

February 8, 2017

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**Thompson Board of Selectmen Special Meeting Minutes**

**Merrill Seney Community Room**

2017 FEB - 8 P 4: 25

TOWN CLERK

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1 PM

- I. Call to order: The meeting was called to order at 1:15PM by First Selectman Ken Beausoleil.
- II. Roll Call: Ken Beausoleil, Steve Herbert, Shaina Smith, Orla McKiernan-Raftery
- III. Thompson Public Library Budget, Presented by Library Director Alison Boutaugh  
The presentation began with a PowerPoint presentation which was given to the board of selectmen as a word document. Alison noted that there were 50,905 visitors from July 2015 through June 2016. A total of 65,371 items were loaned during that time, in addition to 6,233 people who used computers for 5,250 + hours. Various programs and services were provided to the board including early literacy initiatives, Toddler Time, Preschool Story Hour, After School Program, Art @ the Library, access to the internet, homebound delivery and family events. Under technology options offered, the library provides access to computers, laptops, eReaders and iPads, in addition to classes.  
In terms of budget priorities, Alison's PowerPoint presentation noted that increasing staff hours will allow the Library to expand hours of service and program opportunities available to the public. She noted the importance of funding be made available to adequately maintain the facility and be proactive in its upkeep. Shaina asked how the number of visitors and lenders are collected to which Alison responded the library consortium and then the door count once they walk through the security gate. Shaina followed up by asking what are benefits of door counting to which Alison noted there are some libraries who do count and Thompson utilizes a hand clicker; the library is mandated to report the numbers to the CT state Library. Steve asked how the number of visitors compares to previous years to which Alison stated it is down a little bit.

Steve said in the past there has been the discussion of volunteers and wanted to know how we are doing with volunteerism. Alison said there was a call to volunteers to move many books and heard from about one dozen people with four coming through for us. She went on to say the project went on for about one month or so, but it did get done. The library does project-based things with the library and has volunteers with the children's program and on occasion at the front desk when we have meetings so as to not interrupt service. Steve asked how many hours volunteers have served to which Alison responded that those numbers were not collected.

The proposed budget for FY17/18 includes an increase of 2.25% to the salary line items (Library Director, Children's Librarian, Circulation/computer Supervisor and Library clerks which are three part-time persons). There is a request to add 5 hours to the Library Assist for Children's Services; recording clerk also shows a 2.25% increase. The proposed salary

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amounts to \$283,124 compared to the current amount of \$270,458. Ken noticed that there are added hours for Sunday that amounts to \$2,100 and wanted to confirm if that meant staff would work less during the existing days the library is open to cover the Sunday schedule. Alison said some of that may take place. Ken wanted to ask if the library could stagger the staff and hours covered Monday through Saturday to include the new Sunday offering to save the town from the additional \$2,100. Alison responded that a further conversation has to be had as the library staff honors the union contract, though the library staff are not unionized.

Relating to wages, Steve said the board has been discussing the wages to a certain degree and notes the reason to increase wages: inflation, merit and added responsibilities. Inflation, he said, has been zero for the last few years so those three things are the reasons why people get raises and what is being proposed here might not be appropriate. Ken explained that the book, periodicals and digital line item shows an increase of \$12,000 and the audio-visual materials of \$1,547.

#### A. Community Center

Alison noted that funds are needed for maintenance costs such as lighting fixtures and preventative measures as well as landscaping, plumbing and electrical work. The department has proposed an additional \$10,000 for the repairs building/equipment line item. Total budget increase is \$10,852 (9.0%) with the proposed repairs and increase in salary to the morning custodian.

#### B. Capital Projects

The Library Board of Trustees is requesting capital funds to support the following projects: \$50,000 added to the capital transfer building account. The HVAC system needs attention; cooling tower must be replaced, the sprinkler system pipes in the attic need to be replaced. \$25,000 for future roof replacement was also presented in the capital project.

Steve asked how the Library Director salary compares to other towns and Library Board of Trustees Bob LeChance said offhand he would say the town is behind. Alison explained it is difficult to compare; knowing what is behind the numbers are lost when looking at just an across the board figures. Bob said there aren't many directors who are also overseeing a community center and should be compensation for her doing that and the supervision of building maintenance. Ken responded that the CCM salary survey for 2016 shows that Burlington has a 9500 population is \$65,000; Durham has a salary of \$77K, East Haddam is \$63,000 and Easton is \$80K. Alison added that some of those towns do have new library directors and Alison has been there for 16 years and felt it important to make that comment.

#### IV. Public Works Budgets, Presented by Public Works Director Leo Adams

Heating shows an increase of \$2,000 under the town garage, with building repairs at \$4,000. Orla said that the cost of heating is still in negotiations. Leo was asked by Shaina about building repairs to which Leo said normal wear and tear; actual numbers showed that

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historically more is spent on the building than what is budgeted. Street lighting was left blank as Leo explained that number is up to the Board of Finance; the presented public works budget shows that the department will work with CL&P to reduce the number of lights. Steve asked if the street light line item includes service contract and power to which Orla said yes. Steve asked how much each state costs. Orla responded that the cost depends on the different lumen of brightness. The most recent bill shows about \$6,000 just for Route 12. Under center line marking, \$2,500 has been increased as the BOF took the funds in the past and placed it in guardrails, according Leo. Under equipment repair parts, the Board of Selectmen recommended increasing the line item from \$45K to \$50K. 20 foot length of pipe is \$310, according to Leo when asked about anticipated drainage construction and materials. Drainage was reduced from \$15K to \$12K. For the truck repair line item, Leo said this is normal maintenance of \$55K. The most recent truck purchased was \$155K, according to Orla. Selectmen proposed \$67K for truck repairs with it being estimated that the department will spend \$65 FY 17. After much discussion it was decided to keep the line item at \$55K.

Ground supplies and parks discussion included the summer temporary position; the department proposed \$12,500; the salary rate is increasing by \$3/hr, according to Orla who said that is a 25% increase. The board proposed \$6K for the time being and would like to revisit this later. Outside contractors was proposed at \$500, but the board recommended dropping that down to \$200.

V. Budgets Discussion Review  
None

VI. Adjourn

The motion was made by Shaina Smith and seconded by Steve Herbert to adjourn the meeting.

Discussion: none

All in Favor?

Beausoleil-Yes

Smith-Yes

Herbert-Yes

Motion carried. The special selectmen's meeting adjourned at 4 PM.

Submitted by: Shaina Smith, Selectwoman.