The meeting was called to order by Advisory Committee Chair Richard Gobi at 6:15 p.m. The meeting was attended by one representative from the Board of Selectmen, Diane Vayda.

MINUTES: Phil Landine made a motion to accept the minutes of December 1, 2014. Brad Hibbard second. Vote unanimous to approve the minutes of December 1, 2014 as presented:

GROUP INSURANCE REVIEW: The Advisory Board’s committee on review of the Town’s group health insurance made a presentation to the Board of Selectmen and Town Treasurer on suggested changes. The Advisory Board accepted the recommendations and provided the Town Treasurer and Board of Selectmen with a letter detailing the suggested changes and required actions. These changes will result in an approximate 6% savings in insurance costs to the Town and its employees while maintaining a benefit package comparable to area towns. General discussion held about eligibility of present and future employees. Committee recommends updating the 2003 Employee Personal Handbook to clearly define eligible employees and consider changing percentage of contribution for future part time employees.

VIEWS ON UPCOMING BUDGET: Johanna Swain will get out budget requests after the holidays. The letter to departments will state that they be prepared to support their budget and transfers between line items will require Selectboard approval. Proposed articles for Annual Town Meeting including non-monetary articles are to be submitted now. Budgets are due back February 2, 2015.

The Advisory Committee continued discussions on the potential for FY16 cost of living increases. Marie Arsenault provided the attendees with the costs associated with a COLA: A 1% increase would be $10,642.66, 2% raise would be $21,285.33 and 3% raise would be $31,927.99. While there appears to be support to recommend a COLA, a recommendation was placed on hold pending further review and discussion with the entire Board of Selectmen.

The Advisory Committee continued its discussion with the Town Accountant on ways to improved internal controls on purchasing. It was suggested that prior to the review of FY16 budgets, the Town Accountant working in concert with the Board of Selectmen,
establish written guidelines pertaining to expanded line item oversight and the procurement and payment of goods and services. The review process is scheduled to begin in February.

TIME CLOCKS: Marie Arsenault is still experiencing issues with the Highway Department time reporting via the time clock system. It appears the problem, in part, stems from the lack of written policy on the use of the system. The drafting of a policy was suggested by our Committee months ago. The cost overruns on the installation of the Highway Department system appear to stem from a lack of oversight at some level. The installation of systems in the Town Hall complex previously approved by the Board of Selectmen has not been completed. Marie is not happy with the report that it generates and is working with company to correct. She presented a sample. The Committee felt that the report did not reflect all the information that was presented to us by the company.

GENERATOR: Johanna Swain said we cannot get rid of the old generator. The Selectmen signed a contract with Fijol that he has “right of first refusal.” The procurement of two new generators for the town hall complex was approved at the fall town meeting. Johanna stated she is putting together a bid proposal and will have it ready for review by the Board of Selectmen and Advisory Committee shortly. She will word it with purchase of generators only and purchase and installation of generators. On behalf of our Committee, Tom and Kevin have done a significant amount of research and work toward the upgrade of the generators and have offered their support going forward. It is our goal to see this system installed and operational ASAP.

The committee members present at different times during the meeting expressed growing frustration with what appears to be a lack of progress on proposals put forward by said committee.

NEXT MEETING: We will ask the Selectmen to be on their agenda for January 20, 2015 at 7:00 p.m. We will send a memo of what is to be discussed later. We will meet at 6:15 p.m. prior to meeting with the Selectmen.

Tom Long made a motion to adjourn the meeting. Lori Loughlin second. Vote unanimous. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Christine M. Long
Secretary