maintenance in the River House and Town Office Annex until they had a better estimate of the length of time the town would be occupying these buildings. Ms. Zemienieski pointed out that the budget for heating oil for the River House was an estimate and might need to be adjusted as the bids for next year's price per gallon were due in a couple of weeks. The Selectmen made no other changes to the River House & Annex budget at this time.

737 Grange Hall - Discussion was held regarding this budget. The cost for Grange Hall exterior painting and floor refinishing were included in the original submission but were removed due to the establishment of the new Town Maintenance Fund. Further discussion was held regarding the bids for the interior renovation project to move the Food Bank into this building. It was noted that all bids submitted were higher than the funding available. It was determined that some of the improvements in the interior renovation project should be completed whether or not the Food Bank moved into the Grange Hall such as 200 amp service installation and ADA bathroom upgrades. Mr. Walter noted that he would have the building evaluated and its maintenance needs prioritized. Ms. Zemienieski pointed out that the budget for heating oil for the Grange Hall was an estimate and might need to be adjusted as the bids for next year's price per gallon were due in a couple of weeks. The Selectmen made no other changes to the Grange Hall budget at this time.

739 Millington School House - Discussion was held regarding this budget. It was noted that exterior painting was completed in 2007-2008 and would not need to be done again for approximately 5 to 7 years. The Selectmen made no changes to the Millington School House budget at this time.

**707 Central Services/Town Office Building:** Mark Walter and Linda Zemienieski were in attendance to present and answer any questions regarding this budget. Discussion was held regarding this budget. The cost for Town Office Building exterior painting of \$7,320 was included in the original submission but was removed due to the establishment of the new Town Maintenance Fund. Due to the plan to convert the old middle school to town offices the board still planned to hold off on any maintenance in the Town Office Building until they had a better estimate of the length of time the town would be occupying these buildings.

Mr. Walter explained that he increased the supplemental wages line (previously called salaries-part-time) from \$2,500 to \$10,000 as a contingency for additional hours that might be required to cover for vacations or sickness in areas that have recommended staffing cuts or to provide additional funding for seasonal or project driven workloads. Small decreases in office supplies and duplicating supplies appear as last year there were a couple of one time purchases that were not required for this budget year. A small increase in lease contracts was incurred due to a new copier for the second floor.

Ms. Zemienieski pointed out that the budget for heating oil for the Town Office Building was an estimate and might need to be adjusted as the bids for next year's price per gallon were due in a couple of weeks. The Selectmen made no other changes to the Central Services/Town Office Building budget at this time.

**728 Fringe Benefits:** Cindy Varricchio was in attendance to present and answer any questions regarding this budget. She explained that this budget covered health, dental & life insurances, social security, pensions and unemployment compensation. She noted that the increases and decreases throughout this budget were due to the staffing changes. She reviewed the new increase in the MERFB plan. The board had a brief discussion on a comparison of the HSA and PPO health insurance plans. Ms. Link asked if the HSA plan still included funding at 85% or if it showed a reduction. Ms. Varricchio noted that it was still at 85% but she would prepare a calculation at 75% and 65%. It was noted that the overall change to this budget was a reduction of \$50,197. The Selectmen made no changes to the Fringe Benefits budget at this time.

**721 Insurance:** Mark Walter, Cindy Varricchio and Linda Zemienieski were in attendance to present and answer any questions regarding this budget. Mr. Walter noted that the workers' compensation rate was set based on a recommendation from our insurance carrier. He also explained that the town would be in its second year of a three-year rate guarantee for Liability, Auto and Property insurance. He also explained that there was a review done on the Tax Collector Surety Bond and it was found that the rate set in 2000 was above what the premium should have been and the town received a \$5,488 credit. Ms. Varricchio also added that with the changes in the Finance Office banking procedures the Treasurer was now responsible for transporting more funds than previously handled and since there was a savings in the Tax Collector bond it would be wise to take out a surety bond for the Treasurer. The Selectmen agreed and made no other changes to the Insurance budget at this time.

**712 Legal Services:** Mark Walter, Cindy Varricchio and Linda Zemienieski were in attendance to present and answer any questions regarding this budget. Included in this category are legal costs for all departments. It was explained that over the past few years the budget for legal has been underfunded and required additional appropriations. The budget presented reflected a more realistic picture of the expenditures that would probably be incurred given our present timeline for contract negotiations and outstanding legal issues. Mr. Walter explained that he has engaged new Town Counsel to promote more competitive legal services. The Selectmen made no changes to the Legal Services budget at this time.

**706 Elections/Registrars:** The board reviewed this budget and Ms. Varricchio noted that the major increase in this budget was in office supplies. The Registrars submitted their budget noting that they were not in compliance for storage of ballots, machines and program cards and were requesting funds (\$2,400) to purchase a fireproof cabinet. The Registrars have also mentioned that they felt they were underpaid as compared to other positions within the town. The Selectmen made no changes to the Elections/Registrars budget at this time.

**704 Finance Office:** Ms. Varricchio presented this budget and noted that 98% of the budget was associated with wages for herself and Ms. Snow. The balance of the budget covered supplies, professional memberships and instructional workshops. The Selectmen made no changes to the Finance Office budget at this time.

**725 Old Middle School Operations:** Mark Walter and Linda Zemienieski presented this budget and noted that they were constantly working to keep the utility costs under control. The electricity usage was decreased with shutting down the portables and working with CL&P on accurate meter readings. The building maintenance line continued to be a challenge. The flat roof and boilers require regular maintenance. Ms. Zemienieski pointed out that the budget for heating oil for the Old Middle School was an estimate and might need to be adjusted as the bids for next year's price per gallon were due in a couple of weeks. The Selectmen made no changes to the Old Middle School Operations budget at this time.

**703 Probate Court:** Ms. Varricchio explained that the regionalization of the Probate Court System which is to take effect as of January 1, 2011 has created an increase in this budget. She noted the allocation for the regional share between the four towns comprising the new district was based on each town's grand list. Mr. Walter explained the Town of Marlborough's five year lease. The Selectmen made no changes to the Probate Court budget at this time.

**701 Selectmen:** Mr. Walter noted that this budget included no pay raise for the First Selectmen position. Mr. Govert and Mr. Lyman both agreed that they did not wish to take a pay raise either. The board discussed the wages scale that was prepared a couple of years ago. Ms. Varricchio noted that she would review the study that was prepared and report back to the board on where everyone sat on the wage scale. Increases in this budget were salary driven. The Selectmen agreed to remove their wage increases and made no other changes to the Selectmen budget at this time.

**710 Tax Collector:** Ms. Varricchio noted that increases in this budget were salary driven. Ms. Link questioned why the Tax Collector was receiving a full raise when she had only been in the position since November. It was noted that it has been past practice for any elected official. The Selectmen made no changes to the Tax Collector budget at this time.

**702 Town Clerk:** Mr. Walter noted the in the initial budget submitted the Town Clerk included no salary increase and he put a 3.5% increase back in which was the standard that all other union and non-union employees received. It was further noted that the surcharge line was a pass through to the state. The Selectmen made no other changes to the Town Clerk budget at this time.

**711 Treasurer:** Ms. Varricchio noted that this budget was for the Treasurer's salary and a minimal allocation for supplies. The Selectmen made no changes to the Treasurer budget at this time.

**723 Technology:** Ms. Varricchio presented the Technology budget. She explained that the town's financial software, MUNIS, was presently an informix operating system and MUNIS was converting to a SQL operating system. She also noted that the town needed to upgrade our MUNIS service as the hard drive has been failing and it was difficult to obtain replacement parts. She also noted that she was investigating whether to purchase a new server or go with the MUNIS virtual server.

Ms. Varricchio reviewed the other software needs of the town. Town Clerk software was for the dog licensing program, Assessor software was for Quality Data Services and Tax Collector software was for Tax Collection. She further explained that at some point in time the GIS maintenance had been dropped and this needed to be reinstituted to support the Land Use Department. She also noted our software licenses need to be updated.

Ms. Varricchio noted that the town has hired a new technology vendor with extensive municipal and network experience and they will be installing an exchange server and instituting stronger technology procedures and protocols.

Mr. Govert discussed carbonite.com as an online backup service. He also asked about the website costs in this budget. It was noted that the website costs were for the yearly hosting fee. The Selectmen agreed that technology improvements were needed and made no changes to the Technology budget at this time.

**799 Grants & Special Appropriations:** Ms. Varricchio explained that this "department" was created to provide a means for tracking one time funding opportunities and there would be no budget requests for this area.



**709 Board of Assessment Appeals:** Ms. Varricchio noted that this was a small budget for the three member board that performed statutory duties of listening and acting upon taxpayer appeals. The Selectmen made no changes to the Board of Assessment Appeals budget at this time.

**704 Board of Finance:** Ms. Varricchio explained that this budget supports the cost for auditors, GASB requirements, contingency fund and budget presentation needs such as legal notices, mailer printing and mailing. The Selectmen made no changes to the Board of Finance budget at this time.

**717 Conservation Commission:** Ms. Varricchio explained that the original budget submitted included a \$500 request for clerical support and it was removed as it was the hope that this need would be absorbed by current town staff. She also explained that a special revenue fund was being established for the forestry management program and the budget reflected a transfer to that fund. The Selectmen made no other changes to the Conservation Commission budget at this time.

**718 Economic Development Commission:** Ms. Varricchio noted that last year the hours for the coordinator position were cut and the commission had proposed that they be restored in this budget. The coordinator salary was nearly 80% of this budget. The commission has reduced other lines in this budget to allow for the increase in hours for the coordinator affecting a 0% budget increase. The board discussed the coordinator's hours and Mr. Govert and Mr. Lyman both agreed that the board should honor the Economic Development Commission's request. The Selectmen made no changes to the Economic Development Commission budget at this time.

**716 Historic District Commission:** The board noted that this budget reflected an \$18 reduction from last year. The Selectmen made no changes to the Historic District Commission budget at this time.

**720 Middle School Conversion Committee:** The board noted that this budget allowed for a recording secretary salary and supply costs to print and send a postcard to all residents informing them of the referendum when the time came. The Selectmen made no changes to the Middle School Conversion Committee budget at this time.

**724 Open Space Committee:** The board noted that this budget did not reflect any increase over last year's budget. The Selectmen made no changes to the Open Space Committee budget at this time.

**714 Zoning Board of Appeals:** The board noted that this budget reflected an \$853 decrease from last year. The main reduction was in salaries for the recording secretary. The Selectmen made no changes to the Zoning Board of Appeals budget at this time.

7. Adjournment: Motion made by Mr. Walter, seconded by Mr. Lyman, to adjourn the meeting at 9:15 p.m. Unanimous aye.

Tape: None

Respectfully submitted,

Emmett Lyman, Secretary