



**TOWN OF FITZWILLIAM**  
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**BUDGET COMMITTEE MEETING MINUTES**  
**November 19, 2015**

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

Members Absent: Virginia Doerpholz, Ben Thomas

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 November 12, 2015 Minutes. Mr. Wilkinson seconded and the motion passed unanimously.

7:10 – Supervisor of the Checklist Budget:

Jane Wright and Marion Wheeler presented the Supervisor of the Checklist budget.

Mr. Hagstrom asked if there would be a lot of elections. Ms. Wright stated that there were 4 and they budgeted for a special election if needed.

Ms. Wright stated that a total of \$4,550 had been budgeted for salaries.

Line 353 – Advertising – increase of \$50. Keene Sentinel pricing has increased and they are required to publish for the elections. Mr. Hagstrom asked if enough money had been budgeted and Ms. Wright questioned if she should budget \$200 instead of \$150. Committee Members agreed that it should be increased to \$200.

Line 560 – Dues/Subscriptions – no change.

Line 620 - Office supplies – reduced by \$150. Ms. Wright thought that they could get by as they have a lot of supplies and their main need was cartridges for the printer.

Line 625 - Postage – no change.

Line 630 – Equipment Maintenance/Repair – no change.

Line 825 – Mileage/Travel Expense – budgeted for in case they attend seminars.

Ms. Carney stated that the total funding request should be increased to \$5,500 – to account for the additional \$50 increase on Line 353 – Advertising.

Mr. Hagstrom asked if there were any questions.

7:40 – Tax Collector Budget:

Jane Wright and Marion Wheeler presented the Tax Collector budget.

Line 120 – Salaries – Part-Time – increase of \$172 - included both Ms. Wright and Ms. Wheeler.

Line 315 – Consultant Services – increase of \$48 – this was for Avitar.

Line 318 – Labor Contracted Services – no change. Mr. Nolan asked what it was for and Ms. Wright didn't know. Ms. Carney asked if it was for the computer and Ms. Wright stated that she had a computer issue and T&T did troubleshooting over the phone.

Mr. Wilkinson stated that the budget doesn't go up and Ms. Wheeler stated that it was dependent upon how many times they needed to call.

Line 341 – Telephone – no change. Ms. Wright stated that expenses were through September. Mr. Hagstrom stated that the expenditure could be close to what she had budgeted. Ms. Wright stated that they don't make any long distance calls.

Line 342 – Data Processing - \$50 – this was for their email address, which was no longer free.

Lines 391 - Registry of Deeds, 550 – Printing, 560 – Dues/Subscriptions, and 620 – Office Supplies – no change.

Line 625 – Postage – increase of \$100.

Line 629 – Equipment Purchase – reduced by \$200 – no need to purchase any equipment.

Line 630 – Equipment Maintenance/Repair – reduced by \$100.

Line 670 – Books/Periodicals – no change.

Line 695 – Rented Equipment – reduced by \$50 - postage now done on-line.

Line 820 – Meetings/Conference – no change – Conferences are held at the same location.

Line 825 – Mileage/Travel Expense – no change. Ms. Wright car pooled to the conferences in the past.

Line 830 – Training – no change. Ms. Wheeler attended some training and received certification in May.

Total funding request was \$28,975, an increase of \$47 over last year's budget.

Mr. Hagstrom thanked Ms. Wright and Ms. Wheeler for meeting with them.

8:10 – Town Clerk Budget:

Heidi Wood presented the Town Clerk budget.

Ms. Wood stated that the revision was for the 1% cost of living increase.

Line 120 – Salaries – Part-Time and Line 130 – Salaries – Elected Officials – split out and the salary was based on merit increase. Ms. Wood stated that this was only the second increase since she was elected. Ms. Wood shared that she wouldn't add in any extra time for the elections but estimated that it would be an extra 80 hours.

Line 315 – Consultant Services – increase of \$116 – for software.

Line 341 – Telephone – reduced by \$65 – based on monthly expenses.

Line 440 – Rentals/Leases – reduced by \$150 – postage now done on-line

Line 550 – Printing – increase of \$2,050 – increased from 1 election to 4. Ms. Wood explained that the State provided the ballots but we have to program the machine. The memory cards are sent back to the company. Ms. Wood stated that she doesn't have any idea of the cost – it is an estimate. Local elections are handled by the Town, if a big ballot – that would affect the local election. Ms. Carney asked if Ms. Wood thought there would be a lot of Warrant Articles and Ms. Wood shared that she didn't know.

Line 560 – Dues/Subscriptions – no change.

Line 610 – General Supplies – increase of \$15 – dog licenses – increase for tags and shipping costs.

Line 620 - Office Supplies – increase of \$500 – the VPN changed how printing was done and now printing was done on the Lexmark printer. It is expensive to use as a cartridge costs \$375 which lasts approximately 10 months – budgeted for 2.

Line 625 – Postage – increase of \$150 – mailing of absentee ballots for 4 elections and department mailing once a week.

Line 628 – Office Equipment – requesting \$500 to purchase a laptop – to use for elections and could be used in the office to assist when the Deputy Town Clerk was on duty.

Line 630 – Equipment Maintenance/Repair – increase of \$150 – added maintenance due to VPN.

Line 670 – Books/Periodicals – no change.

Line 820 – Meetings/Conference – reduced by \$50 – only budgeted for the Town Clerk Annual Spring Meeting.

Line 825 – Mileage/Travel Expense – no change.

Line 830 – Training – reduced by \$20 – try to take free training.

Line 840 – Special Projects – no change.

Total funding request was \$56,133, an increase of \$4,202 over last year's budget. Ms. Wood explained that the majority of the budget increase was due to a full year at the next step for wages and also the elections.

Mr. Hagstrom thanked Ms. Wood for meeting with them.

Ms. Michelson asked about postage. Ms. Carney shared that postage was done on-line through Pitney Bowes and was easier to track by departments.

Mr. Hagstrom asked Ms. Carney about the CR Bard property. Ms. Carney shared that the Board of Selectmen had met with an attorney for a potential buyer a few weeks ago to discuss the property. Ms. Carney shared with Committee Members what was discussed with the Board of Selectmen.

Members reviewed the Police budget for next week's appointment.

Mr. Hagstrom asked how many part-time employees there were. Ms. Carney shared that there were 5 part-time including the Administrative Assistant and 2 full-time officers and the Chief.

Ms. Carney stated that 3 part-time officers would be going to the police academy next year.

Mr. Nolan asked about the \$2,531 increase in full-time salaries and if it was due to the wage increase. Ms. Carney stated that some of the increase was the wage scale, step increase and the cost of living increase.

Line 342 – Data Processing – increase of \$200 - email address was no longer free.

Mr. Nolan asked why all emails wouldn't be under .gov – Ms. Carney stated that she didn't know and thought that there might have been a limit with the new website.

Line 629 – Equipment Purchase – increase of \$500 – Mr. Hagstrom stated that there wasn't an explanation for the increase.

Mr. Nolan stated that there was a huge increase in part-time salaries. Ms. Carney stated that when police officers are at the academy – they have to be paid. Mr. Hagstrom stated that we pay for the education and we pay for them to go. Ms. Carney stated that those were good questions for Chief Leonard DiSalvo.

Mr. Nolan asked if we required an agreement that stated an employee needed to stay a certain amount of time. Ms. Carney shared that there was an agreement but it wouldn't hold up in Court. Ms. Carney suggested that Chief DiSalvo be asked for his thoughts on it.

Mr. Wright shared that the School Board had discussions about part-time officers having a limit on the number of hours that they can work a year and asked Ms. Carney if it included the time at the academy. Ms. Carney shared that this had always been the case. Mr. Wright talked about a

police officer working as a SRO (School Resource Officer) and the issues associated with being part-time.

Ms. Carney shared that the Animal Control Officer budget would also be presented.

Mr. Nolan shared that Chief DiSalvo was asking CIP for a new cruiser. Ms. Carney shared that the 2009 was being repaired to keep in service. Mr. Nolan stated that when the 4 wheel drive cruiser was purchased the old cruiser would be retired and the new cruiser would be used primarily for winter driving. Mr. Nolan also stated that he sees it being used as much as the other vehicles and the agreement was that it would be used during the winter.

Discussion continued on the number of police officers and coverage for the town and coverage provided by the state.

Ms. Carney shared some of the calls that Warren Hall has received as the Animal Control Officer. Ms. Carney stated that Mr. Hall got called if there wasn't a Fish and Game Officer on duty when a moose or deer was hit. Mr. Hall had a list of who wanted moose and deer and let Fish and Game know who took it.

Line 830 – Training – Ms. Carney stated that new courses were being offered at UNH and that Mr. Hall wasn't able to attend this year but may attend next year. Ms. Carney shared that Mr. Hall likes to take free courses.

Mr. Wright stated that the town was lucky to have Mr. Hall as the Animal Control Officer. Mr. Hagstrom asked about the Humane Society. Ms. Carney reported that if it was late at night, Mr. Hall would bring the dog or cat home and wait for phone calls for 24 hours and then would take to the Humane Society. Ms. Carney shared that feral cats was a big issue this fall. Mr. Hall tries not to go to the Humane Society as it was a big expense for the town.

There being no further business, Mr. Hagstrom adjourned the meeting at 8 p.m.

Submitted by;

Sheryl White  
Secretary