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BUDGET COMMITTEE MINUTES
December 1, 2016

Members Present: Carl Hagstrom, Natasha Michelson, Kathleen Stark, Ben Thomas, Win Wright and Susan Silverman as the Selectmen's Representative

Members Absent: Virginia Doerpholz and Martin Nolan

Carl Hagstrom convened the meeting at 7:06 p.m.

7:10 - Conservation Commission Budget:

Paul Kotila and Barbara Green presented the Conservation Commission Budget.

Mr. Kotila stated the budget was pretty stable and consistent. Mr. Hagstrom asked about Line 315 – Consultant Services. Mr. Kotila stated it was dependent on what they might need from SWRPC or when asking people for advice on projects. It was difficult to predict but they would like to keep in the budget.

Mr. Hagstrom asked about Line 629 – Equipment Purchase – spent \$334.93 requesting 0. Mr. Kotila stated they were installing a dog waste station along the rail trail and the cost depended on what type they wanted. It included a post, bag dispenser and the waste can. Mr. Hagstrom asked who was responsible for taking care of the waste. Ms. Green shared it was being monitored at the intersection of Collins Pond and they have volunteers to do this.

Mr. Hagstrom noted they were requesting \$10,000 – Line 710 – Land and asked how much was in the fund. It was noted that it also included Land Use penalties. The total was approximately \$100,000 and the Conservation Commission anticipated spending \$11,000 within the next year. Mr. Kotila discussed what the funding might be used for. The Conservation Commission thought it was easier for the Town to appropriate smaller amounts at a time. It was all a matter of willing sellers to sell based on their open space plan. Ms. Carney asked about the \$24,000 in the Town account. Ms. Stark asked if Expendable Trusts. Mr. Kotila replied yes.

Mr. Hagstrom thanked Mr. Kotila and Ms. Green for meeting with them.

EMT Budget:

Ms. Carney stated the EMT budget wasn't on the schedule but they do have a budget. Ms. Carney shared that she would be applying for a grant with the Emergency Management Center.

Ms. Carney stated the only unknown was the status of the emergency shelter and they have until April to find out what will happen to the building and property. If not able to use as a shelter – need to find something – may be able to combine with another town.

Mr. Hagstrom asked if everyone had reviewed the minutes of last week's meeting.

Mr. Wright made a motion to approve the November 17, 2016 Minutes. Ms. Michelson seconded and the motion passed unanimously.

Mr. Hagstrom noted the information on Roberts Rules of Order regarding a conflict of interest. Mr. Hagstrom stated it was up to the person that was on the board if they wanted to recuse themselves, if they felt they do not want to discuss or vote. If you want to discuss or vote – you are allowed to. Mr. Hagstrom shared that everyone had a copy of the information to put in their notebook.

7:30 – Fire and Ambulance Departments:

Bill Prigge presented the Fire and Ambulance Budgets:

Mr. Hagstrom noted Committee members reviewed two weeks ago and Ms. Carney shared there were about 25 members. Mr. Prigge stated that was what he recalled. Ms. Carney shared there were 25 members – 11 fire and EMS, 3 EMS, and 11 fire only. The average per year was 25. Ms. Silverman asked about the breakdown of members. Ms. Carney explained the breakdown of the members by class.

Ms. Carney reviewed the graphs that showed the number of calls since 1992 through 2015. All numbers were combined. The other graph showed the number of calls and budget for the Fire Department from 2001 – 2016 – combined calls.

Ms. Carney shared that their calls were increasing. Calls went from an average of 280 - 399 to 365 currently. Ms. Silverman asked how many in town and out. Ms. Carney stated there were 362 calls in 2016 – mutual aid fires, 20-25 EMS calls. Ms. Silverman asked if balances out. Ms. Carney replied that it did. Ms. Carney reviewed the types of calls they have received to date. Ms. Carney shared they have automatic aid to Troy, and Troy gets automatic toned to Fitzwilliam. It guarantees that the town gets coverage. Mr. Hagstrom asked if Fitzwilliam sent people, the town pays. Ms. Carney stated mutual aid and EMS. When we go to other towns, mutual aid with the ambulance – we bill the patient, regardless of the town they are from. Mr. Wright asked if Troy reverses that to us as well. Ms. Carney explained for 3 weeks, Troy's ambulance was out of service and since Thanksgiving we have had 3 calls in Fitzwilliam and Troy covered. There are some Fitzwilliam people but not enough to crew an ambulance. Mr. Wright asked if Troy was doing the same thing we were. Ms. Carney explained how billing worked. Ms. Silverman asked what the increase in calls had been from and was it attributed to aging. Ms. Carney shared EMS wise – yes – we have an aging population. It isn't an increase in motor vehicle accidents. Ms. Carney stated she doesn't really know the cause. This was true with any department throughout the country and was the same pattern, regionally. Mr. Prigge stated it showed the concern for the average age of EMS, people have been doing this type of work for many years and it was difficult to recruit younger volunteers. Mr. Hagstrom stated it was great that they were at the Transfer Station handing out fire permits.

Mr. Hagstrom asked if there were any questions.

Mr. Prigge noted Line 740 – Machinery/Equipment – SCBA, Equipment, Pagers has been moved to an Expendable Trust and was usually included on Line 629. Also, \$2,500 for Vehicle Repair – Line 740 – Machinery/Equipment – has been moved to an Expendable Trust.

Ambulance Budget:

Mr. Hagstrom asked if there were 11 people. Ms. Carney shared they have personnel that are not EMS certified that drive the ambulance but can't provide services. Still get paid out of the ambulance budget and the average ambulance call was two hours.

Mr. Prigge stated the budget was up \$6,900 – for raises and medical supplies - projected increases in calls. Mr. Hagstrom mentioned the cost of supplies was going up. Ms. Carney shared that the severity of the call uses more supplies and the need to replenish quickly. They stock a little inventory but can go through supplies if they have a lot of calls. Ms. Silverman asked if it was Line 683 – Medical Supplies. Mr. Hall shared that epi pens were \$600/double pack. Ms. Carney shared narcan was free and when she teaches a class it was free to the participants.

Ms. Silverman asked about Line 830 – Training – reduced by \$1,000. Ms. Carney stated that she does 99.9% of training and she doesn't charge. Sometimes they have someone come in. It also depended on where someone went for recertification. The cost for an EMT class was \$800-\$1,200 and AMT was \$1,300. Ms. Silverman asked if adequate. Ms. Carney stated it was. Ms. Carney shared that Troy and Fitzwilliam Ambulance train together, split the funds if guest lecturers come in.

Mr. Hagstrom asked if there were any questions.

Mr. Hagstrom thanked Mr. Prigge, Mr. Hall and Ms. Carney for coming in.

Mr. Hagstrom asked about the CIP budget. Ms. Silverman shared that it would be ready next week. They didn't have a quorum at tonight's meeting.

Ms. Silverman asked if they wanted to see out until 2021. Committee members agreed and Ms. Silverman shared she would get the CIP information to the Budget Committee at the beginning of their meeting next week.

Ms. Silverman shared the Selectmen would be meeting on December 11th to work on their version of the budget to prepare for the January meeting. Ms. Silverman stated the only thing that has come up was the elevator didn't pass inspection. The elevator has been shut down and can't be used until repaired. An estimate of the repair cost was received this week. Mr. Hagstrom asked if there was money to cover the cost of the repair. Ms. Favreau stated there was money in the General Government Building fund. Ms. Stark asked if it could be repaired and not replaced. Ms. Favreau shared the quote for the replacement part was \$4,200 and they charge \$384 per hour and anticipate about 4 hours. Looking at approximately \$7,000.

Mr. Hagstrom asked if Ms. Favreau had heard back from the DOJ. Ms. Favreau stated it was left that Committee members wanted to review the list of questions before submitting to the DOJ. Ms. Favreau shared with Ms. Silverman that Fred Wilkinson had questions. Ms. Favreau made copies for Committee members.

Ms. Silverman shared what was troubling was the elevator and the steeple repair has been complex. The Selectmen would be meeting with a contractor next week. It would be a multi-year project with so many unknowns. Ms. Silverman discussed the need for a plan and the Selectmen were working towards that end, realizing that it was a multi-year project. Ms. Silverman reviewed some of the information that has been received regarding repairs and some of the materials that could be used.

Mr. Hagstrom asked if everyone had reviewed the questions from Mr. Wilkinson. Mr. Wright asked what was being asked. Mr. Wilkinson stated there was a disconnect between what the Library Trustees determined was income. When the Library didn't include fines and income generating equipment, he brought it up to Mr. Goettle, who stated it was unanticipated income. Mr. Wilkinson stated it was to be included, per the Library Association. Mr. Wilkinson shared so everyone could be on the same page, the Budget Committee, Selectmen, Library Trustees, he created a spreadsheet. Mr. Wilkinson shared that you forecast with your best knowledge and work on the budget early in the year – how many years of history you have and then you could project. Mr. Wilkinson reviewed his spreadsheet on the number of copies - a high of 410 to a low of 311 so the average was 370 over 6 years. Mr. Wilkinson asked if it was a reasonable amount to put in the budget. The question was should this be put in the budget – as defined by the Library Association.

Mr. Wilkinson stated he couldn't imagine that they would be in conflict with the budgetary laws of the State. Mr. Wilkinson noted there was a list for the DOJ to determine what should be included. Mr. Wilkinson shared for years the Library was thought to be special and at the end of last year he decided it wasn't right. Mr. Wilkinson asked Ms. Favreau to contact DOJ last year and they said money should be returned. Mr. Wilkinson stated the Library has done their budget wrong for all of these years and he just wanted to know what items were income and which weren't. Mr. Wilkinson shared that he would ask after hearing from the DOJ for the Library to resubmit their budget. Mr. Hagstrom thanked Mr. Wilkinson. Mr. Wilkinson stated the only reason to come before the Budget Committee was at the suggestion of Ms. Favreau that it should come before the committee. Mr. Wright asked if the Library had to report to the DOJ. We have the RSA and the Library Association, which one has precedent. They were looking to lose \$11,000 in income and it would go into the General Fund. Ms. Favreau shared they only had to return what had been raised and appropriated by the Town. Ms. Favreau stated that she had looked back over the last 10 years and determined that they had spent more than what was raised and appropriated by the Town. Mr. Wright asked if last year they had \$11,000 to spend - was it recorded. Ms. Favreau shared they keep their own books and do an Expense Report for the Town Report and they give a Treasurer's Report and an Income and Expense Report. Mr. Wright clarified what Mr. Wilkinson was saying was the Library needed to show the offsetting expense - \$133,000 less the Library income was what needed to be raised and appropriated. Mr. Wilkinson reviewed the DOJ information regarding offsetting income. Ms. Favreau stated we have never showed this.

Mr. Hagstrom noted the need to make a motion to get the list over to the DOJ and clarify this for us. Mr. Hagstrom asked Committee members what they wanted to do. Mr. Wright stated the need to find out if that money needed to be returned to the Town. The Library needed time to redo their budget. Ms. Michelson asked why wouldn't we send it – we just want to do it right. Mr. Wilkinson shared the amount was only half of the \$11,000 which they have already included. Mr. Wilkinson stated he had asked Mr. Goettle if \$133,000 was the total operating budget for the Library and Mr. Goettle replied yes. So the Library doesn't need to up their money to account for the extra income, it was already part of their budget. Mr. Wilkinson stated

there were limits on where those funds could be used and the Library Trustees Association outlines the responsibilities of Library Trustees and the laws. Ms. Favreau shared the Library Trustees plan on putting out a special Warrant Article.

Mr. Hagstrom thanked Mr. Wilkinson.

Mr. Hagstrom stated they have a list to send to the DOJ to find out what is and isn't.

Mr. Wright made a motion to contact the DOJ to clarify proper budgeting procedures for the Library, particularly unanticipated income. Ms. Michelson seconded. Mr. Thomas abstained. The motion was approved.

Mr. Hagstrom asked how long it would take to hear back.

There being no further business, Mr. Hagstrom adjourned the meeting at 8:14 p.m.

Submitted by,

Sheryl White
Secretary