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, 3 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)

4. Approval of Warrants #49, #50, #51 & #52

   Motion to accept the Fiscal Year 2016 Financial Warrants #49, #50, #51 & #52 made by Selectman Frank, 2nd by Selectman Belanger. Approved 4-0.

5. Approval of minutes – May 26, 2016

   Motion to accept the May 26, 2016 meeting minutes made by Selectman St. John, 2nd by Selectman Belanger. Approved 3-0. Selectman Frank abstained absent

6. Old Business – None

7. New Business

   a. Appointments
      i. George Finch – Road Commissioner, Treasurer, Tax Collector

      Motion to appoint George Finch as the road commissioner, treasurer and tax collector made by Selectman Frank, 2nd by Selectman Belanger. Approved 3-0.

      ii. Brent Grygiel – Planning Board

      Motion made to appoint Brent Grygiel to the planning board made by Selectman Frank, 2nd by Selectman Belanger. Amended motion for 3 years. Approved 4-0.

      iii. Lisa Villa – Appeals Board
Motion made to appoint Lisa Villa to the appeals board for three years made by Selectman St. John, 2nd by Selectman Belanger. Approved 4-0.

b. Road bid approval

1. Pike Industries - $688,615
2. Bruce Manzer - $699,489
3. F.R. Carroll - $784,767

Motion made to accept the bid from Pike Industries made by Selectman Belanger, 2nd by Selectman Frank. Approved 4-0.

c. Tree cutting on Deer Hill Road

1. Q-Team - $14,000.00
2. Marston's Tree Service - $18,499.50

Motion made to accept the bid from Q-Team to cut the trees on Deer Hill Road made by Selectman Belanger, 2nd by Selectman Frank. Approved 4-0.

Full bids attached to minutes.

8. Other Business
   a. Thank you note

9. Manager's Report

- **Updating Personnel Policy & Fair Labor Standards Act** – We have reached the next step and hope to move ahead quickly with our updating of the personnel policy. There are necessary changes we need to make to be in full compliance with the new rules and regulations of the Fair Labor Standards Act signed by the President in May. The changes, not a great impact on Harrison, deal mostly with upgrading job descriptions, hourly/salary record keeping for exempt/non-exempt employees and other challenges. Businesses and communities have until December 1st to comply with the changes and while the impact for Harrison will be minimal it is a good time to bring our policies up to date.

- **Public Works 2016 Summer Road Plans** –
  
  o As can be seen by the work on Dawes Hill the crew has been moving along on road preparations for next year’s paving project. Shortly they will move over to Deerhill Road work on trenching and culverts a project we would like to include in next year’s paving plan also. Tree pruning and removal along the road side will hopefully begin within the next week to 10 days.

  o 2016 road paving plans, targeted for late August, includes Sterling Road, East Shore Road, North Beach Road and South Beach Road, all in East Shore Estates of Lewis Road. Hemlock Lane off Lewis Road and Temple Hill off Rt. 117/Norway Road. In addition, we will pave in a number of places where there were serious road issues or culverts to be replaced and if funding and time is available do additional work on Lincoln Street.

**FY16 Tentative Budget Wrap-up** – The tentative numbers for revenue and expense are in place and look great overall. As with past years we continue productivity improvements and cost avoidance in all of our departments. This allows us to hold the line on costs while maintaining and improving our
services. The savings allow us to continue progress across fiscal years with carry forwards to complete projects, increase our fund balances and reduce future tax increases. The pre-audit is complete giving us a snapshot and the wrap up will be done in early August. The numbers look good overall and are consistent with our goal of being in the black on the bottom line. The following is a snapshot of where we are with one week, (one payroll and financial warrant), left in the current fiscal year.

- Municipal Operations – (Tentative)
  
  o The expense budget of $1,893,231 will finish up under budget at $1,823,689 for a decrease of $69,543 or 3.7% in the budget.
  
  o The revenue budget of $686,573 will finish up over budget at $814,883 for an increase in revenue of $128,309 or 18.7%
  
  o In total municipal operations will finish up the year to the plus side by $197,852, ($128,309 over budgeted revenue and $69,543 under budgeted expenses). The two major elements in the revenue increased were from state revenue sharing and funds from fees and legal penalties.
  
  o At the July meeting I will be recommending approximately $60K from Public Works to be carried forward to finish projects that are ongoing on our roads. These funds are dedicated to the roads and are only available due to the mild winter we had. I will also be recommending the capital reserve funds earmarked for fire station roof repair and for the Town Office Parking Lot changes be carried forward as we were unable to accomplish the tasks in the current year.

10. Executive Session (if necessary)

11. Adjourn

Motion to adjourn at 7:29 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