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BUDGET COMMITTEE MINUTES
November 3, 2016

Members Present: Virginia Doerpholz, Carl Hagstrom, Martin Nolan, Natasha Michelson, Kathleen Stark, Ben Thomas, Win Wright and Selectmen's Representative, Nancy Carney

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

Committee members reviewed the minutes of last week's meeting.

Mr. Nolan made a motion to approve the October 27, 2016 Minutes. Ms. Doerpholz seconded. Ms. Stark abstained. The motion was approved.

Mr. Thomas stated according to parliamentary procedure, Mr. Wilkinson didn't have a right to speak to this Committee. Mr. Wilkinson was a member of the public. He can attend but can't offer an opinion unless acknowledged by the Chairman. Discussion was held on parliamentary procedure and researching the rules so that it doesn't get out of hand. Mr. Hagstrom asked to see this in writing. Ms. Carney stated that she addressed this at the meeting – questions go through the Chairman. Mr. Hagstrom stated there can only be one person speaking at a time.

Mr. Hagstrom shared that it was brought to his attention that the schedule has times indicated when meeting with departments. Before if someone was here to present ahead of time – we could move forward, so now we will have to wait until 7:10 for Gene Cuomo's presentation tonight.

Mr. Hagstrom asked if there wasn't any problem, he would like to take the time off. Mr. Nolan shared that if someone comes to the budget meeting and were interested in a particular budget – if we do it differently, we have denied someone access to that conversation. Mr. Hagstrom mentioned scheduling everyone at 7. Ms. Carney noted the Budget Committee only has a couple of departments coming in on a particular night. Mr. Hagstrom asked if Committee members could vote on it. Mr. Nolan asked if it was already posted. Ms. Favreau replied that she could repost and could change the schedule. Ms. Stark asked if Ms. Favreau would have to contact all departments. Ms. Favreau stated no, but she would tell Heidi Wood, Town Clerk to be here by 7:30 and the same with Recreation. Mr. Hagstrom asked if everyone was in agreement. Ms. Stark shared that it was too late, since already posted. Mr. Hagstrom asked Committee members to think about it.

7:10 – Highway Department Budget:

Gene Cuomo presented the Highway Department Budget.

Mr. Hagstrom asked about the number of employees. Mr. Cuomo replied there were 4 employees in the Highway Department and Richard Lawrence comes in part-time as needed. Ms. Stark asked if there was a reduction in part-time hours. Mr. Cuomo shared that Mr. Lawrence comes in when Mr. Cuomo's on vacation and does grading. Mr. Cuomo also shared that he has 2 guys for plowing.

Line 110 – Salaries Full-Time – increase of \$7,900 – a couple of employees got raises.

Line 140 – Salaries Overtime – reduced by \$2,000.

Line 318 – Labor/Contracted Services – reduced by \$1,000 – had contracted with Precision Weather Service – tried it and it didn't turn out the way they expected.

Line 341 – Telephone – increase of \$100.

Line 350 - Medical Services – DOT testing – staggered scheduled. Have to belong to for random testing.

Line 357 – Radio/Radar Maintenance – only receives – would replace sometime.

Mr. Cuomo stated that every road was mowed, not as much street sweeping this year. Mr. Cuomo tries to do catch basins every 2 years and more mowing means less brush cutting. Ms. Stark asked if mowing was hired out. Mr. Cuomo replied yes.

Line 410 – Electricity – increase of \$1,000.

Line 411 – Heat and Oil – kept at \$1,000.

Line 430 – Repairs/Maintenance – increase of \$500. Mr. Cuomo has a couple of things to do – wanted to add lighting in cold storage, might do electric doors and replace floor in the bathroom. Mr. Cuomo shared the Highway Department does all of their own maintenance.

Line – 440 – Rentals/Leases – reduced by \$19,600 – was the truck.

Line 560 - Dues/Subscriptions – increase of \$50.

Line – 610 – General Supplies – increase of \$100 – purchased a printer.

Line – 629 – Equipment Purchase – increase of \$1,000.

Line 630 – Equipment Maintenance/Repair – Same – Spent \$2,900 on brakes and front end work – from Capital Reserve. Also includes filters, oil changes.

Line 636 – Diesel Fuel – reduced by \$1,000 - only spent \$3,361.68 this year. Fuel is prepaid.

Line 660 – Vehicle Repairs – Same - inspections and work they can't do.

Line 661 - Tires – Same - need to purchase.

Line 682 – Small Tools – Same – shovels and brooms.

Line 685 – Materials – Same - gravel and cold patch.

Line 688 – Culverts – Same – purchased a load of culverts.

Line 689 – Signs – purchased a few.

Line 691 – Ice Control/Sand/Salt – Same – spent \$5,000 for salt.

Line 692 – Snow Removal – Hired – reduced by \$5,000 - taking over State Line. If there is a major storm – has an extra guy.

Line 694 – Construction Material – increase of \$1,000.

Line 830 - Training – Same - didn't get a chance to go to any classes. Slow start to get grant money. Mr. Cuomo would like to send Chris Silvia to a class.

Mr. Cuomo stated his total budget was \$430,727 - \$120 less than last year.

Mr. Hagstrom asked if there were any questions.

Ms. Stark asked if there would be any changes to the budgets received today. Mr. Cuomo shared that weather might change line items, but otherwise, no.

Transfer Station Budget:

Mr. Cuomo presented the Transfer Station Budget.

Line 120 – Salaries – Part-Time – increase of \$1,000. Mr. Cuomo reported that the Transfer Station employees were due for a step increase.

Mr. Cuomo shared that he used the wrong percentage, so employee benefits was a little higher.

Line 318 - Labor/Contracted Services – reduced by \$5,000. Mr. Cuomo reported that they are in the 2nd year of the contract with Monadnock Disposal and they are doing a great job.

Mr. Nolan asked about the income from construction debris. Mr. Cuomo reported that they probably don't break even. What they bring in – won't cover it. If raise rates – would find more stuff on the side of the road. Mr. Cuomo shared prices of recycling was outrageous and recyclers were losing money. Discussion was held on recycling, Gaylords, costs, difficulty in getting rid of glass and plastic. Mr. Cuomo stated that recycling was the right thing to do.

Line 411 – Heat and Oil – reduced by \$500.

Line 412 – Water – reduced by \$100.

Line 560 – Dues/Subscriptions – increase of 100.

Line 610 – General Supplies – increase of \$1,000. Had to purchase Gaylords and strapping.

Mr. Cuomo shared we own them but they don't always come back. Ms. Stark asked about the cost. Mr. Cuomo shared that he used to get them from another company for free but now we have to pay because that company was no longer in business. Cost was \$10 apiece.

Line 630 – Equipment Maintenance/Repair – Mr. Cuomo reported that the battery in the forklift was dying - \$4,500 for a new battery and the charger was old. Mr. Cuomo was thinking about a propane forklift and was researching OSHA on air quality.

Mr. Cuomo shared that there was \$2,000 in an Expendable Trust to purchase a forklift.

Line 695 – Rented Equipment – spent \$500 – made a new brush pit.

Mr. Cuomo stated his total budget was \$134,550 - \$3,400 less than last year.

Mr. Cuomo shared paving was done. He had budgeted \$20,000 and the cost was \$11,000.

Mr. Hagstrom asked if there were any questions.

Mr. Hagstrom thanked Mr. Cuomo for coming in.

Nick Noyes, Richard Goettle, and Barbara Green came in to meet with the Budget Committee to clarify information from last week's meeting.

Mr. Noyes shared an e-mail he received from Terry Knowles regarding the municipal budget law as it refers to anticipated funds only in the budgeting process and the reasons for it. A copy of the e-mail is attached and would become a part of the official minutes.

Mr. Goettle shared that he read the October 2015 Minutes of the Budget Committee meeting trying to figure out where he got the idea of no step increases.

Ms. Favreau shared a wage study was done and many employees stayed at the same rate. Kate Thomas was the only employee affected. Ms. Favreau stated that to say salaries were up because of the Selectmen was incorrect, the number of hours were up by 390.25 for Library personnel. Mr. Goettle stated it was a \$2,000 increase. Ms. Carney reported that in 2015 there was an increase of 343.25 hours, 2016 was projected to be 279.75 hours. Ms. Carney stated the number of hours employees were working has increased and not necessarily wages.

Mr. Goettle discussed the decision that the Library Trustees made to have coverage for two employees and in that regard the number of hours increased. Mr. Goettle shared there would be a step increase in 2017. Mr. Goettle stated it was his "mea culpa" – three threads were being talked about, number of hours, step increases and adjustments in compensation.

Mr. Nolan stated in 2015 we were talking about 2016 and you shared there would be no increases next year, which would be 2016. What Mr. Wilkinson and others were looking at was mostly semantics - misinterpretation of the time period being talked about. The issue should be put away.

Mr. Goettle stated going forward they would return to the Town any Town monies that were unspent and they won't take any Trust monies unless the monies could be spent that day.

Ms. Stark shared a lot of programs were offered at the Library and they were the hub of the Town.

Mr. Nolan shared the issue was salaries and the additional man hours on an annual basis. Mr. Nolan also shared he didn't realize where the increase was. Mr. Goettle stated the request included the hours.

Mr. Nolan stated they already included two employees last year – now increasing again this year and the Library wasn't open any additional hours. Mr. Goettle shared that last year's budgeted hours were due to coverage for vacation and wasn't built in. Ms. Thomas and Ms. Hill were eligible for vacation. Sick days were built in for Ms. Thomas. Mr. Nolan stated it doesn't increase another 100 hours from last year. Mr. Noyes shared that all of this money lapses back to the Town. Mr. Goettle reviewed notes at the end of the budget request regarding salaries.

Mr. Thomas shared the hours for a preschool reader was in the budget last year and in this year. The person comes in a couple of hours per week. Mr. Hagstrom asked if it helped. Mr. Nolan stated the need to start getting control of their budget. Mr. Nolan shared he understood they have programs but so doesn't other departments and everyone could use more if they could have more but taxpayers were being pushed and they can't afford it anymore. It needs to be controlled.

Mr. Nolan stated the Library felt they were more important than everyone else and aren't worried about the cost. Mr. Goettle stated they don't think they are more important than others in Town. Mr. Goettle shared they have categorically shown where the expenditures were – vacation coverage and two person coverage when the Library was open. Mr. Goettle also shared he couldn't think of additional categories for expenditures. Mr. Goettle stated if hours go up – part-time staff were working more hours for legitimate reasons and if the Library felt there was enough demand for additional open hours, it would come to the Budget Committee.

Mr. Hagstrom asked how other departments handled sick and vacation time. Ms. Carney shared they don't add extra coverage and the Police Department uses part-time staff. Mr. Hagstrom asked if the Highway Department had a person on a one week vacation, do they hire someone to cover. Ms. Favreau replied no. Ms. Favreau shared that the Land Use Office closes as they only have one person, the Town Clerk and Tax Collector have reduced hours, and the Selectmen's Office has two people, so they have one person that covers. Mr. Thomas stated having two people on staff was valuable and if having the Library open, they plan to have coverage with two people there.

Mr. Wright asked if they had any numbers on usage over last year and shared the Library does a very good job servicing our people. Discussion was held on statics, materials borrowed, overdrive, and concern with the darkness on the side parking lot. Ms. Carney shared the light on the street in front of the Town Hall was out and that Eversource had been called several times. Ms. Favreau has been trying for months to have them come and fix it. Mr. Thomas shared there was a problem with the timer on the porch lights.

Mr. Nolan asked about the status of the door upstairs as it came up in CIP. Mr. Noyes shared they were waiting on another quote and trying to determine what could be salvaged. They would add to CIP once quote was received. Mr. Nolan asked that this get submitted soon and maybe let the Selectmen know if it's possible to come out of another fund. Mr. Nolan mentioned the Expendable Trust Fund for Repairs but didn't know if it fell within the parameters. Maybe it

could be done this year depending on the timeframe. Mr. Goettle mentioned the Library Trustees were meeting on Monday and it was on their agenda. Mr. Hagstrom asked if there were any other questions.

Mr. Hagstrom thanked Mr. Noyes, Mr. Goettle and Ms. Green for coming in.

Ms. Carney shared that the Library was meeting with the CIP Committee next week.

Committee members reviewed Town Clerk, Tax Collector, and Supervisors of the Checklist budgets for next week's appointments.

Town Clerk Budget:

Mr. Hagstrom noted that Line 550 – Printing – reduced by \$2,900 – Ms. Favreau shared there were 4 elections but not as many this year.

Mr. Hagstrom asked if there were any questions.

Ms. Stark asked if step increases were a Town Policy and allowed. Ms. Favreau stated step increases were allowed but not a given.

Tax Collector Budget:

Ms. Stark asked about Line 120 – Salaries – Part-Time – increase of \$61. Ms. Carney shared it was Jane Wright and Marion Wheeler and was explained on the last page of the budget.

Ms. Michelson asked about Line 318 – Labor Contracted Services – reduced by \$200. Ms. Favreau shared TNT wasn't in their budget this year.

Line 342 - Data Processing – increase of \$120 - Ms. Favreau shared on-line payments were available and more people were using and the Town wasn't charged a fee. The user was charged a \$1 for debit/checking account payments and were charged a percentage of the tax bill for credit card payments.

Supervisors of the Check List Budget:

Mr. Hagstrom asked if down for the same reason. Ms. Favreau shared less elections.

Mr. Hagstrom stated it was a great budget change.

Mr. Hagstrom asked if there were any questions.

There being no further business, Mr. Hagstrom adjourned the meeting at 8:26 p.m.

Submitted by,

Sheryl White
Secretary

From: "Knowles, Terry" <Terry.Knowles@doj.nh.gov>
Subject: RE: Fitzwilliam Town Library -- budgeting process
Date: Oct 31, 2016 Mon at 11:38:36 AM EDT
To: Nick Noyes <jnnoyes14@gmail.com>

The municipal budget law refers to anticipated funds only (RSA 32:5 III) in the budgeting process. There are a couple of reasons for this. First, it is impossible to predict how much "unanticipated money" will be received during the accounting year. Second, as long as any unanticipated money received after the budget has been adopted is expended within that budget year it is exempt from the provisions of the municipal budget law. See RSA 202-A:4-c IV (b).

Hope this helps.

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