Present: Chairman Kathleen Laplante, Vice Chairman Richard St. John, Selectman Matthew Frank, Selectman Achille Belanger, Town Manager George Finch, Secretary Melissa St. John, CEO John Wentworth

Absent: Selectman William Winslow

Public:LRTV, Advertiser Democrat, 2 people

1. Pledge of Allegiance – Led by Chairman Laplante
2. Meeting called to order at 7:00 p.m. by Chairman Laplante
3. Public Participation (Non-Agenda Items)
4. Workshop
   a. Dog ordinance
      Old ordinance is not current with State statute. This draft follows statute and provides the animal control officer with guidance and gives authority for the ACO to take care of any animal issues. Ordinance encourages responsible dog ownership.
   b. Safe Zones
      Zones listed that are drug free zones to provide safe locations for our children.
5. Approval of Warrants #26 - #29

Motion to accept the Fiscal Year 2015/16 Financial Warrants #26 - #29 made by Selectman St. John, 2nd by Selectman Frank. Approved 4-0.

6. Approval of minutes December 17, 2015

Motion to accept the December 17, 2015 meeting minutes made by Selectman Frank, 2nd by Selectman Belanger. Approved 4-0.

7. Old Business
   a. RMO Holdings consent agreement

Motion to approve the consent agreement for signature to RMO Holdings made by Selectman Laplante, 2nd by Selectman Frank. Approved 4-0.

8. New Business
Motion to grant a Quit Claim Deed to James Bean, Map 38, Lot 9-B, made by Selectman St. John, 2nd by Selectman Frank. Approved 4-0.

b. June election dates

The election date is Tuesday June 14, 2016. Town Meeting would be Wednesday June 15, 2016 at 6:30 p.m. Nomination papers available at the Town Office beginning Monday March 21, 2016. Filing date for nomination papers is Friday April 29, 2016 by 4:30 p.m.

Open Positions for the 2016 Election

1 Selectmen – 3 year term
   Kathy Laplante – term expiring

2 Planning Board – 3 year term
   Barry Smith – term expiring
   Robert Celeste – term expiring

1 Appeals Board – 5 year term
   Douglas Wall – term expiring

1 Appeals Board – 3 year term
   Open seat

1 School Board Director (SAD #17)
   Ann Macro – term expiring

Motion to set the 2016 election date for Tuesday June 14, 2016 and Town Meeting for Wednesday June 15, 2016 at 6:30 p.m. made by Selectman Belanger, 2nd by Selectman Frank. Approved 4-0.

c. Consent agreement – Andrzej Siwek, Map 12, Lot 37

Motion to approve a consent agreement for Andrzej Siwek, Map 12, Lot 37 made by Selectman St. John, 2nd by Selectman Frank. Approved 4-0.

9. Other Business
   a. Water Extraction Ordinance Committee

Planning Board has requested a committee be set up to investigate and create an ordinance to consider protections for the town for large water extraction. Suggestion to collect additional information and advertise for public participation.

Recommendation to proceed forward to set up a committee to handle this issue, gather further information and advertise for individuals to participate.

10. Manager’s Report
a. **Financial Report** – While I am sensitive to the time of year and the costs that can accrue due to cold and snow I am pleased to note the municipal operations side of the budget is all positive news. We are $117,628 to the good which can be viewed as 1.8% of the total budget which includes schools and county or 6.4% to the good in terms of the municipal operations budget which we do have control over.

   i. **Revenue** – Remains strong through the first six months of the fiscal year at $55,620 or 8.1% ahead of projection. Key drivers have been vehicle excise tax, solid waste and revenue sharing.

   ii. **Expense** – Remains on the positive side during this same time period at $42,008 or 2.2% below budget. When adjusted for receivable legal costs this changes we are at $62K or 3.3% below budget.

b. **Budget Update** – The draft budget is ready to go to the Budget Committee at the January 28th meeting. Final adjustments on my draft are up to date through December 31st and I am pleased to report that I have high confidence that we can bring the municipal operations in with an increase of $33K at $1,926,693 which while an increase remains positive in that it is only an increase of $18K over five years. The increase is necessary as the last two winters has pushed the public works budget to the edge making the five year snow removal cost higher than they were those few years of limited winter before. The detail by department and by line will be available to the Selectmen and Budget Committee as well as the public through a powerpoint presentation that is being prepared for release on the 28th. I still believe strongly that if the School and County increase is minimal that we could be looking at a very minor to no increase in property taxation.

c. **FY15 – Audit Report** – The FY15 report has been reviewed and accepted in draft form. The report is at the printers and will be presented in full at the January 28th meeting. Once again I am pleased to report we finished the year in positive territory despite the many challenges such as winter presented.

d. **Capital Roads Update** – This is just a quick follow up to let you know where we stand on the comprehensive review of our roads. Staff has completed the measurement of all roads and is working on the condition status of each which will in turn help us finalize a long term road plan in terms of both when, (an important note to people who live or travel on the road), and cost which is necessary in order for us to put together the schedule based on funding capability. The program when finished, (tentatively this summer), will be posted in some manner electronically allowing residents to see where there road is in terms of priority.

e. **Electronic Assessing Files Update** – The work being done to bring our assessing files on line electronically is progressing well although for some it may seem slow. The process while very complicated has reached the point where all land is now electronically loaded in the program. The loading of buildings by lot is far more complex and will take a great deal of time and until we complete some testing cannot specifically say how long that will take. The importance is in having the data available to the public in computer online format.

f. **Capital & Inventory Plan** – This too is going well but has fallen back a bit due to the need to concentrate our limited resources on roads and assessing. The next draft, covering through fiscal year 2021 will be available for the Selectmen and Budget Committee in March. The remaining years, (through 2035) will be available by year
end. Yes a lot can change in time frames over that period of time but this process will allow the people of Harrison to plan, finance and institute these changes without the peaks and valleys caused from year to year for unplanned and unfinanced items.

I will close my manager’s report with something I am told, at least sometimes, that I do not do often enough. ‘We need to thank all of our staff for what they do and particularly those involved in all of the projects that are for the most part above and beyond the daily tasks they have. In the coming weeks in my update I will be presenting an article on each department and the accomplishments they have been contributing to productivity improvements, cost avoidance and the ability of the town to continue to provide effective, efficient and economical services while at the same time reducing the impact on tax increases.

11. Executive Session (if necessary)

12. Adjourn

Motion to adjourn at 8:14 p.m. made by Selectman St. John, 2nd by Selectman Belanger. Approved 4-0.

Respectfully submitted,

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Kathleen Laplante, Chairman

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Melissa St. John, Secretary