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BUDGET COMMITTEE MINUTES
December 15, 2016

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

Members Absent: Ben Thomas

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

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

Ms. Doerpholz made a motion to approve the December 8, 2016 Minutes. Mr. Wright seconded. Mr. Hagstrom, Ms. Michelson, and Ms. Stark abstained. The motion was approved.

Ms. Doerpholz made a motion to start the cemetery budget presentation at 7:02. Ms. Stark seconded and the motion passed unanimously.

7:02 – Cemetery Budget:

Mike Grab and Greg Mattson presented the Cemetery Budget.

Mr. Grab stated there was \$275 remaining in the budget. Mr. Mattson shared there were 4 hours for a burial to be taken from that amount. Mr. Grab shared there was an outstanding gas bill.

Mr. Hagstrom asked how many employees there were. Mr. Mattson shared there were 2 part-time employees and no sexton. Mr. Mattson stated they have a lead laborer. Mr. Grab does the paperwork and Mr. Mattson does the sexton duties. They have better control and have gotten more work done. Mr. Grab stated they have accomplished more work, stone repairs, and mowing.

Mr. Hagstrom asked about Line 318 – Labor Contracted Services. Mr. Grab stated it was tree work and any contract work. They have spent \$1,300 this year. More tree work would need to be done next year, as well as having some stumps ground up and this was why they have asked for the additional \$600.

Mr. Hagstrom asked about Line 342 – Data Processing. Mr. Grab shared they have one computer connected to the Town. Ms. Favreau shared it was for any computer work that was needed by the IT company.

Mr. Hagstrom asked about Line 353 – Advertising. Mr. Grab shared they have spent \$190.22 and were asking for \$125. The Cemetery Trustees were hoping the same guys would come back

next year. The Cemetery Trustees had talked with the Selectmen asking them to consider having their 2 part-time employees coming back each year. Mr. Grab stated it added stability for them.

Mr. Mattson asked to go back to Line 318 – Labor Contracted Services and shared that it included grid work performed by Paul Grasewicz. Mr. Grab shared they would purchase granite quadrant markers.

Line 550 – Printing – Mr. Grab shared they hadn't requested any funding but had spent \$67.98. They don't anticipate spending any funds on printing next year. Mr. Grab shared they have completed all of their document preservation. Mr. Grab explained the work that was done.

Mr. Hagstrom shared they were over on Line 610 – General Supplies. Mr. Mattson reported that sometimes funding comes out of Line 610 or Line 685 – Materials and were coding errors. Mr. Grab shared they were trying to figure out what was supplies versus materials. Mr. Mattson shared they thought to combine into just general supplies but went back to the way it has been for now.

Mr. Nolan asked what Line 690 – Other Miscellaneous was and they had asked for \$200 and spent \$52.77 but were requesting \$50 for next year. Mr. Mattson shared they had spent \$75 to-date. Ms. Stark asked if their request of \$50 should be taken out. Mr. Grab shared they were requesting 0 and \$30,602.58 has been spent to-date. Mr. Wright asked what their current expenditures were. Mr. Grab shared they have to pay for an additional 4 hours of time – 3 hours of over-time and 1 hour at regular time.

Mr. Hagstrom asked if there were any other questions.

Mr. Mattson mentioned Line 660 – Vehicle Repairs - work was needed.

Ms. Carney shared the Selectmen felt building of the garage should be put out to bid due to liability. Discussion was held on what the garage would look like, sills are rotted on the existing shed, doesn't meet their current needs, and was no longer safe. Discussion was also held on burials done during the year and where that money goes, selling a burial plot, perpetual care, where that money goes, and using Capital Reserve to expand.

Mr. Grab and Mr. Mattson explained what the perpetual care fund monies could be spent on. Discussion was held on the appropriate spending of trust funds and who manages those funds. A trust fund created in the 1890 – needed to go to AG's office to be able to expend the funds.

Mr. Hagstrom thanked Mr. Grab and Mr. Mattson for coming in.

7:30 – Police Department Budget:

Chief Leonard DiSalvo presented the Police Department Budget.

Mr. Hagstrom asked about the number of employees. Chief DiSalvo shared there were 3 full-time officers, a part-time secretary and 6 part-time officers.

Mr. Hagstrom noted phones were up. Chief DiSalvo shared he went off of the prior year. Ms. Carney asked about the number of phone lines. Chief DiSalvo stated there were 2 phone lines and a fax line. Ms. Carney shared a line got forwarded to Keene and that created

a larger phone bill, due to going to Cheshire County dispatch. Chief DiSalvo shared it was up. Mr. Nolan noted the cost to the phone company for running the line and the Sheriff's department. Mr. Hagstrom noted the increase of \$2,000. Chief DiSalvo stated he doesn't see the bill and doesn't know why. Ms. Favreau stated it included long distance and that has been pretty high each month.

Mr. Hagstrom asked about Line 395 – Alarm Monitoring. Chief DiSalvo shared it was Mutual Aid – the service for it.

Ms. Stark asked about Line 120 – Salaries – Part-time. Chief DiSalvo shared 3 part-time officers were going to go to the academy and only 2 went. Ms. Carney shared we have to pay for police officers to go to the academy.

Mr. Nolan mentioned a couple of calls that were made to the Police Department which were attended by the State Police and also mentioned that on a Saturday afternoon there were 3 cruisers out. Chief DiSalvo stated he would need to know the dates and times to look into. Ms. Carney shared if there were 2 showing up - would be overlapping shifts. Chief DiSalvo shared that 2 guys on an accident was a good thing. Chief DiSalvo discussed what happened on an accident scene and mentioned there was different protocol for police and fire personnel.

Line 628 – Office Equipment. Mr. Hagstrom shared the line was over spent and he asked why because Chief DiSalvo's budget doesn't really explain some of these things. Chief DiSalvo shared they bought a shredder a few days ago, didn't break down. Mr. Nolan shared the \$1,869.94 was as of October. Chief DiSalvo stated he would get a breakdown. Ms. Favreau printed out a report. Ms. Stark noted Line 629 – Equipment Purchase was lower. Mr. Hagstrom shared one was office equipment and the other was equipment purchase. Ms. Carney stated office equipment was what you would use in an office and equipment purchase was what a Police Officer would use. Ms. Stark asked about no spending on Line 610 – General Supplies. Chief DiSalvo shared that could have been coding to another line item. Ms. Stark shared what she thought of as office supplies.

Line 630 – Equipment Maintenance/Repair – Chief DiSalvo shared it was maintenance on the fax machine. Ms. Stark asked if they would get updates for December 31st. Mr. Hagstrom shared when they come back there would be an update. Ms. Carney noted it would be on the bottom line and not individual line items. Ms. Carney shared voting was on the bottom line and not on line items.

Line 635 – Gasoline. Chief DiSalvo noted it went down to \$8,000 for this year and stated \$8,000 - \$10,000 was a safer number, now that it is a full department.

Ms. Favreau asked if Line 628 – Office Equipment was the desk. Chief DiSalvo replied no. Ms. Favreau shared \$1,800 was for the desk. Chief DiSalvo shared that he went in and asked to purchase the desk with surplus funds but the Selectmen stated it needed to be spent with this year's funds due to timing. Chief DiSalvo shared his intent was to use surplus funds and not this year's funds.

Ms. Michelson asked how the new cruiser was working out. Chief DiSalvo shared it was nice. Discussion was held on the accident, the fact that Chief DiSalvo and Sergeant Stone walked away, and the ghost graphics.

7:50 – Animal Control Budget:

Chief DiSalvo presented the Animal Control Budget.

Chief DiSalvo shared the budget was the same as last year and Line 830 – Training wasn't used.

Mr. Hagstrom thanked Chief DiSalvo for coming in.

Mr. Hagstrom noted Line 312 – Assessing - \$330 should be under Line 315 – Consultant Services.

Ms. Stark thought the Police Department budget looked good. Ms. Carney shared Department Heads have done a very good job this year and have worked really hard to keep their budgets under control. Ms. Carney stated we can't control the school and county budgets. Ms. Carney shared on January 11th there would be an informational meeting for discussion on the school budget at 6:30 p.m. The deliberative session was at 10 a.m. on February 4th. Next year – 2018 was the year to change the funding. Ms. Carney stated the need to pay attention to what was going on and that Fitzwilliam was one of the highest. A notice would be included in the newsletter.

Ms. Stark mentioned an article posted on Facebook listing everyone's evaluation. Discussion was held on Troy's evaluation and school tax, spreadsheet showing each town's information created by Ms. Favreau, Fitzwilliam's per pupil cost was the second highest and information being included in the newsletter.

Ms. Carney shared it was a group effort to make sure we are working on this and see what we can do. Mr. Wright gave an overview of the discussion at the School Board and Budget Committee meetings.

There being no further business, Mr. Hagstrom adjourned the meeting at 8:09 p.m.

Submitted by,

Sheryl White
Secretary