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

Public: LRTV, Advertiser Democrat, 7 public

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)
   Question asked if a purchase policy has been put into place as suggested by the auditor report
4. Workshop
   a. Transfer station report
      Report included with minutes
   b. Fee free weekend – transfer station
      Another workshop will be set up to follow up the presentation
5. Approval of Warrants #16, #17, #18, #19 & #20
   Motion to accept the Fiscal Year 2015/16 Financial Warrants #16, #17, #18, #19 & #20 made by Selectman Frank, 2nd by Selectman Winslow. Approved 5-0.
6. Approval of minutes – October 8, 2015
   Motion to accept the October 8, 2015 meeting minutes made by Selectman St. John, 2nd by Selectman Frank. Approved 5-0.
7. Old Business
   a. Land sale - No bids received.
Motion made to maintain the price and allow anyone to come in and pay the current bid price of $22,000 for the next 6 months made by Selectman Winslow, 2nd by Selectman Belanger. Approved 5-0.

8. New Business
   a. Lion’s Club Texas Hold ‘Em renewal for 2016 – request to allow the clerk to submit a letter on behalf of the Selectboard

Motion to allow the Town Clerk on behalf of the Selectmen to write a letter granting a one year license for the Lion’s Club to run Texas Hold ‘Em for the calendar year 2016 made by Selectman Winslow, 2nd by Selectman St. John. Approved 5-0.

   b. Action if any on workshop

Motion made to not offer a fee free weekend for the forseeable future made by Selectman St. John, 2nd by Selectman Winslow. Approved 5-0.

9. Other Business
   a. December meeting date change

Motion made to change the meeting date to December 17th made by Selectman St. John, 2nd by Selectman Frank. Approved 5-0.

10. Manager’s Report
    • Financial Year 2016 Update –
      o With 4-months of fiscal year 2016 behind us we have a better ability to project out where we will be at the end of the fiscal year on June 30th. Currently all departments with the exception of Administration are under budget expectations for this point in the year. Pending closure of two code enforcement legal cases cost remains above budget. Upon receipt of payment the legal expenses will be back within budget.

      o Current revenue expectations are $59,554 or 8.7% above while expenses are $18,070 or 1% below on the municipal operation side of the budget for a plus of $77,624 or 1.1% to the good.

      o Tax collection continues to be strong with 54.5% for the fiscal year taxes paid compared to same time collections last year at 51.2% and 10-year average of 49.5%.
Revenue Sharing remains ahead of budget at 41.3% versus 29% for same time numbers last year but as always revenue sharing from the state varies with the economic conditions.

Of course as we head into winter our major concern of snow removal remains. Hopefully this winter will not be a repeat of the last two winters.

**Fiscal Year 2017 Budget Guidance**

As hard as it may be to believe, we are once again at that point where we begin concentrating on the next fiscal year as much as we do the current fiscal year. Therefore there is guidance needed in what the target should be. I do realize the reality that any tax is too much, let alone an increase, but I also realize the reality of we can’t have municipal services without financial support to fund them.

In choosing a target at this point we, as we have been faced with in most years, are working data from Education, (62.1%) and County Tax, (5.3%) for a total of (67.4%) of your tax dollars expended by the Town of Harrison. This leaves the municipal operations side of the budget at 19.4% of your tax dollars, capital & Reserve at 4.8% and capital roads at 6.4%. For a quick understanding 1% is one-penny of each tax dollar collected.

In the last five budget years we have always been successful at coming in less than projected and I expect we can do the same this year. It would be unwise to project as zero increase in taxes with 67% of the taxes going to education. Therefore I would like to see a target of no more than a $.15 or 1.3% increase in taxes. I believe we are in a range of no increase, (remaining at $11.15) to a $.15 or 1.3% increase, ($11.30) due to the unknowns of education and county tax.

The budget presentation to the Board will be, per the usual, at a January Meeting.

**My Thanks –**

I will start with thanking the staff, (all departments), for the extra efforts they all put in during my two weeks of vacation. There were a lot of tasks on the table and their efforts made my away time much more relaxing.

Thanks also to the Board for allowing me to take the time and being there for the staff if and when needed.

I also want to note with great appreciation the work of Dyer Septic & Excavation Services for expediting the removal and installation of the
Town Office septic system in a timely manner. Also thanks to John Wentworth for coordinating the project for me.

- I would also like to thank Russ Merrill, (Merrill Electric), for his extra efforts at the transfer station to install the necessary electrical set-ups for the new compactors. In all we only faced one day of shutdown at the facility for the installations versus what could have been three or four.

- **Transfer Station Report –**
  - The new compactors are in place and in operation along with the new electrical system that will greatly reduce our power costs. We have also set-up the necessary annual maintenance program to help extend the life of the compactors.

- **Public Works Report –**
  - **Winter Preparedness & Winter Sand** - We are ready for winter with hope for far less than the winters of the past two years. As per usual limited amounts of sand for walkways will be available Monday through Friday at the Public Works Facility on Edes Falls Road and on Saturday and Sunday at the Transfer Station. We encourage folks to get their sand during the week at Public Works in order to maximize the sand available on weekends at the Transfer Station.

- **Final words for the night.** On Monday I started my 6th year as your Town Manager. I want to take this moment to thank the Board, the employees and the many people around town, (residents and non-resident alike), for their wonderful support and friendship over the past 5-years.

11. Executive Session (if necessary)

12. Adjourn

**Motion to adjourn at 8:24 p.m. made by Selectman Winslow, 2nd by Selectman Frank. Approved 5-0.**

Respectfully submitted,

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Kathleen Laplante, Chairman

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Melissa St. John, Secretary