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**BUDGET COMMITTEE MEETING MINUTES**  
**December 17, 2015**

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

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

Mr. Hagstrom asked members to review the minutes of last week's meeting.

7:15 – CIP Committee:

Paul Haynes presented the CIP recommendations.

Rating scale: Urgent - cannot be delayed. Necessary - needed within 1-3 years. Desirable - needed within 4-6 years.

Cemetery:

Records Preservation and Copying – Phase Three - continuation of records preservation. Currently, finishing Phase 2. Rated as Necessary. Company was keeping their original quote. There was little discussion.

Replacement of gravelly zero turn mower – basically what asked for last year – would like to have 2. Rated as Necessary. There was little discussion.

Conservation Commission:

Conservation Land Expendable Trust – 2011 was the last time land was purchased. Currently, \$17,000 in budget and can't buy much with that. Mr. Hagstrom mentioned that a down payment could be made. There was little discussion. Rated as Necessary.

Fire Department:

Fire Vehicle Repair and Maintenance Expendable Trust – To bring fund back to what it was. Rated as Urgent.

Fire Vehicle Purchase Expendable Trust – to replace Class A pumper. Ms. Carney stated that a grant would be done. Mr. Nolan stated that if purchasing a used pumper there wouldn't be any grants. Rated as Necessary.

Expendable Trust for SCBA, Radio/Minitor, Equipment and Gear - equipment purchased because it would be out of date. Rated as Urgent.

General Government:

Revaluation Expendable Trust – Scheduled for 2017. Rated as Urgent.

Painting of the Town Hall – Rated as Necessary.

Building Maintenance Expendable Trust – to bring level up to what it was. Rated as Urgent

Town Hall Steeple Repair – not sure how much it would cost – (top above the bell tower). Rated as Urgent. There was little discussion.

Highway:

1978 Ford Plow Truck Replacement – replacing old Ford with a diesel truck (used). Rated as Necessary. CIP suggested that the money be placed in the Highway Department Equipment Purchase Capital Reserve Fund. There was little discussion.

Road Repairs – monies would fund road projects on West Lake Road, Royalston Road, Sandy Beach Road, Templeton Turnpike, State Line Circle Cross Road and Old Templeton Road. Rated as Urgent. There was little discussion.

Culvert and Bridge Expendable Trust – money would be used to perform a hydrology study – have money available should one fail. Mr. Nolan stated there were 3 culverts in Town on the repair list. Rated as Urgent. There was little discussion.

Library:

Painting of the Library – Rated as Necessary.

Police:

Replacing 2009 Police Cruiser – currently has 170,000 miles on it and was repaired recently. Rated as Necessary. There was little discussion.

Purchase of a Radar Trailer – current radar trailer is in disrepair – new one would be able to record speeds. Chief DiSalvo would rather have the cruiser. Rated as Desirable. There was little discussion.

Transfer Station:

Paving Roadway and Lower Area – roadway and lower area are breaking up – should be repaved. Rated as Urgent. There was little discussion.

Total CIP request FY2016 - \$533,600 – if all projects were done this year. Ms. Silverman stated that it was only \$66,325 over last year.

(CIP Project Recommendations for FY2016 are attached.)

Discussion was held on amounts for those projects rated as necessary and urgent. The CIP Committee didn't want to push too many projects into 2017 – already have big items i.e. revaluation. Ms. Favreau shared that the operating expenses, even with the increase in capital was about the same as last year. Ms. Silverman shared the consideration was to keep the bottom line the same as last year – then it would be a year to put money aside for those projects that have been put aside. Ms. Favreau shared that the cost of the cruiser could be less than \$36,000 as Chief DiSalvo hasn't gotten a firm estimate yet.

Mr. Hagstrom asked if the Board of Selectmen was looking at leasing or purchasing out right. Ms. Silverman shared that Chief DiSalvo has asked for a cruiser each year for the next 3 years and if we go for a lease on 3 vehicles it goes into operating. Chief DiSalvo has shared that he could push the second cruiser off another year. Ms. Silverman stated that the Board of Selectmen have had conversations about whether 3 cruisers were needed and that Chief DiSalvo had explained why they were needed but Ms. Silverman wasn't sure it was a compelling enough reason.

Mr. Hagstrom shared that Committee Members had this discussion last week. Mr. Wilkinson stated that attendance at the academy was for a short period of time and asked if paying mileage wasn't a lot cheaper than purchasing a cruiser. Discussion continued on the time at the academy, mileage, length of time cruisers are kept, the argument of needing a sedan and a 4 wheel drive for winter, the type of vehicle to be purchased and the necessity.

Mr. Hagstrom stated this was something they needed to talk about again and asked if there were any questions.

Mr. Hagstrom thanked CIP Committee members, Paul Haynes, Susan Silverman and Matthew Buonomano for meeting with them.

Mr. Hagstrom stated that it would be hard to obtain quotes for the steeple repair as not many people do that type of work. Discussion was held on how to perform the work, cost, who does that type of work, what other towns have done, the fact that the work needed to be done and to put money in to start the work.

Mr. Wilkinson asked that a correction be made to the Minutes of December 10<sup>th</sup> on page 4, 4<sup>th</sup> paragraph which read: Mr. Wilkinson discussed that on average there was a 5% increase each year and if they haven't spent their entire budget, it reverts back to the town's general fund. The correction would read: ... there was a 5% increase **over the last 6 years** and...

Mr. Nolan made a motion to approve the December 10, 2015 Minutes as corrected. Ms. Doerpholz seconded and the motion passed unanimously.

Ms. Carney shared that the Fire Department budget had been revised to correctly reflect the 2015 approved allocation of \$43,060 and that some line items were reduced to keep this year's budget request close to last year's budget allocation.

Mutual Aid budget – \$28,641 – unable to be billed in 2015 for 2016. Increase of 1,500 for EMS dispatch. Ms. Carney explained how we are billed and how some towns handle dispatching. Ms. Carney stated that there wasn't a lot we could do as we cannot dispatch ourselves.

Ms. Favreau reported on the changes to the following budgets:

General Government Building budget - Line 411 Heat and Oil - was reduced by \$7,000. New budget total \$47,436.

Highway Budget - reducing Line 661 - Tires to \$2,000 and reducing Line 636 - Diesel Fuel to \$13,000. New budget total \$437,607.

Budget Work Session:

The Committee reviewed the following budgets and approved preliminary budgets:

**Highway Department budget was reviewed - \$437,607**

Mr. Nolan asked about billing of street lights and noted that we were still being billed at the higher rate. Mr. Hagstrom asked who determined what lights were on and off. Ms. Carney shared that it had been an ongoing task to see – have to do a couple of times – typically ask Police Department to do since they are around during the day and at night and Ms. Carney wasn't sure if they had finished. Ms. Carney stated the list from Eversource doesn't correspond to our town roads.

Mr. Hagstrom asked if there were any questions and noted the biggest increase was in salaries.

**Transfer Station budget was reviewed - \$137,950.**

Mr. Wright asked if the \$20,000 was in the budget from CIP. Ms. Carney stated that request was in CIP and was separate.

Mr. Hagstrom mentioned that the budget was reduced by \$9,000 just by switching to Monadnock Disposal and Ms. Carney shared we were getting better service.

Mr. Hagstrom asked if there were any questions.

**Library budget was reviewed - \$135,805.**

Ms. Favreau reported that due to the over estimation of health insurance on last year's budget, their final appropriation was reduced by \$1,550 – reverts back to the General Fund.

Mr. Nolan asked about their request for an increase of \$5,000 for part-time and full-time salaries for next year and that it was fairly substantial. Ms. Favreau shared that they were adding hours for some of the part-time people in order to have 2 people at the library. Mr. Thomas stated that it was for covering shifts when someone was on vacation. Ms. Carney noted their explanation on the last page of their budget. Mr. Nolan stated it was a similar discussion held regarding the Police Department and their overtime coverage. Mr. Thomas shared that when someone was on vacation there was only 1 person in the building and that has been the issue. Mr. Wright asked if the increase was part of the new wage scale and Mr. Nolan shared that there were a couple of increases.

Mr. Wilkinson shared his concerns with the increase in the budget over the last few years and Mr. Nolan stated he had a problem with the increase. Mr. Wilkinson asked what had happened that justified the need to increase the budget and that no department budget, with the exception of the

Library, have had this kind of an increase. Mr. Wilkson acknowledged part of it was wages and that fuel oil could be reduced. Discussion was held on the net budget without the legal expenses. Mr. Wilkinson asked that the Library Trustees look at the hours again. Ms. Doerpholz shared that the Library has brought the Town up to date with new programs. Ms. Michelson reported that in New Ipswich the Library was privatized and the town cuts a check for \$30,000 and they are done. Ms. Michelson stated that she wasn't suggesting that we do this. Ms. Doerpholz asked if we had any control over their budget. Mr. Thomas asked to discuss salary and stated that the Board of Selectmen made the recommendation and that increase comes from the Board of Selectmen. Ms. Carney shared that a survey was done town-wide and that no department asked for it. Ms. Carney also shared the Board of Selectmen don't have any control over what employees make or the number of employees – it's up to the Library Trustees. Mr. Thomas stated it was to cover when someone was on vacation – a request to have 2 people in the building – it was the standard for public facilities. Committee members didn't agree with that.

Mr. Hagstrom asked if they needed to come back in. Mr. Wilkinson stated he would like an explanation of the increase in their budget. Ms. Michelson asked if they should ask for back up. Mr. Wilkinson stated they needed to come up with a budget that made sense. Ms. Doerpholz asked where it could be cut. Mr. Hagstrom asked if Mr. Wilkinson was asking the Library Trustees to come in and explain their budget. Mr. Wilkinson stated that he wasn't comfortable with the budget as presented. Mr. Hagstrom poled members as to whether the Library Trustees should come back in. Mr. Nolan stated that he agreed with Mr. Wilkinson. Discussion was held on the increase and services provided. Mr. Wilkinson mentioned having the Library Trustees come back in and Mr. Nolan suggested that Committee members cut \$2,000 and let the Library Trustees figure out where to cut. Mr. Wilkinson stated fuel could be cut. Discussion was held on the amount used for fuel in the past. Mr. Wilkinson felt the fuel budget was conservative with the cost of oil at \$1.50 per gallon – could reduce the oil budget to \$4,000. Mr. Wilkinson stated that taking \$2,000 out on top of that was still an increase. Mr. Hagstrom stated the bottom line would be changed to \$135,805 and Committee members weren't specifying where to cut the \$2,000.

### **Conservation Commission budget was reviewed - \$3,335.**

Mr. Nolan stated that he had an issue with Line 353 – Advertising – for newsletter inserts. Mr. Nolan doesn't think there was anything that important that it couldn't wait to go in the next month's newsletter.

Ms. Doerpholz asked Ms. Carney who set up the separate funds. Ms. Favreau stated that one is change of use so at year end they get half and the funds have been set up for a long time. Ms. Doerpholz asked why those couldn't be changed. Mr. Nolan stated that State Law required that those monies couldn't be used for land purchase. Ms. Carney stated it was a specific fund regulated by State RSA, was voted in and the purpose couldn't be changed. Ms. Doerpholz stated that the money just sits there and Mr. Nolan mentioned that it could be used for maintenance. Ms. Favreau shared that it could be used for conservation easement and the Town could petition to remove 50% and have it go back into the General Fund. This was tried a few years ago and the Town voted it down. Mr. Wright stated the background was the tax on that property was returned back to the towns to invest into buying more land. It couldn't be spent unless brought to the town. Mr. Wright stated that the amounts could be changed. Mr. Hagstrom asked who would do the article. Ms. Carney stated that it could be a Petition Warrant Article – as written – specifying the amount.

Mr. Hagstrom asked to leave \$5,000 in for Capital Reserve. Mr. Nolan stated it wasn't put in last year.

Budget total \$3,335 – Members agreed. Mr. Nolan disagreed and asked that \$200 be taken out from newsletter inserts. After discussion, Members agreed to leave budget at \$3,335.

Mr. Hagstrom asked about the Water District budget. Mr. Thomas stated that it needed to be scheduled for January.

Ms. Carney stated that the Economic Committee was asking for \$1,500 for administrative help and lighting for the board in front of the Town Hall and that this goes under the Board of Selectmen's budget. Mr. Hagstrom shared that the Committee was trying to put a light inside of the board so that someone could see what was going on and they also wanted to add an outlet. Ms. Carney shared that solar lighting was being looked into. Mr. Hagstrom shared that the Committee was getting a quote from an electrician to determine the cost and the light could be on from dusk to dawn. Mr. Nolan mentioned a motion detector and Mr. Hagstrom stated that having a light on would draw tourists during the summer to the board.

Water District budget would be presented to the Budget Committee on January 14<sup>th</sup>.

Mr. Hagstrom asked that a listing of budgets reviewed and amounts approved, with approval date be created to be put in the front of the budget book.

There being no further business, Mr. Hagstrom adjourned the meeting at 8:30 p.m.

Submitted by;

Sheryl White  
Secretary

## CIP Project Recommendations for FY2016

### Cemetery

**Project Title: Cemetery Records Preservation and Copying, Phase Three**

**Proposed By: Cemetery Commissioners**

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

**Proposal:** Fitzwilliam does not have any complete backup sets of burial and lot records, which are aged and fragile. The third phase of the project would continue the creation of digital and duplicate sets of records that could be stored in a fireproof cabinet placed in the Town Hall.

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

**Project Title: Replacement of Gravely Zero Turn Mower**

**Proposed By: Cemetery Commissioners**

**Estimated Cost: \$5,500**

**Proposal:** Existing Gravely mower was used for twelve years and performed well, but was not a commercial grade machine. Cost to repair the frame and transmission casing far exceeded its value (approx. \$2,400 new). The department uses a Hustler mower which has performed well for two years and is designed to be more rugged. The department cannot use a mower any larger than a 36" mowing deck (which limits the selection of replacement equipment). The department frequently had both machines in use at the same time; the zero turn mowers have proven efficient and generated time savings. A second zero turn mower will be used primarily at Pine Grove Cemetery.

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

### Conservation

**Project Title: Conservation Land Expendable Trust**

**Proposed By: Conservation Commission**

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

**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 **necessary**.

### Fire

**Project Title: Fire Vehicle Repair and Maintenance Expendable Trust**

**Proposed By: Board of Fire Wards**

**Estimated Cost: \$1,700**

**Proposal:** This fund is used for repair and maintenance of vehicles within the Fire Department; this money would raise the fund back to \$5000.

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

**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 \$50,537.61 in it.

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

**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 \$11,000.

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

### **General Government**

**Project Title: Revaluation Expendable Trust**  
**Proposed By: Board of Selectmen**  
**Estimated Cost: \$10,000**

**Proposal:** The next sales study is scheduled to be conducted in 2017. The Selectmen would like to add \$10,000 to the Revaluation Expendable Trust, thereby reducing the amount to be raised through taxation in 2017.

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

**Project Title: Painting of the Town Hall**  
**Proposed By: Board of Selectmen**  
**Estimated Cost: \$8,400**

**Proposal:** The Town Hall was last painted in 2009; the Selectmen would like to paint one side in 2016.

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

**Project Title: Building Maintenance Expendable Trust**  
**Proposed By: Board of Selectmen**  
**Estimated Cost: \$10,000**

**Proposal:** The Building Maintenance Expendable Trust is used to fund various projects throughout the year. This would bring the total of the trust to \$30,000.

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

**Project Title: Town Hall Steeple Repair**

**Proposed By: Board of Selectmen**

**Estimated Cost: \$50,000**

**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**.

### **Highway**

**Project Title: 1978 Ford Plow truck replacement**

**Proposed By: Road Agent**

**Estimated Cost: \$33,000**

**Proposal:** The Ford is aging and, because it has a gas engine, gets poor fuel economy. Gene is trying to find a used truck with a more efficient diesel truck with central hydraulics and a plow.

**CIP Recommendation:** The CIP Committee rates this as **necessary** and suggests that the money be placed in the Highway Department Equipment purchase capital reserve fund.

**Project Title: Road Repairs**

**Proposed By: Road Agent**

**Estimated Cost: \$300,000**

**Proposal:** These monies would fund road projects on West lake road, Royalston road, Sandy beach road, Templeton turnpike, state line circle, Cross road and Old Templeton road.

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

**Project Title: Culvert and Bridge Expendable trust**

**Proposed By: Road Agent**

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

**Proposal:** This money would be used to perform a hydrology study should a bridge or culvert fail so the town can begin the process of replacing it more quickly. The town currently has three red listed culverts that would require this study should they fail.

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

### **Library**

**Project Title: Painting of the Library**

**Proposed By: Library Director and Trustees**

**Estimated Cost: \$7,000**

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

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

### **Police**

**Project Title: Replace 2009 Patrol Cruiser**

**Proposed By: Chief of Police**

**Estimated Cost: \$36,000**

**Proposal:** The 2009 cruiser (sedan) currently has 170,000 miles on it.

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

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

**Proposed By: Chief of Police**

**Estimated Cost: \$7,500**

**Proposal:** The current radar trailer is in disrepair and the new trailer would be able to record speeds and provides a service to residents.

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

**Transfer Station**

**Project Title: Paving Roadway and Lower Area**

**Proposed By: Road Agent**

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

**Proposal:** The current roadway and lower area are breaking up and should be repaved.

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

**Total CIP Requests for FY2016: \$533,600.**