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BUDGET COMMITTEE MINUTES
November 10, 2016

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

Members Absent: Natasha Michelson and Kathleen Stark

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

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

Mr. Thomas made a motion to approve the November 3, 2016 Minutes. Ms. Doerpholz seconded and the motion passed unanimously.

Mr. Wright made a motion to have Heidi Wood, Town Clerk present her budget first as she was present. Mr. Thomas seconded and the motion passed unanimously.

7:06 – Town Clerk Budget:

Heidi Wood presented the Town Clerk Budget.

Ms. Wood reported that the budget had changed slightly due to the 1% COLA increase.

Ms. Wood reviewed the changes due to the COLA increase:

Line 120 - Salaries - Part-Time - \$9,477 - increase of \$504 - included a merit for both employees;

Line 160 - Salaries - Elected Officials - \$31,161 - increase of \$1,416;

Line 220 - Social Security - \$2,520 - increase of \$119; and

Line 225 - Medicare - \$590 - increase of \$28.

Line 615 - Consultant Services - increase of \$79.

Line 341 - Telephone - increase of \$110.

Line 342 - Data Processing Data - \$50 - new e-mail.

Line 430 - Repairs/Maintenance - \$150 - for computer repairs, if necessary.

Line 440 - Rentals/Leases - \$54.80 - share of copying costs.

Line 550 - Printing - reduced by \$2,900 - only 1 election - if special election - won't have to program the machine would do a hand count.

Line 620 - Office Supplies - recently bought a scanner - DVM wants a scan instead of e-mail.

Line 625 - Postage - expended to-date looks low because stamps were pre-bought.

Line 630 - Equipment Maintenance/Repair - ACU vote machine - yearly expenditure.

Line 670 - Books/Periodicals - ordered law books and may purchase red books.

Mr. Nolan asked about charging the Town Clerk for ballots. Ms. Wood stated the Town Clerk has to do this.

Line 625 - Mileage/Travel Expense - increase of \$100 - now has to go to Rindge.

Ms. Wood stated the total budget was \$54,543.80 - \$1,089.20 less than last year.

Mr. Hagstrom asked if there were any questions.

Mr. Hagstrom thanked Ms. Wood for coming in.

7:16 – Supervisors of the Checklist Budget:

Jane Wright and Marion Wheeler presented the Supervisors of the Checklist Budget.

Line 120 - Salaries - Part-Time - reduced by \$700 - included money for a special election.

Line 130 - Salaries - Elected Officials - reduced by \$1,300.

Mr. Nolan asked why there was an increase in Social Security. Ms. Wheeler stated that it was incorrect last year. Increase of \$98 for Social Security and increase of \$7 for Medicare.

Line 353 - Advertising – reduced by \$100 - 2 elections.

Line 560 – Dues/Subscriptions – reduced by \$60.

There were no changes in other line items over last year.

Ms. Wheeler stated the total budget was \$3,445 - \$2,055 less than last year.

Mr. Hagstrom asked if there were any questions.

7:20 – Tax Collector Budget:

Jane Wright and Marion Wheeler presented the Tax Collector Budget.

Line 120 - Salaries - Part-Time - \$17,010 - increase of \$100. Ms. Wright stated the revision was due to the 1% COLA increase.

Line 220 - Social Security - \$1,048.

Line 225 - Medicare - \$350.

Committee members questioned no increase in Social Security or Medicare.

Line 315 - Consultant Services - increase of \$28.

Line 318 - Labor Contracted Services - reduced by \$200 to 0.

Line 341 -Telephone - shared expense.

Line 342 - Data processing – increase of 120 - invoice cloud and internet - \$10 per month for invoice cloud.

Mr. Thomas asked about fees. Ms. Wheeler stated the customer was charged 95 cents for debit transactions and 2.95% for credit card transactions.

It was noted that Line 695 - Rented Equipment was deleted and moved to Line 440 - Rentals/Leases - \$200.

There were no changes in other line items over last year.

Ms. Wheeler stated the total budget was \$28,950 – \$25 less than last year's budget.

Mr. Hagstrom asked if there were any questions and stated it was a good budget.

Mr. Hagstrom thanked Ms. Wright and Ms. Wheeler for coming in.

Committee members reviewed the Police Department, Animal Control Officer, and Recreation budgets for next week's appointments.

Police Department Budget:

Ms. Carney shared there was 1 Chief, 2 full-time Officers, 5 part-time Officers and a part-time secretary who works 20 hours per week – hours were reduced from last year.

Mr. Hagstrom asked about salaries. Ms. Carney stated it doesn't included the 1% COLA increase.

Ms. Doerpholz asked about Debbie Boncal's hours. Ms. Carney shared that Ms. Boncal's hours were 35 and now down to 20 hours per week.

Mr. Hagstrom stated that nothing was explained on the last page of the budget. Ms. Carney shared there was a decrease in part-time and benefits line items were down.

Line 341 – Telephone – increase of \$2,000. \$6,726 has been expended from January – October. Ms. Carney explained there is a line into the Police Department that the Sherriff’s Department answers and it cost a lot more money to transfer to them. There is no control over that. Ms. Carney explained how the rollover of calls was handled.

Mr. Hagstrom stated \$2,000 was a lot for telephone. Ms. Carney reported that they have a fax line and 3 phone lines. County line, generic line, and a back line that officers use to call in. Mr. Thomas asked if it included cell phones. Ms. Carney stated it might. Mr. Nolan stated it was expensive to transfer calls. Ms. Carney thought it might include 1 or 2 cell phones. Mr. Wright shared the phone line was a better system than we used to have.

Mr. Hagstrom asked about electricity, heat and oil. Ms. Carney shared it was the public safety building and they use the same furnace. It would be in the General Government Buildings budget.

Mr. Hagstrom asked if there were any questions.

Mr. Nolan stated the Police Department put in a CIP request asking for a radar trailer/speed board on a trailer – theirs doesn’t work anymore. Ms. Carney shared it has the ability to get license plates and takes down data. Mr. Nolan shared CIP recommended going with one that could download the license plate information and if a suspicious vehicle, could track down. It could be put anywhere.

Mr. Wright asked about the cost. Mr. Nolan shared the cost was \$7,500 – has a video and camera. The original cost was \$2,100 and CIP recommended they go with the new one.

Animal Control Budget:

Mr. Wright asked if Warren Hall was still the officer. Ms. Carney replied that he was.

Ms. Carney reported that Mr. Hall tries not to take animals to the Humane Society and she explained how the Town gets billed and how residents can take their animals there.

Ms. Carney shared they were two 2 kennels behind the Police Department and Mr. Hall waits a day or two before bringing to the Humane Society.

Mr. Hagstrom asked if Mr. Hall found a cat on Royalston Road and brought it to the Humane Society – does the Town charge the owner. Ms. Carney replied no and explained how Mr. Hall handled calls.

Mr. Hagstrom asked if there were any questions.

Recreation Budget:

Mr. Hagstrom asked if we knew the number of part-time people. Ms. Carney shared they hire someone to run the program. A stipend of \$1,000 to run the basketball program.

Mr. Hagstrom noted that money comes back in as people sign up and goes into a revolving account. Ms. Carney shared that she doesn’t know how many coordinators they hire for the summer program.

Mr. Hagstrom asked about Line 830 – Training. Ms. Carney shared it was used to send someone to life guard training. Ms. Carney stated that she does CPR and first aid training for free.

Mr. Thomas asked about the status on the ski trails. Ms. Carney stated she didn't know where we were on that. Ms. Carney mentioned it would be offered to the Recreation Department for someone to hay the ski tow and take it away.

Mr. Hagstrom asked if there were any additional questions about the budgets.

There being no further business, Mr. Hagstrom adjourned the meeting at 7:51 p.m.

Submitted by,

Sheryl White
Secretary