

**Selectmen's Meeting, Tuesday, January 3rd, 2017 in the Cavendish Town Office
Meeting Room at 6:00 PM.**

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Jill Flinn (arrived at 6:10 p.m.), Brendan McNamara (Town Manager), Rich Svec (Consulting Town Manager), Bruce McEnaney (Assistant to the Town Manager), and Jen Leak (Recording Secretary).

1. Call the meeting to order

Bob Glidden, Chairman, called the meeting to order at 6:00 p.m.

Brendan asked the Board to adjust the agenda and consider the Sheriff Department's budget as the first item of business, since Windsor County Sheriff Michael Chamberlain and Captain Claude Weyant were in attendance to present the Sheriff Department's budget. The Board agreed.

Mike Chamberlain said that currently the Sheriff provides 12 hours of coverage (over 3 days), at a cost of \$49 per hour, plus \$0.60 per mile for 30 miles of patrol, per week. Mike said they are asking for a rate increase to \$51 per hour. The mileage rate of \$0.60 will stay the same. He invited the Select Board to let him know if they wanted to increase the amount of time the Sheriff Deputies spend in Town. He said they currently respond to emergencies if they are in the area. They could respond to non-emergency calls as well if the Town wanted to add that service.

Rich asked if they had worked with the Town Constable over the last year. The Sheriff said they had not. Sheriff Chamberlain said he believed that there was a movement at the state level away from part-time law enforcement officers, and that eventually full-time certification would be required for all law enforcement officers.

Brendan agreed that he would contact the Sheriff's department after voting on the Selectman's Budget at Town Meeting, so that they can anticipate their staffing needs and prepare their contract. The Board thanked Michael and Claude for coming.

2. Select Board to make Town Manager appointments to the offices of: Town Health Officer; Town Service Officer; Collector of Delinquent Taxes; Solid Waste District Alternate Representative; and Water Commissioner.

Bob Glidden moved/George Timko seconded a motion to appoint Brendan McNamara, Town Manager, to the offices of: Town Health Officer; Town Service Officer; Collector of Delinquent Taxes; Solid Waste District Alternate Representative; and Water Commissioner. All voted in favor.

3. Review Correspondence

Bob Glidden, Chairman, informed the Board there was no correspondence to review.

4. General discussion of Cavendish Selectmen's Budget development process and brief review of the calendar of forthcoming town business events [January through March 2017] important to Selectmen's activities as distributed at the December meeting.

Rich reviewed the calendar of events which was handed out at the December meeting. He noted that January 19th, the date that the Town Meeting Warning can be signed and posted, is a Thursday. The Select Board agreed that, since Wednesdays are a more convenient day to meet, they would

meet on Wednesday, January 18th. They can meet briefly on the 19th to sign the warning.

5. Work on FY 2017-2018 Selectmen's Budget.

Rich reviewed the Officer's section with the Select Board. The Listers are requesting an increase for the category of professional appraisal, in anticipation of a town wide reappraisal within the next several years. Rich suggested setting up an appraisal fund so that any unexpended funds in this category could be rolled over at the end of the fiscal year.

Under the category of **Officers**, page 1 of 1, *George Timko moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Rich reviewed the Office section with the Select Board. The Town Clerk is requesting funds to replace the index card file cabinet. Rich said he anticipated a decrease in heating fuel costs due to the recent installation of heat pumps in the Town Office. Bruce said that the maple trees in front of the Town Office will need fertilizing again this summer, and some foundation plantings are needed to hide the outdoor portion of the heat pumps. Therefore the Grounds Maintenance item includes an increase of \$400.

Under the category of **Office**, page 1 of 3, *George Timko moved/Bob Glidden seconded a motion to approve section (a) as requested. All voted in favor.*

Under the category of **Office**, page 1 of 3, *Bob Glidden moved/George Timko seconded a motion to approve section (b) as requested. All voted in favor.*

Under the category of **Office**, page 2 of 3, *George Timko moved/Mike Ripley seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Office**, page 3 of 3, *Bob Glidden moved/Jill Flinn seconded a motion to approve the page as requested. All voted in favor.*

Bruce reviewed the Cemetery budget with the Select Board.

Under the category of **Appropriations**, *Mike Ripley moved/Bob Glidden seconded a motion to approve a Cemetery Budget Request of \$16,930.00. All voted in favor.*

Rich and Bruce reviewed the Transfer Station, page 1 of the General Services section, with the Select Board. Bruce said the transfer station wages included adding a part-time attendant for part of the day on the weekends. The Board decided to finish discussing this section at the next budget work session.

6. Adjourn by 8:00 pm sharp

George Timko moved/Mike Ripley seconded a motion to adjourn at 8:00 p.m. All voted in favor.

Minutes Approved: _____

Date: _____