



**TOWN OF FITZWILLIAM**  
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**BUDGET COMMITTEE MINUTES**  
**December 8, 2016**

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

Members Absent: Carl Hagstrom, Natasha Michelson and Kathleen Stark

Mr. Wright convened the meeting at 7:00 p.m.

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

Mr. Thomas made a motion to approve the December 1, 2016 Minutes. Mr. Nolan seconded and the motion was approved. Ms. Doerpholz and Mr. Nolan abstained.

7:15 – CIP Committee:

Susan Silverman, Paul Haynes, and Daniel Baker presented the CIP Committee recommendations.

Ms. Silverman asked Committee members if they wanted to see the spreadsheet. Mr. Wright stated they would. Ms. Silverman reviewed the CIP recommendations and the associated costs.

Ms. Silverman also reviewed the ranking system used by the CIP Committee. Rating scale: Urgent - cannot be delayed. Necessary - needed within 1-3 years. Desirable - needed within 4-6 years.

Cemetery:

2 car garage at Pine Grove - estimated cost of \$18,000. Rated as urgent.

Conservation:

Add to Land Expendable Fund - estimated cost of \$10,000 - total in fund \$19,467.42 put in \$5,000 last year. Rated as desirable.

Discussion was held on purchasing land, and creating a green corridor.

Mr. Wright shared that they have often asked for \$10,000 and the Budget Committee cut to \$5,000.

Fire:

Fire Vehicle Repair and Maintenance Expendable Trust - estimated cost of \$2,500. Rated as necessary.

Fire Vehicle Purchase Expendable Trust. Ms. Carney shared that the fund was at \$70,604 - estimated cost of \$20,000. Rated as desirable.

Expendable Trust for SCBA, Radio/Minitor, Equipment and Gear - estimated cost of \$5,000. Rated as necessary.

General Government:

Painting of the Town Hall - add to Expendable Trust - estimated cost of \$4,000. Rated as necessary.

Building Maintenance Expendable Trust - estimated cost of \$80,000. Rated as urgent.

Discussion was held on the repairs that needed to be done on the steeple.

Revaluation - Sales Study:

To be done in 2017 as per State regulation. Add \$20,000 to Capital Reserve Fund. Rated as urgent. Balance in fund is \$30,878.

Highway:

Wood Chipper Trailer - estimated cost of \$65,000. Ms. Silverman shared Mr. Cuomo felt he could get \$5,000 if he sold the old chipper, which would require \$60,000 for the purchase. Rated as necessary.

Road Repairs Expendable Trust - currently has \$88,365 - estimated cost of \$280,000. Rated as urgent.

Highway Vehicle Equipment Capital Reserve - to be changed to an Expendable Trust in 2017 - estimated cost of \$20,000. Rated as necessary

Equipment Repair Expendable Trust Fund - asked for \$5,000 - CIP raised to \$6,000. Rated as urgent.

Library:

Painting of the Library - estimated cost of \$1,800. Rated as necessary.

Fire Escape Repair – estimated cost of \$2,500. Rated as urgent. Also included the sprinkler repairs.

Police:

Purchase of Radar Trailer - estimated cost of \$9,600 - with additional camera component. Rated as desirable.

Transfer Station:

Forklift – estimated cost of \$2,000 to be added to Capital Reserve. \$2,000 from Capital Reserve for the purchase of a forklift. Looking at purchasing a propane or gas forklift. Rated as urgent.

Total CIP Requests for FY2017: \$546,400.

Ms. Silverman shared that 2017 was a little higher than 2016 - giving all requests that are outlined. Ms. Silverman stated not all requests would be done next year.

Mr. Thomas asked about the proposed \$200,000 pumper for next year. Ms. Silverman asked for them to be projected out. If put in the full price of the pumper it would be \$400,000. Ms. Carney shared the Expendable Trust replenishment (on spreadsheet) was the same thing. Mr. Baker explained the committee wanted to keep the amount at \$400,000 but to spread it out. Ms. Silverman shared it gives the Fire Department an opportunity to come to the Selectmen to purchase. Mr. Nolan stated to keep in mind, the figures given for those rated as necessary were 1-3 years out – still in the line. It becomes the responsibility of the Budget Committee. Ms. Silverman shared that it could be put on the Warrant Article to let the voters decide.

Mr. Wright asked about the road money. Mr. Wright shared the Road Agent has the biggest projects. Ms. Silverman shared what was done a few years ago was to create an Expendable Trust fund. Ms. Silverman also shared Mr. Cuomo doesn't really know how the costs would pan out.

Ms. Silverman shared that they didn't get a list of road projects because they were unable to meet with Mr. Cuomo. He would come out with a list.

Mr. Wright asked if there were any additional questions.

Mr. Wright thanked Ms. Silverman, Mr. Haynes and Mr. Baker for coming in.

CIP Project Recommendations for FY2017 are attached and would become part of the official minutes.

Mr. Wright asked if there were any public comments. There were none.

Committee members reviewed the Cemetery budget for next week's appointment.

Cemetery Budget:

Mr. Wright asked if there were any questions. Mr. Wright shared that Line 140 - Salaries - Overtime was changed - taken out of Line 120 - Salaries - Part-Time and put into Line 140 - Overtime.

Mr. Wright asked about Line 318 - Labor Contracted Services. Ms. Carney shared it was tree removal.

Mr. Wright asked about Line 550 - Printing - took out of the budget.

Ms. Carney shared that Line 353 - Advertising - Cemetery Trustees came to the Selectmen to ask if they could keep their current staff on so they won't have to advertise every year.

Mr. Wright asked if they had their own computers.

Mr. Wright noted Line 610 – General Supplies – increased to \$1,000 and asked why the increase.

Mr. Wright also noted Line 635 - Gasoline – reduced by \$300.

Mr. Wright asked about Line 650 – Groundskeeping – requested 0 but spent \$1,531.29.

Mr. Wright asked what it included. Ms. Favreau shared that she doesn't know why they don't budget something. Ms. Carney shared how the cemetery was run. There was no Cemetery Sexton and the 3 Trustees have split the duties, so that was why some line items have changed. Ms. Favreau thought they have coded some to materials.

Mr. Wright asked if there were any other questions.

Ms. Favreau handed out the Economic budget for 2017.

Mr. Wright noted the spreadsheet on the back. Ms. Carney shared that it was history.

There being no further business, Mr. Wright adjourned the meeting at 7:50 p.m.

Submitted by,

Sheryl White  
Secretary

## CIP Project Recommendations for FY2017

### Cemetery

**Project Title: Construction of garage at Pine Grove Cemetery**  
**Proposed By: Cemetery Commissioners**  
**Estimated Cost: \$ 18,000-**

**Proposal:** To build a 2 car garage for storage of equipment.

**CIP Recommendation:** The CIP Committee rates this as **Urgent**.

### Conservation

**Project Title: Conservation Land Expendable Trust**  
**Proposed By: Conservation Commission**  
**Estimated Cost: \$10,000**

**Proposal:** An expendable trust, established in 2005, to be used to purchase suitable land and easements for conservation. This activity is consistent with the goals and policies of the open space section of the Fitzwilliam Master Plan and the Conservation Commission ten-year plan. The actual timing of expenditure is never predictable, although \$59,582 was spent for land adjacent to the Widow Gage Town Forest in 2011.

**CIP Recommendation:** The CIP Committee rates this as **desirable**.

### Fire

**Project Title: Fire Vehicle Repair and Maintenance Expendable Trust**  
**Proposed By: Board of Fire Wards**  
**Estimated Cost: \$2,500-**

**Proposal:** This fund is used for repair and maintenance of vehicles within the Fire Department; this money would raise the fund to \$4988-.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

**Project Title: Fire Vehicle Purchase Expendable Trust**

**Proposed By: Board of Fire Wards**

**Estimated Cost: \$20,000-**

**Proposal:** The department is looking at replacing the Class A pumper, total price of a new replacement is \$400,000. Used vehicles are being looked at as well. The fund currently has \$70,604- in it.

**CIP Recommendation:** The CIP Committee rates this as **desirable**.

**Project Title: Expendable Trust for SCBA, Radio/Monitor, Equipment and Gear**

**Proposed By: Board of Fire Wards**

**Estimated Cost: \$5,000-**

**Proposal:** This fund is used for the purchase of gear that is anticipated to be replaced in 2019 with a total price of \$10,465-.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

### **General Government**

**Project Title: Painting of the Town Hall add to expendable trust**

**Proposed By: Board of Selectmen**

**Estimated Cost: \$4000-**

**Proposal:** The Town Hall was last painted in 2009; the Selectmen would like to paint the back side in 2016. Currently there is 1,145.68 in an expendable trust for painting.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

**Project Title: Building Maintenance Expendable Trust**

**Proposed By: Board of Selectmen**

**Estimated Cost: \$80,000-**

**Proposal:** The Building Maintenance Expendable Trust is used to fund various projects throughout the year. This would bring the total of the trust to \$199,237-

**Proposal:** The company that did repairs on the Town Hall in 2011 recommended this project because there is rotting wood is continuing to deteriorate. The total cost of the project is difficult to estimate because the structural areas cannot be seen until the repairs begin.

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

#### **Revaluation—sales study**

**Proposal:** Town wide valuation will occur in 2017 as per state regulation. Add to the capital reserve \$20,000. Fund will be converted to an expendable trust this year.

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

#### **Highway**

**Project Title: Wood Chipper trailer**

**Proposed By: Road Agent**

**Estimated Cost: \$ 65,000**

**Proposal:** Road Agent would sell old chipper for \$5000- estimated, requiring 60,000- for purchase. This piece of equipment is used for roadside cleanup and emergencies on a regular basis.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

**Project Title: Road Repairs Expendable trust (currently has \$88,365-)**

**Proposed By: Road Agent**

**Estimated Cost: \$280,000**

**Proposal:** These monies would fund road projects.

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

**Project Title:** Highway vehicle equipment capital reserve (will be changed to expendable trust in 2017) Currently has \$5711.92.

**Proposed By:** Road Agent

**Estimated Cost:** \$20,000

**Proposal:** Would be used for vehicle purchases, such as a replacement grader.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

**Project Title:** Equipment Repair Expendable trust Fund

**Proposed by :** Road Agent

**Proposal:** This money would be used to replenish the vehicle repair expendable trust back to \$10,000. Currently 2877.00

**Estimated Cost:** \$6000-

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

### **Library**

**Project Title:** Painting of the Library

**Proposed By:** Library Director and Trustees

**Estimated Cost:** \$1800

**Proposal:** This money would be used to paint one side of the library.

**CIP Recommendation:** The CIP Committee rates this as **necessary**.

**Project Title:** Fire Escape repair

**Proposed By:** Library Director and Trustees

**Estimated Cost:** \$2500-

**Proposal:** This money would be used to repair the fire escape and bring up to code so that the second floor can be used.

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

### **Police**

**Project Title: Purchase of a Radar Trailer**

**Proposed By: Chief of Police**

**Estimated Cost: \$9,600-**

**Proposal:** The current radar trailer is in disrepair and the new trailer would be able to record speeds and provides a service to residents. The additional camera component that the CIP feels would be worthwhile, is \$2100.

**CIP Recommendation:** The CIP Committee rates this as **desirable**.

### **Transfer Station**

**Project Title: Forklift**

**Proposed By: Road Agent**

**Estimated Cost: \$2000- to add to capital reserve (\$2000- from capital reserve for forklift)**

**Proposal:** Forklift has old battery that needs replacing. Will look at replacing for more efficient used propane or gas forklift.

**CIP Recommendation:** The CIP Committee rates this as **urgent**.

**Total CIP Requests for FY2017: \$ 546,400.**