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BUDGET COMMITTEE MEETING MINUTES
January 7, 2016

Members Present: Carl Hagstrom, Natasha Michelson, Martin Nolan,
Ben Thomas, Fred Wilkinson, Win Wright and Selectmen's Representative, Nancy Carney

Members Absent: Virginia Doerpholz

Chairman Hagstrom convened the meeting at 7:00 p.m.

Mr. Hagstrom asked members to review the minutes of last week's meeting.

Mr. Wright made a motion to approve the December 17, 2015 Minutes. Mr. Thomas seconded and the motion passed unanimously.

Gene Cuomo met with the Budget Committee to review the revisions to the Highway Department budget. Mr. Cuomo reduced Line 140 – Overtime to \$8,000, Line 688 – Culverts to 0, and Line 691 – Ice Control/Sand/Salt to \$32,000. Mr. Cuomo stated the reductions were the result of a lack of snow and being able to purchase diesel, tires and culverts from his 2015 budget. The new budget total was \$430,607. Mr. Cuomo shared that he was taking out his CIP request of \$30,000 because he purchased a used truck out of this year's operating budget. Mr. Nolan asked if we needed to put something back into the equipment fund. Ms. Favreau asked Mr. Cuomo if he wanted any money to go into the Expendable Trust and Mr. Cuomo replied that he would like to skip a year.

Mr. Hagstrom thanked Mr. Cuomo for meeting with them.

Members reviewed the Code Enforcement, Selectmen and General Government Buildings budgets for next week's appointments.

Code Enforcement budget was reviewed. Mr. Hagstrom asked who the Code Enforcement Officer was. Ms. Favreau shared that it was Justin Killeen and that he was on-call but they haven't had to call him. Ms. Favreau stated Line 120 – Part-Time was for 5 hours per week of Sheryl White's time as she does the administrative work for the construction permits. Mr. Thomas asked if the Code Enforcement Officer was mostly doing complaints such as too many vehicles. Ms. Favreau shared that the Board of Selectmen handles that type of complaint. Ms. Carney stated the Fire Chief does the inspections for new construction and change in occupancy and the Police Department went around town and made a list of property owners that have more vehicles on their property than are allowed and brought the list to the Board of Selectmen. Ms. Carney shared the Board of Selectmen might go out to investigate or ask Mr. Cuomo to do. Mr. Thomas asked what the Code Enforcement Officer was doing and Ms. Carney shared that Mr. Killeen hasn't done anything in 2015. Mr. Hagstrom stated the bottom line - what was approved, spent and were asking for in 2016 was a big difference. Ms. Favreau stated that Ms. White didn't work a full year.

Mr. Hagstrom asked if there were any questions.

Executive budget was reviewed. Mr. Nolan asked what the Select Expense Account was and Ms. Favreau stated it was mileage. Mr. Hagstrom stated that advertising was up last year. Mr. Nolan asked if the Registry of Deeds fell under the Tax Collector. Ms. Favreau stated that the Selectmen's Office handles change of use filings. Mr. Hagstrom noted that printing was way up. Ms. Favreau stated that it was due to the inserts for the newsletter, map copying, printing of checks and pipeline information inserts for the newsletter. Mr. Wright mentioned that some line items have no expenses and Ms. Favreau shared that expenses were only through October.

Ms. Carney stated the bottom line for the year was \$154,548. Mr. Nolan stated it was just about what was being asked for this year. Mr. Hagstrom stated essentially asking for what was spent. Mr. Wilkinson asked about the decrease. Ms. Carney shared payroll included both Paula Thompson and Debbie Favreau and that it wasn't changed. Payroll with Ms. Favreau and Ms. White would be less. Mr. Nolan asked about Line 440 – Rental/Leases and thought that there was no longer a postage machine. Ms. Favreau stated we were charged a monthly fee for the on-line service but it costs a lot less than having a postage machine.

Mr. Hagstrom asked if there were any questions.

General Government Buildings budget was reviewed. Mr. Nolan asked who was part-time and Ms. Favreau stated it was Jane Fitzpatrick for cleaning. Mr. Nolan stated Ms. Fitzpatrick was paid as an employee instead of a contractor. Ms. Favreau confirmed.

Mr. Nolan asked about the cost of the website. Ms. Favreau stated that the website was changed and it was a much better website. Mr. Nolan asked if hosting and Ms. Favreau confirmed.

Mr. Wright asked about the bottom line. Ms. Favreau stated Line 411 – Heat and Oil was reduced and the bottom line was \$47,436. Mr. Thomas asked if this was the administration of government buildings and he didn't see any projects. Ms. Carney stated that projects would be under Capital Improvement. Mr. Thomas asked about the sprinkler system. Ms. Favreau shared that some repairs were needed at the library and they have been notified. Ms. Carney shared the system was inspected annually.

Budget Work Session:

Mr. Hagstrom asked if Ms. Favreau had anything on Health. Ms. Favreau shared that all of the Departments had been updated with the new rates. Ms. Favreau also shared the Board of Selectmen was recommending \$13,540 for the Health budget.

Mr. Nolan asked about the Police Department budget as he was concerned because he heard they were purchasing a desk for \$3,000. Ms. Carney stated that it was not the case – that was the rumor and it wasn't true.

Mr. Hagstrom confirmed with Mr. Thomas that the Water Commission was coming in next week. Mr. Thomas shared the treasurer was in the hospital last week and it was his intention to have the budget completed by next Wednesday to present.

Mr. Wright shared that he wouldn't be at the meeting next week and Mr. Hagstrom shared that he wouldn't be at the meeting on the 21st.

The Committee reviewed the following budgets and approved preliminary budgets:

Town Clerk budget was reviewed - \$55,633

Mr. Hagstrom noted the memo from Heidi Wood reducing the Town Clerk budget by \$500. Ms. Wood purchased a laptop with 2015 funds.

Ms. Michelson stated elections are the cost driver. Ms. Carney shared that now 2 Selectmen have to be in attendance at all elections. A majority of the Board of Selectmen would be available should a decision need to be made.

Mr. Hagstrom asked if there were any questions. Budget - \$55,633 – approved.

Tax Collector budget was reviewed - \$28,975

Mr. Hagstrom noted the revised budget. Mr. Nolan stated he had made a notation on Line 318 – Labor Contracted Services that \$200 wasn't needed. Ms. Michelson stated it was for TNT. Ms. Favreau confirmed it was for the computer.

Mr. Hagstrom asked if there were any questions. Budget - \$28,975 – approved. Mr. Wright recused himself from voting on this budget.

Mr. Hagstrom asked about the budget worksheet. Ms. Favreau stated it was just an update on year-to-date expenditures. Mr. Wilkinson stated it was a great reference.

Mr. Hagstrom asked if there was any additional discussion. Ms. Carney asked if Committee members wanted to review the Supervisor of the Checklist budget.

Supervisor of the Checklist budget was reviewed - \$5,500

Mr. Hagstrom stated it would be a very heavy year. Budget - \$5,500 - approved. Ms. Carney noted Line 353 – Advertising was up \$200.

Ms. Carney noted the Fire Mutual Aid – final bill - \$28,141. Ms. Carney shared that she had been asking for an invoice for months. Mr. Wright stated it was a 6% increase. The company told Ms. Carney that the invoice would have to be dated 2016 because they can't collect money if dated 2015 in 2016. Ms. Carney stated the reason for the increase was the Town of Charlestown came out of the dispatch numbers.

Mr. Wright shared Monadnock School District news. February 6th was the deliberative session. Mr. Wright stated it was possible they could end up with no teacher contract for voters and basically money and insurance were the biggest contentions.

There being no further business, Mr. Hagstrom adjourned the meeting at 7:53 p.m.

Submitted by;

Sheryl White
Secretary