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BUDGET COMMITTEE MINUTES
OCTOBER 27, 2016

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

Members Absent: Kathleen Stark

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

7:10 - Land Use Budget:

Terry Silverman presented the Land Use Budget.

Mr. Silverman reported that the Administrative Assistant position hours would be reduced to 35 hours per week at the beginning of the year. Mr. Hagstrom asked if enough. Mr. Silverman stated the Assistant won't be available 40 hours during the week but would be in for open hours.

Line 110 – Salaries Full-Time – reduced by \$5,304.

Benefit costs were down a total of \$542.22

Line 215 – Group Ins. – Health – increase of \$456.28

Line 315 – Consultant Services – increase of \$2,500. Mr. Silverman shared that they spent \$2,888.27 last year – basically the Eversource and the tower cases. Mr. Hagstrom asked if ongoing next year. Mr. Silverman stated Eversource and the tower were done – waiting to see what happens with Ranger Solar. Mr. Silverman explained who Ranger Solar was and what their project might be.

Mr. Nolan asked about zoning – if addresses solar. Mr. Silverman shared they were looking at to see if could bring something forward. Ranger Solar was looking 2 years out. Mr. Silverman also shared that what may help Fitzwilliam was the Prime Wetlands Study.

Line 353 – Advertising – increase of \$500 – newspaper notices.

Mr. Nolan asked why so much on consulting. Mr. Silverman stated that sometimes the town needed a consultant. Sandra Gillis shared that we get reimbursed and it has to be appropriated.

Mr. Silverman stated that everything else is similar and abutter notices went up a bit.

Mr. Silverman stated the total budget was \$65,596.78 for all three Land Use Boards. Reduced by \$2,874.22

Mr. Hagstrom asked if there were any questions. Committee members agreed the budget looked good to them.

There was a question of rounding. Ms. Carney stated when budgets were done, funds were rounded up or down.

Mr. Hagstrom thanked Mr. Silverman for coming in.

Committee members reviewed the minutes of last weeks meeting.

Mr. Nolan made a motion to approve the October 20, 2016 Minutes. Ms. Michelson seconded. Mr. Wright abstained. The motion was approved.

Committee members reviewed Highway and Transfer Station budgets for next week's appointments.

Highway Department budget:

Ms. Favreau reported the approved budget listed for 2016 was Mr. Cuomo's original budget request. Mr. Cuomo made cuts to his budget request for 2016 and the total budget approved was \$430,607. Mr. Cuomo had cut tires, diesel, overtime, culverts and ice control from last year's budget.

Ms. Favreau shared the budget looked the same – had a \$19,000 lease payment in the budget which Mr. Cuomo doesn't have this year. The budget included the updated insurance.

Mr. Hagstrom asked if there were any questions.

Transfer Station Budget:

Line 318 – Labor Contracted Services – reduced by \$5,000. Ms. Michaelson noted cost was down. Ms. Favreau shared that Mr. Cuomo was very happy with Monadnock Disposal.

Mr. Nolan asked if we had any idea how construction debris compared to what has been taken in. Ms. Carney shared that they have no idea and it would be a good question to ask next week.

Mr. Hagstrom asked Richard Goettle how close the Library was to presenting their budget. Mr. Goettle stated he was ready.

Chris Holman questioned if Land Use had met already even though they were scheduled for 7:10 and it was 7:11. It was acknowledged that they had already met.

7:30 - Library Budget:

Mr. Goettle presented the Library budget.

Line 360 – Custodial Services – reduced by \$1,000. Carpet was cleaned last year.

Line 411 – Heat and Oil – increase of \$2,000. Mr. Goettle shared the Library paid \$1.48 per gallon and today’s delivery price was \$1.88. Estimate of 2,500 gallons this year.

Mr. Goettle stated that Ms. Favreau had sent over updated insurance information and the cost went up over \$1,000. Mr. Goettle reported that Kate Thomas would be getting a step increase to Step 3 this year. Mr. Goettle stated compensation increases were the lions share.

Mr. Goettle reported supplies were reduced and the biggest difference in their request was the appraisal of the Locke Collection. Mr. Hagstrom asked if the value of the collection would be revised every few years. Mr. Goettle shared that it probably would be.

Discussion was held on the price of oil and the town’s discount, which was the lower end of the commercial line.

Mr. Goettle discussed their investment policy and where the monies would be applied. The small funds would be drawn down at a rate of \$500 per year until depleted. Once the pool of those funds reached a \$500 contribution or less, the Memorial Fund would be drawn down by 1% of its value not to exceed a 3 year moving value. Not taking now, the \$60,000 would get built up and would replace monies from the small funds.

Mr. Hagstrom asked about income. Mr. Goettle shared that it was unanticipated monies and anything that comes as income to the Library they apply to Line 670 – Books/Periodicals – level funding. The Town ask was \$4,000, putting in \$3,300 dollars – book funds and Trustees of the Trust Fund. They spend \$13-14,000 on books.

Mr. Goettle explained what they had done differently this year in regards to budgeting. Ms. Favreau confirmed that the Library was requesting \$127,099.98 from the Town. Mr. Goettle stated the updated number was \$128,012.44.

Mr. Goettle explained how they spend income and would show the income stream to better clarify. Mr. Goettle stated that they have invested time and money to better match the Library and Town line items.

Mr. Hagstrom asked if there were any questions.

Mr. Nolan questioned the budget total. Mr. Goettle reviewed. Mr. Wright asked about Line 692 – Snow Removal – Hired. Mr. Goettle explained that it was hiring someone to remove snow. Ms. Carney shared it wasn’t part-time help – it was contracted.

Mr. Wilkinson asked about salaries – noting a 5% increase in salaries – part-time 4.2% overall – 2014 - 2017 labor portion up \$13,000 or 24%. Mr. Wilkinson questioned if that wasn’t unreasonable. Mr. Goettle stated the Town did a wage study. Mr. Wilkinson stated it was a small portion. Mr. Goettle stated that he didn’t think so. Mr. Goettle shared that this was out of their control and the Selectmen set the wage budget. Mr. Goettle explained that the Library employs people with certain benefits. Ms. Thomas’ position called for insurance and retirement and they are not discretionary expenditures – don’t know how to control budget.

Mr. Wilkinson shared that labor increases were due to step increases and mentioned that at last year’s Budget Committee meeting, Mr. Goettle stated there would be no increases in steps. Both Mr. Goettle and Ms. Thomas’ stated that step increases were every 2 years. Mr. Wilkinson

reviewed the Budget Committee Meeting minutes where Mr. Goettle stated “there would be no increases in steps in terms of employees in the next calendar year.”

Mr. Wilkinson proposed to the Budget Committee to eliminate all proposed budget increases in salary. Mr. Goettle stated that it was his mistake. Mr. Wilkinson shared that last year Mr. Goettle stated there would be no increases in salary. Mr. Wilkinson stated it was a violation. Mr. Wilkinson asked about Line 320 – Legal – Mr. Goettle shared they were over budget because they went to court. Mr. Wilkinson asked if they really wanted to spend \$2,000 on an appraisal. Mr. Goettle shared that the Selectmen voted to go after that stuff and closure was to get a valuation and have the valuation in terms of what it means to insurance and bring closure. Ms. Favreau shared that it was an agreement and the Trustees brought to the Selectmen, the Selectmen didn’t dictate. Mr. Goettle shared it was part of the Warrant.

Mr. Wilkinson stated there were unexplained line items. Line 390 – Other Services – \$400. Mr. Goettle explained that they hire speakers, it doesn’t say that – there was no line item for that. Mr. Wilkinson asked about Line 690 – Other Miscellaneous - \$600. Mr. Goettle stated the amount was \$2,000 and it was the Locke Collection appraisal. Mr. Wilkinson suggested Mr. Goettle define those on the back page of the budget. Mr. Goettle stated it was noted. Mr. Wilkinson apologized.

Ms. Favreau asked about Line 689 – Signs - \$600. Mr. Goettle shared that the Library Trustees would like to make the Library signage more visible and would bring to the Historical Society.

Ms. Favreau mentioned they didn’t add anything for capital and asked if painting another side of the Library. Ms. Thomas shared that she was told that it was all taken care of and they didn’t need to put money in. Ms. Favreau stated that memos went out on capital requests. Ms. Thomas shared that she understood that painting was separate from that – for new projects. Ms. Favreau shared that it needed to be added every year. Ms. Favreau also shared with Ms. Thomas that she needed to get that information into CIP. Ms. Thomas shared that she was in the process of getting pricing on the upstairs door. Ms. Carney mentioned they wanted to use the upstairs hall but the fire door has to be able to open easily, which it doesn’t. Ms. Carney shared that the Library may need to replace the door with historic significance and this would go under their building fund. Mr. Nolan asked about the fire escape. Ms. Carney shared it was fine.

Mr. Wilkinson asked about oil and if there was any justification for going up 64%. Mr. Goettle stated the budget was slashed by \$2,000 and that was where they took it from. Mr. Goettle stated they weren’t going to take from books. Discussion was held on oil deliveries throughout the year, and anticipated deliveries through the end of the year.

Mr. Wilkinson stated it looked as if \$133,000 was the total budget. Mr. Goettle stated the total monies - they would be contributing. Mr. Wilkinson reviewed the NH DOJ requirements and a discussion was held on what needed to be included and shown in the budget. Mr. Goettle also stated the letter of the law gave you a list of what needed to be included. Mr. Goettle shared the need to draft a Warrant Article asking to keep the monies raised from copies. Part of anticipated monies and operates at a net loss.

Mr. Wilkinson stated to check with DOJ and you would find it wasn’t true.

Mr. Hagstrom thanked them for coming in.

Ms. Favreau asked Ben Thomas if the Water District had given the State the forms they needed for the tax rate. Mr. Thomas stated he thought it had been resolved and they would be submitted tomorrow.

Ms. Carney noted that questions from the community should go through Mr. Hagstrom and not back and forth. It would help everyone hear and have one conversation.

There being no further business, Mr. Hagstrom adjourned the meeting at 8:05 p.m.

Submitted by,

Sheryl White
Secretary