

**Town Council Meeting**  
**March 30, 2010**

**COUNCIL PRESENT:** Oscar Emerson, Audrey Wilcox, Fred Gifford, Lillian Coulter, Nicholas Wood. Town Office staff present, Town Manager Melissa Doane

**REVIEW OF MINUTES:** Councilor Gifford made a motion to accept the March 16, 2010 minutes as presented, seconded by Councilor Emerson, no discussion vote 4/0 (Wilcox abstained, not present)

**CITIZENS REQUEST:** None

**MANAGERS REPORT:**

Town Manager Doane reported that Steve Woods had paid his 2007 taxes in full on March 23, 2010 therefore there were no Bradley properties in foreclosure.

Manager Doane has an agreement with Carpenter Associates to engineer, design and handle of the proposed salt and sand shed should the voters approve removing the funds from undesignated fund balance on the June 8, 2010 annual meeting. The amount for the services is not to exceed \$10,000. The proposed services would be for concrete foundation, wood arch building, pre-bid meeting, bid open, assist Town Council in bid decision, visit the site 4 times during construction assist and oversee pay requisitions and assist in permits should any be needed, she added that it Carpenter Associates opinion that no permitting would be needed. Councilor Gifford made a motion to enter into the agreement with Carpenter Associates pending voter approval, seconded by Councilor Coulter, during discussion Councilor Wilcox asked what would happen if the voters do not approve the removal of funds from the savings. Manager Doane stated that we will review the situation if that occurs, vote 5/0.

The March 24, 2010 pre-bid meeting was very successful, with 32 bid requests. The bid opening is scheduled for April 14, 2010.

Manager Doane wished to remind Town Council members that the nomination papers are available for one Town Council seat.

Manager Doane would like to have Town Councils thoughts regarding the dedication of the annual Town Report. One suggestion that was received was to dedicate Sally Strout for her outstanding dedication to the Town of Bradley. Councilor Emerson stated that he thought that was a good choice; however the issue will be visited at the next Town Council meeting allowing members to reflect.

Manager Doane received an e-mail from David Walker; RSU 34 will be having a budget workshop on March 31<sup>st</sup> at 6:00 pm. In the e-mail he speaks of decreased spending, however increase local share because of the decreased in State Funding. Manager Doane will not be able to attend the workshop as she has a prior commitment.

Manager Doane wanted to briefly discuss the Town's photocopier. The quality of the copies have become poor, she had the company come look at the copier to see what would be needed to repair the machine. Apparently there are several rollers that need to be replaced along with a toner component; they estimate the cost to be between \$850.00 with labor, they also stated that parts for the machine are going to be harder and more expensive to replace. The copier was purchased for \$4400 in 2000 and over the last 3 years has averaged \$500 per year with no major repair. Transco has repaired two replacement options, one is for a lease of \$113.00 which includes \$78.00 per month and \$35.00 per month for service contract, the service contract includes all service, parts, labor and toner. The other option to purchase a used machine for \$2500 with a 3 year warranty with an additional service contract of \$50.00 per month again the service contract would include service, parts, labor and toner. Manager Doane feels that the lease would be a better option; however that would add to the budget an additional \$1356 per year. Councilor Gifford made a motion to enter into a lease agreement for a price of \$113.00 per year, with a 5 year term, seconded by Councilor Emerson, vote 4/0.

#### **NEW BUSINESS:**

Councilor Wilcox asked for clarification regarding the Town Savings and the undesignated fund balance. Manager Doane explained that when she came to work for the Town there was an estimated \$400,000 in an account with Fleet Bank listed as Town Savings. She was not able to get the basis of these funds, and moved the funds into investments. The current balance is \$471,000, the Town Council will be asking the voters to remove up to \$210,000 to construct and engineer a sand and salt shed, and the removal would not affect taxes. The undersigned fund balance is formed from over collected revenue, and un-expended expenses, also funds are used from the overlay from tax commitment. The Town Council will be asking the voters on June 8, 2010 to remove up to \$140,000 from this account to help offset the tax commitment; if this approved this will keep the taxes the same for the municipal budget. Manager Doane further explained that if these funds are used, it is like taxing the residents twice, as the funds originally have come from tax revenue.

#### **UNFINISHED BUSINESS:**

Councilor Gifford asked for an update regarding the properties in which Town Council has requested be cleaned. Manager Doane stated that the property owners that have until May 1 include Ed Buck and Gerald Roy. Manager Doane has not heard from Mr. Buck there is fencing material on his property, Mr. Roy has been in constant contact with the Town Council and is making progress. Manager Doane further explained that a letter has been sent to 661 Main Street, 6 Pine Street and 1 Cram Street. Councilor Gifford asked what the status was of 114 Cram Street, Manager Doane stated they had until May 1, also she has reviewed their property, however will direct the code enforcement to look at.

Motion to exceed the budget cap ordinance for the 2010-2011 fiscal year made by Councilor Wilcox, which allows the budget to only be raised by the COLA, which for the current year is zero, seconded by Councilor Emerson, no discussion, vote 5/0.

Manager Doane explained that the auditor and she were finally able to come into agreement regarding the school fund balance. It was difficult to do as there is no longer a representative from Union 90 to

assist with the audit. It appears that the school fund balance that can be used for future taxes will be \$478,544. Town Council will have the opportunity to decide if that full amount should be used towards this tax commitment or if it should be divided over a certain amount of years. It would be her recommendation that the Town wait until the assessment is completed before reaching any decision.

Manager Doane also wished to clarify that because of the finalization of the school audit and the carry forward amounts designated for the current budget, the undersigned balance she reported last meeting of \$1,478,509 has changed to 1,290,784.37.

**MUNICIPAL WARRANTS:** Councilor Coulter made a motion to accept warrant 74 in the amount of \$4818.10, warrant #75 in the amount of \$1560.94, warrant #76 in the amount of \$22,458.20 and warrant #77 in the amount of \$12,632.35, seconded by Councilor Gifford, no discussion, vote 5/0.

**NEXT MEETING:** The next meeting is set for April 13, 2010 at 6:30 pm.

**ADJOURN:** Motion made Councilor Wilcox to adjourn, seconded by Councilor Coulter, no discussion, Vote 5/0.