

**TOWN OF TUNBRIDGE  
SELECTBOARD MEETING  
Monday, December 17th, 2018**

Meeting called to order at 6:13 pm

**Present: Gary Mullen, Mike McPhetres, John O'Brien, Joe Paquin, Becky Hoyt, Jillian Conner**

**Road Foreman Report**

Over the phone, Rodney informed the Board he is planning to go on a hunting trip from January 3rd - 8th. He is planning for Timmy Higgins to fill in for him if needed.

**Collector of Delinquent Taxes Discussion**

The Collector of Delinquent Taxes, Joe Paquin, first showed the Selectboard a sample letter he uses to send to delinquent taxpayers. There are very defined time frames and dates that should make it easy for taxpayers to come up with a payment plan if they are delinquent. They also have the opportunity to pay their taxes right up until the date of tax sale.

Secondly, Paquin explained that there is a taxpayer, Mr. Hilliker, who is disputing how much he owes. A previous payment he made, last year, which was not for the full amount owed, was deposited into a town bank account last fall. But, Paquin is unable to understand where it was credited after that, because it was not credited to Mr. Hilliker. The partial reason for the confusion is that Joe is missing some electronic records from the previous delinquent tax collector, specifically those from October 2017. He asked the Selectboard to contact her and request all of the electronic documents pertaining to delinquent taxes on her personal computer be given to him, as they are public property. Having the full and complete record from the previous Delinquent Tax Collector is necessary to solve this disputed tax problem with Mr. Hilliker, and is also required by law. Mr. Paquin would like to have these records in hand by January 15th.

Mr. Paquin has collected \$80,000 of \$200,000 delinquent taxes this year.

**Budget Discussion**

Mrs. Hoyt first updated the Selectboard about the Trustees of Public Funds (TPF), which may not be able to give out much funding this coming fiscal year. The Cemetery Commission in particular will need some help from the general fund - about \$7,000. The highway department will only receive about \$3,000 from the TPF. Mr. O'Brien asked if some of the \$200,000 surplus could be used to fund these departments if it is voted on by the Town, Mrs. Hoyt replied yes. Mr. Mullen asked why there is so much money in the

surplus, Mrs. Hoyt responded that a lot of it is of unused education funding that is returned to Tunbridge from the state.

Mrs. Hoyt also let the Board know that she has completed all the paperwork for the Town to start accepting credit card payments for taxes through the website. She thinks it will be set up by the end of the year.

The Selectboard decided to schedule a special budget meeting to be held on January 2nd at 6:00pm at the Town Office.

Mr. Mullen asked if there was money in the budget to give out small bonuses to all of the town staff this year, Mrs. Hoyt said there is. She said in order to disperse it the Selectboard must write an order and sign it. Mr. McPhetres made a motion to give the highway staff, transfer station attendant and administrative assistant an appreciative \$100 cash bonus. Mr. O'Brien seconded. All in favor. So moved.

Discussion of the general fund began. Mr. McPhetres made a motion to give all town employees except Selectboard and the highway staff a 2.8% wage increase, and give the highway staff a 5% wage increase. John seconded. All in favor. So moved.

The Selectboard would like to add Judy Howe's cleaning wage to the wage increase list, and remove the Selectboard members from the wage increase list.

The Selectboard made several changes to the proposed budget. They want to clarify with Mrs. Hoyt, Treasurer, about the School Treasurer's stipend and about two line items: Town Hall Cleaning and Town Office Cleaning.

### **PACIF Report Discussion**

The Selectboard moved on to discuss the most recent PACIF Report, written by Jim Carrien, containing suggestions to improve risk-management measures. Mike made a motion to have Mike Howe install a 42" tall plexi-glass and wooden barrier on the Town Hall Window, and repair an electrical wire in the Town Office basement. John seconded. So moved.

The Board instructed Ms. Conner to call Randolph Plumbing and Heat to inspect the Town Hall and Town Office furnaces. They also instructed Ms. Conner to prepare a CMV Drug & Alcohol Policy to be included in the Personnel Policies; ask Mrs. Hoyt about funds to purchase ice traction shoes for the highway crew; contact Mike Howe about needed repairs; and follow up with Mr. Rodney Hoyt about a couple issues at the garage.

Mr. O'Brien made a motion to purchase a replacement heater for Bert Tatro's transfer station shed at a reasonable cost. Mr. McPhetres seconded. So moved.

**Other Business**

Mr. O'Brien will talk to Simon Bradford about potentially taking on the Emergency Management Coordinator position that is now vacant.

The Board also reminded themselves that they need to put together an Emergency Services Committee, as discussed a couple meetings ago. They agreed that the Selectboard members, Rudi Ruddell, one person from each ambulance service, and a person in medicine would be an ideal group of people.

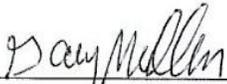
The Board must not forget to look into getting the town garage insulated in order to save money on fuel costs.

The Board wrote an order to disperse \$600 from the staff appreciation budget to be split between the town's staff members. All members signed the order.

Orders and Warrants signed.

Mr. McPhetres motioned to adjourn at 9:40pm. John seconded. So moved.

Selectboard/Committee Joint Meeting Schedule 1St Tuesday of the Month  
Cemetery Commission: April and August  
Planning Commission: April, August and November  
Recreation Commission: January, April, July and October  
Listers: May and November  
Auditors: September and November  
Library Directors: October

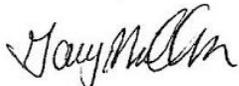
  
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Gary Mullen, Chair

  
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Mike McPhetres, Vice Chair

  
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John O'Brien, Clerk

DEC. 17, 2018

FOR THE BUDGETED \$600 FOR "STAFF APPRECIATION," PLEASE RELEASE SAID FUNDS TO THE SELECTBOARD.



GARY MULLEN, CHAIR



MIKE MCPHETRES, VICE CHAIR



JOHN O'BRIEN, CLERK