



Northwood Board of Selectmen
Minutes of December 16, 2008

Town Hall Northwood NH – December 16, 2008

Call to Order

Chairman Ken Curley called the meeting to order at 6:05 p.m.

Roll Call

Chairman Ken Curley, Selectman Alden Dill, and Town Administrator Paul Martel. Selectman Scott Bryer arrived at 6:20 p.m.

Citizen's Forum

With no citizen's comments, the public portion was closed.

Mr. Curley thanked all of the people that have helped out during the ice storm. He explained that Friday morning an emergency management meeting was held. Two selectmen were present at this meeting and authorized the emergency management team to recruit qualified people to use chainsaws to begin clearing roads throughout town. Mr. Dill noted that authorization was given from a school board member to use the elementary school as an emergency shelter.

Town Administrator's Report

Ball Fields Encumbrance

Mr. Martel stated that Don Rhodes of Norway Plains met with members of the ball field committee regarding a revised plan. He explained that a fax has been received; however, no amount was provided. Mr. Dill stated that he met with Mr. Rhodes and the amount discussed was \$12,000. Mr. Curley suggested that the amount be added to the fax and initialed by Mr. Dill. ****Motion** Mr. Dill motioned, seconded by Mr. Curley, to approve the fax received from Norway Plains as a contract for Don Rhodes allowing him to develop a plan for the roads at the ball fields, to complete wetlands permits, and to allow Mr. Curley to sign the fax as the contract, in the amount of \$12,000. Motion passed unanimously; 2/0.** Mr. Martel stated that he will have the finance administrator encumber \$12,000 for the contract to be removed from the ball fields escrow fund.

Police Commission Memo

Mr. Martel stated that he has received a memo from Board Administrator Linda Smith regarding the police commission. The memo stated that the police commissioners are currently working on draft language for a proposed change to the personnel policy regarding overtime for the police department.

Transfer Station Coverage

Mr. Martel stated that Charlie Pease will be covering at the transfer station tomorrow for Mr. Preston due to the power outage. Mr. Dill stated that there is power now to run the compactors and another roll off will be brought in this weekend. He stated that it may be a busy weekend at the transfer station. Mr. Martel noted that Mr. Preston has indicated that he may be working a few extra hours for clearing out the area to allow for the snow plows.



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Consent Calendar

Perpetual Care Contract

Mr. Martel presented the board with a perpetual care contract for \$1,000. ****Motion** Mr. Dill motioned, seconded by Mr. Curley, to approve the perpetual care contract for \$1,000. Motion passed unanimously; 2/0.** The contract was signed by the board.

RSA 32:11 ~ Fund Balance Expenditure

Mr. Martel stated that he received a call from the Department of Revenue Administration (DRA) today regarding the process to allow the town to spend funds from the fund balance due to emergencies. He explained that RSA 32:11 allows the town to get permission to spend these funds for emergencies such as the ice storm. Mr. Martel stated that there are two requirements, which must be met; the board of selectmen must agree to the expenditure and there must be a majority vote of approval from the budget committee. Mr. Martel stated that he would like to have an emergency meeting of the budget committee; however, many probably do not have power at this time. He added that there are no additional taxes being raised as the money already exists in the town's fund balance.

Mr. Martel provided a letter to the selectmen that he drafted to be sent to DRA. ****Motion** Mr. Dill motioned, seconded by Mr. Curley, to approve and sign the letter that will be sent to DRA.** Mr. Martel stated that in a case of emergency, work can commence prior to authorization. He added that funds will be reimbursed by FEMA and if the ice storm is declared a federal emergency the town would receive more. He added that 87% could be returned to the fund balance next year.

Mr. Dill stated that Bob Young will be providing estimates. Mr. Bryer arrived at 6:15 p.m. and apologized to the board for being late. He stated that he understands why the board is proceeding with this option. **Motion passed unanimously; 3/0.** The letter was signed by the board.

Payroll Manifest #37

Payroll Manifest in the amount of \$42,126.28. ****Motion** Mr. Dill motioned to approve the payroll manifest for \$42,126.28.** Mr. Martel noted that three timesheets were not received from employees. Mr. Curley stated that he would like to see these people get their checks before Christmas. Mr. Martel stated that the finance administrator could do another payroll manifest; however, two signatures will be needed before the checks can be released. **Seconded by Mr. Bryer. Motion passed unanimously; 3/0.** The manifest was signed by the board.

Budget:

Mr. Martel presented the board with an updated budget with a summary as well as a matrix for salaries and benefits. Mr. Martel explained that the increase to the budget is approximately \$106,000., which includes the step increase of 3%. He added that most departments did not propose increases.

Mr. Bryer asked if there are any employees that will be maxed out on the matrix. Mr. Martel replied only one, highway laborer. Mr. Curley asked about the town clerk/tax collector (TC/TX). Mr. Martel replied that this position is not really on the matrix scale. Mr. Bryer stated that when the town did the wage study it was requested that an analysis be done of the TC/TX. He explained that this has always been an area of concern due to the fact that the comparison showed that the



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position is the highest paid TC/TX in the population category. He stated that he feels that an employee should be fairly compensated for their responsibilities and their levels of work load for a community this size. He added that every year the study should be reviewed to make sure that the position is within this category; however, he feels that elected officials in Northwood have adequate salaries at this time. He would not support an increase in the TC/TX salary at this time.

Mr. Dill stated that there is a problem with the wage study as far as longevity is concerned because if anyone works for the town longer than 15 years they will not get a raise. Mr. Bryer stated that this does happen in municipalities and a raise would only occur through a cost of living increase. Mr. Dill stated that he feels that this is not encouraging longevity in town. Mr. Bryer asked what would happen if the town was compensating employees beyond the pay matrix. Mr. Dill noted that the board agreed not to support COLA increases this year only steps. He stated that to give nothing to employees that are maxed out is not fair to them at all. Mr. Curley suggested that COLA's be given instead of steps. Mr. Martel stated that funds have been put into the budget for a new wage study this year as the current study is figures from 2006. The total cost of the study completed by the Local Government Center was \$6,750.

Mr. Bryer stated that there was \$250,000. available to buy down the tax rate this year. He stated that this will not be available at next year's tax rate setting. Mr. Dill noted that it could be, as it was previously explained, that a percentage of funds from surplus will be returned by FEMA. Mr. Martel explained that the town is one year behind. Mr. Bryer stated that funds deplete yearly and the amount of the tax rate increase could be much higher next year due to revenues decreasing, more funds are being spent from the operating budget, and less money is being returned back to the general fund. Mr. Bryer added that the original amount of the tax rate was \$20.12 and with the surplus it was reduced to \$19.12. He stated that there will not be any funds available to buy down the tax rate next year. Mr. Dill replied that the town is at that point now since the town is one year behind. Mr. Bryer stated that the next tax rate setting is based on the budget that passes in March.

Mr. Dill estimated that the cost of just the ice storm would be around \$85,000-\$100,000. Mr. Bryer asked how much money would have been returned to surplus. Mr. Martel was not sure of the exact amount until the audit report is received; however, he added that it must be a respective amount since back in September the board requested that spending be limited; only operational spending occurred.

A discussion was held regarding credit options for the town. Mr. Dill noted that the town only has a credit card with Irving and the station did not have any diesel so cruisers were going to Concord for fuel over the weekend. Mr. Martel stated that the Shell station would not give the town credit this weekend for diesel even in this emergency. Mr. Bryer stated that the treasurer or deputy should have been called to write a check out. Mr. Martel noted that there was no power. Mr. Dill added that the stations in Epsom opened up on Saturday yet there are still no credit cards available for any of those stations.

Further discussion ensued regarding reducing the budget. Mr. Bryer suggested that the board reduce fuel lines since fuel costs have been reduced. Mr. Dill asked for specific items that should be reduced and Mr. Bryer stated the library. Mr. Bryer stated that generators should be added to



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the budgets. Mr. Dill suggested adding funds into the facilities budget for a generator. He explained that the portable generator does not work anymore and suggested a standby generator for the town hall. Mr. Curley stated that opening town hall as a shelter did not work as the main hall was not connected to the circuit breaker. He added that the fire department would prefer to use the elementary school.

Further discussion was held regarding the town's shelter and staff along with the current shelters available at this time in the state. Mr. Curley noted that the shelter decision is the responsibility of the emergency management department. He noted the difficulties in communications when there is no electric. He suggested coordinating with local businesses along Rte 4, signs, or a signal system through church bells, or an A.M. radio station. Mr. Dill noted that there is a phone system through the school that could be utilized as well. He added there has not been much contact with FEMA or the Red Cross. He noted that Steve Bailey was able to obtain generators through DRED, which was how the school was able to be opened.

The budget was reviewed and discussions were held as follows:

Mr. Bryer stated that he would support the fire department's budget. He feels that the proposal for two additional positions is merited. He added that there are certain programs in town that should be cut back to offset these costs.

Library-45501

Mr. Bryer noted that the department has requested an overall increase of \$32,000. Mr. Martel noted that the utilities are now included in the department's budgets and could be a portion of the increase.

A discussion was held regarding line 690/Office Equipment and the items included in this line. Mr. Martel stated that the library agreed to remove the safe. Mr. Dill noted line 430/Building/Maintenance and stated that the children's room desk has been included in this line in the amount of \$3,700. Mr. Dill stated that this should have been removed. Mr. Bryer stated that he feels that the book drop is necessary as the books that are being returned have the possibility of being removed since the drop leaks. Additional discussion was held regarding the meeting room floor. Mr. Curley explained that the meeting room is down stairs and it flooded. Mr. Bryer asked why the book/periodicals could not be level funded, line 670. ****Motion** Mr. Bryer motioned to reduce line 45501/430-Building/Maintenance by \$3,775., which is the amount of the children's room desk, for a new line total of \$8,536. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**

****Motion** Mr. Bryer made a motion to remove the safe from line 690/Office Equipment and reduce the line by \$1,300. New line total is \$1,627. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**

****Motion** Mr. Bryer motioned to level fund line 670/Books & Periodicals to the 2008 amount of \$81,976. Seconded by Mr. Dill. Mr. Dill stated that he was not at the meeting with the library trustees regarding the libraries budget so he is unsure as to the justifications for the increases to this line. After additional discussion, it was determined that the increase was for the Landmark**



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CD's. Mr. Dill stated that he does not believe that the library should reduce any of the existing periodicals. He added that they did agree to remove the desk and safe, which totals \$5,000. Mr. Bryer asked members of the public present if they knew what Landmark CD's are. Lucy Edwards researched the internet and determined that the CD's are \$10. each. Mr. Bryer withdrew the motion and Mr. Dill withdrew his second.

Highway Advisory & Facilities Committee Staff - 41974

Mr. Martel stated that he has received a request from Robert Bailey and Stephen Bailey, respective chairs of the highway advisory committee and facilities committee, requested to increase the stipend for Marion Knox, lines 130 and 131.

Mr. Dill stated that the current salary is \$3,000 for both committees. Mr. Bryer stated that he does not have a problem with the current stipend; however, he asked when did this volunteer position turned into a part time job. Mr. Dill noted that the secretary stipend is more than the selectmen's stipends and he agrees with Mr. Bryer. ****Motion** Mr. Bryer motioned to reject the request and level fund line 41974/130 and line 131 and added that he does not support increasing the line from \$1,500. to \$3,000.** Mr. Dill noted an hourly breakdown provided by Ms. Knox. Mr. Curley stated that the reason he supported the stipend last year was because the town does not want to be hiring too many secretaries for these committees. He added that it is the selectmen's responsibilities to provide secretaries for boards so minutes can get completed; however, in this case, the secretary is performing duties other than secretarial services. He noted that Ms. Knox does a lot of research for the town on her own time and has much knowledge available. He stated that he agrees with the selectmen to not increase the stipend to \$3,000.; however, he stated that Ms. Knox is performing above the \$1,500. stipend. ****Motion** Mr. Curley made an amendment to the motion to increase the stipend from \$1,500 to \$2,000.** He stated that her knowledge and time is beneficial. **Seconded by Mr. Bryer.** He asked at what point volunteer positions become part time positions. He does not want to create a part time position. Mr. Curley replied that this is a simple way to have work completed and this is for two committees. Mr. Bryer noted that he does appreciate the time and efforts of Ms. Knox. Mr. Dill stated that the total hours are 14 per month and added that this is fewer hours than what Mr. Curley does in a month's time. He added that this was a new stipend as of last year and he would support leveling the salary for a few years and see if it is sustainable. He added that he is on both of these committees and appreciates the work that Ms. Knox does. Mr. Curley stated that minimum wage would total \$2,080. He added that if a secretary was hired, it would be at a higher rate. Mr. Dill noted that if current staff were to do the work it would be more costly. Mr. Bryer noted that stipends are given to elected officials of the town and he does not agree with the proposal. **The amendment passed; 2/1.** Mr. Bryer was opposed. **Vote on motion to reject the request and level fund, passed unanimously; 3/0.** ****Motion** Mr. Curley made a motion to increase lines 130 and 131 to \$1,000. each line. Seconded by Mr. Bryer. Motion passes; 2/1.** Mr. Bryer was opposed.

Fire Department-42211

Mr. Dill read over all fuel lines for all departments. He stated that gas prices are down; however, diesel is still a concern especially for the new fire truck as they are not sure as to how efficient it will be on fuel. He suggested reducing the fire department's diesel line 42211-636 by \$1,500. to total \$10,500. ****Motion** Mr. Bryer motioned to reduce the fire department's diesel line,**



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42211/636 from \$12,000 to \$10,500. Seconded by Mr. Dill. The motion passed unanimously; 3/0.

Highway Department - 43111

Mr. Dill stated that he agrees with Mr. Bryer relative to fuel prices dropping. He referred to line 635 and stated that the proposed budgeted amount is \$15,000., which is an increase of \$7,000. He suggested reducing the fuel line. ****Motion** Mr. Bryer motioned to reduce the highway department's fuel line, 43111/635 from \$15,000 to \$12,500. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**

Executive Office - 41309

Mr. Martel requested to increase line 330/Contracted Services by \$1,000. due to the fact that records are now being sorted off site. Mr. Dill stated that the total line would be \$21,050. Mr. Bryer asked what the \$7,500 increase is for. Mr. Martel stated that he is not sure what the increase is for; however, he will find out. ****Motion** Mr. Dill motioned to increase line 330/Contracted Services by \$1,000. Seconded by Mr. Curley.** Mr. Bryer stated that he does not feel comfortable voting for an increase when he is not sure the reasoning and does not have the information. **The motion passed unanimously; 3/0.**

Selectmen - 41301

****Motion** Mr. Bryer motioned to level fund the selectmen's budget.** No second was provided. ****Motion** Mr. Curley motioned to increase the selectmen's salaries, line 130.** Mr. Curley stated that at a previous meeting the selectmen's salary was discussed and the issue was continued to discuss tonight, line 130. He stated that he would like to increase the salaries to \$3,000 and the study was based on the local Government's posted study. Mr. Dill stated that he would like to level fund this line as he does not feel that it is the year to do this. Mr. Curley stated that he compared salaries of three select board members and only for towns Northwood's size. He continued to explain that 23 towns have a three member select board and the average salary is \$3,000. He added that he was not proposing to increase the chair's salary as it exceeds \$3,000. **Seconded by Bryer.** Mr. Bryer stated that he has a problem voting on a line that affects him directly; however, thought about previous comments and noted that the increase is really only \$1,000. as this would not include an increase to the chairman's salary. Mr. Curley stated that the town comparison is used for the employees and if the selectmen are doing a good job, he does not feel that the town's people would mind approving wages in an equitable amount. Mr. Bryer asked for public comments. Ms. Edwards and Mr. Schofield both supported the increase based on the volume of work and that this is a very small price to pay for the workload that the board does. **The motion passed; 2/1.** Mr. Dill was opposed.

Town Administrator - 41302

A discussion was held regarding the salary of the town administrator, line 110. Mr. Bryer stated that \$53,000 has been budgeted and asked Mr. Martel for a suggested salary for a full time administrator. Mr. Martel replied at a minimum \$60,000. Mr. Bryer stated that he looks at this position as a very important position and the new person needs to have experience and feels that the board should budget \$60,000. Mr. Martel stated that if the new administrator is a single person there will be some leeway in the budget. Mr. Dill stated that the budgeted amount of \$53,000. is from March and the position is not funding for the full year. Mr. Martel reviewed



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other towns budgeted amounts for the administrator position. He added that the board also needs to consider the staff working in this office as they are good people and they need to be treated as such. There is a need for a certain fit to compliment the staff here. Mr. Bryer noted that if the right candidate came along he would pay more than \$60,000.

Discussion ensued regarding the health insurance for this position. Mr. Martel noted that the figures provided were accurate. ****Motion** Mr. Dill motioned to increase the town administrator's salary, line 110, to \$57,000. Seconded by Mr. Bryer. The motion passed unanimously; 3/0.** New total bottom line for 41302 is \$84,540.

Moderator ~ 41303

Mr. Dill noted that the department is decreasing. Mr. Bryer noted that here are no additional elections for 2009 except the town elections. No further discussion was held.

Executive Office ~ 41309

Mr. Bryer asked if the salary of the administrative assistant is being eliminated, line 111. Mr. Martel suggested that the figures be rounded out. The board agreed. Mr. Martel noted that the biggest increase is the \$8,500. for contracted services. No other discussion was held.

Finance Administration ~ 41501

Mr. Martel stated that the largest increase is for the health insurance as last year was 2/3 of the year. Mr. Bryer asked about the equipment, line 690. Mr. Martel stated that nothing was spent during the year and these funds were used to purchase the two new hard drives for the server. He added that he recommended keeping the funds in the line. No additional discussion was held.

Audit Services ~ 41502

Mr. Dill asked if the town would be going out to bid for audit services this year. Mr. Martel stated that the company will do the audit for 2008. Mr. Dill stated that in 2009 the board should consider going out for bids. The board agreed. No other discussion was held.

Assessing ~ 41503

Mr. Bryer stated that he is satisfied with the assessing costs and service. A discussion was held regarding the gas line 635. Mr. Dill stated that there was nothing budgeted last year. Mr. Martel stated that gas is included in the contract. Mr. Dill suggested eliminating the line and the department's new total was agreed to become \$37,012. No other discussion was held.

Town Clerk/Tax Collector ~ 41504

Mr. Martel stated that the TC/TX has requested an increase of \$384. Mr. Bryer stated that this year's budget was \$48,842. Mr. Curley stated that there was an extra pay period. Mr. Bryer stated that an elected official receives a set amount and is not an at will employee; therefore, he asked why the TC/TX would receive an additional pay week. Mr. Martel replied that she works weekly rather than quarterly. He added that the TC/TX did receive a COLA last year. The board determined that the salary amount this year will be \$47,642, which is the salary without the extra pay week. ****Motion** Mr. Bryer motioned to not increase the town clerk/tax collector's salary, line 110, and recommend \$47,642. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**



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Legal Operations ~ 41531

Mr. Bryer suggested that the legal line be reduced line 320 by \$5,000. ****Motion** Mr. Dill motioned to reduce the legal department, line 320, by \$5,000. Seconded by Mr. Bryer. The motion passed unanimously; 3/0.**

Claims Judgments, and Settlements ~ 41533

Mr. Bryer suggested that the line be reduced and noted that the issue pending has been resolved. Mr. Martel noted that there are still some minor litigations pending. ****Motion** Mr. Dill motioned to reduce the claims and judgments department, line 320, by \$10,000. The department total will become \$15,000. Seconded by Mr. Bryer. The motion passed unanimously; 3/0.**

Community Hall ~ 41940

Mr. Dill explained that this is a new line this year to better track utilities more efficiently. He stated that the funds under the facilities committee are for major projects for facilities. The money budgeted in this line is for maintenance such as painting, upkeep, etc. Mr. Bryer stated that he would like to reduce the line by \$5,000. He suggested contacting Steve Bailey for additional information. Mr. Curley called for a recess at 8:20 p.m. Session resumed at 8:35 p.m. Mr. Bryer stated he contacted Mr. Bailey who asked for \$10,000. and explained that this is the amount necessary to run the building. Mr. Bryer suggested reducing the line by \$3,000. for a new line total of \$7,000. ****Motion** Mr. Bryer motioned to reduce the community hall department, line 430, by \$3,000. The department total will become \$7,000. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**

Executive Office – 41309

Mr. Martel explained that the \$7,500. increase is for the new IT support.

Town Parade Buildings (General Government Bldgs) – 41941

Mr. Dill stated that the electric and heat have been removed out of this department and the utility lines have been added to respective departments budgets. He asked why the reduction of \$40,000. Mr. Martel referred to the Grounds Care, line 650, and said that the amount was determined to be proposed at \$7,500. He added that \$4,800. was spent this year.

Police Commission – 42111

Mr. Dill noted that this department is unchanged. Mr. Bryer noted that the department has only spent \$2,700. this year. Mr. Martel stated that they did not spend much from their legal line, 320. Mr. Dill stated that he spoke to the police chief regarding the animal control officer being under the direction of the police department. He explained that the chief agreed with the idea and the issue will be discussed at the next police commission meeting.

Police Department - 42112

Mr. Bryer reviewed line 110, police chief salary. Mr. Dill noted the chief is actually taking a pay cut as the chief does not work any overtime. Mr. Martel also noted that there are some increases with health insurance. Mr. Bryer noted that other increases are due to the utilities being moved.

A discussion was also held regarding adding \$20,000. for grants, lines 880 and 881. Mr. Bryer noted that there is an expendable trust fund for grants and he recommended adding the funds to



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that account. Mr. Bryer asked what the balance of the account is and suggested it be done as a warrant article. Mr. Martel replied that the balance is not more than \$20,000. Mr. Dill stated that in the spring the selectmen had stated to the commissioners that the money needed to be placed into the budget. Mr. Curley suggested that since the request is for \$20,000., he would like to see a warrant article for \$20,000. and be explained as a matching fund grant. ****Motion** Mr. Bryer motioned to reduce the police department's budget by \$20,000.; lines 880 and 881, and create a warrant article for \$20,000. for grant matching funds. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**

Building/Code Enforcement ~ 42401

Mr. Bryer noted that there is an \$18,000 reduction proposed. Mr. Martel noted that the hours have been reduced. Mr. Dill noted that at some point the department will be meeting with the board regarding bed bottom inspections. Mr. Martel stated that the state does not do these inspections; the state comes in after the system is laid out. Mr. Dill stated that this is basically a second check on the design and is being requested since there have been a number of failed systems in town. Mr. Martel stated that no certification is required. Additional discussion was held and Mr. Bryer expressed concern with the fact that another position would be being created. Mr. Dill replied no as the inspections would be done with existing staff in the building department. This issue will be further addressed at another time.

Solid Waste Trans Costs ~ 43242

Mr. Martel stated that the figures will not be available until January; however, based on a few phone calls, he stated that he does not anticipate a dramatic change.

Health Dept. ~ 44111

Mr. Curley asked about the fuel line increase, line 635. Mr. Martel stated that this is for the Ford Explorer and the fuel is shared by all departments that use the vehicle.

Animal Control ~ 44141

Mr. Dill noted that the chief would like to have an old cruiser be the vehicle for the animal control officer.

Welfare Administration ~ 44411

Mr. Bryer asked what the increase is and Mr. Martel explained that there is a significant increase will the hours required due to cases, line 111. The director has been working on recovering funds from liens.

Welfare Vendors ~ 44452

Mr. Martel noted that the rentals have increase, line 440; electricity and oil have doubled, lines 410 and 411. Mr. Bryer stated that the town spent \$21,000 under rental, line 440, and only \$19,500 has been budgeted. He suggested budgeting the amount that was spent this year. ****Motion** Mr. Bryer motioned to recommend increasing the welfare rental, line 440, to \$22,000. Seconded by Mr. Dill. The motion passed unanimously; 3/0.**



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Parks & Recreation ~ 45201

A discussion was held regarding the fees for recreation. Mr. Martel explained that registration fees are collected and those fees are deposited into the revolving fund. Fees are also used to offset program costs, T-shirts, transportation.

Summer camp was also discussed, line 810. Mr. Bryer asked what the increases are for. Mr. Dill explained that the counselor line has been removed, line 122, and the program line will now increase. Mr. Martel stated that the programs are more than the registration fees so there is some subsidizing. Mr. Dill noted that the summer program has been very productive over the past year.

After discussions, the grand total of increases was \$67,319. Mr. Dill noted that the cuts that just occurred totaled \$39,095.

November 25, 2008

****Motion**** Mr. Dill motioned to approve the minutes of November 25, 2008, as written. Seconded by Mr. Bryer. Motion passed; 3/0.

December 9, 2008

****Motion**** Mr. Dill motioned to approve the minutes of December 9, 2008, as written. Seconded by Mr. Bryer. Motion passed; 3/0.

9:05 p.m. ****Motion**** Mr. Dill motioned to adjourn, seconded by Mr. Bryer. The motion passed unanimously; 3/0.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary