

BUDGET COMMITTEE MINUTES

December 16, 2021

Members Present: Carl Hagstrom, Winston Wright, Ben Thomas, Andrew Wood, Virginia Doerpholz, Phyllis Peterson, Martin Nolan (arriving late), Brian Doerpholz, Selectman's Representative (arriving late) and Debbie Favreau, Town Administrator.

Members Absent:

Guests: John E.F Craig

Mr. Hagstrom opened the meeting at 7 pm and asked members to review the minutes.

Minutes: Mr. Wood made a motion to accept the minutes of Dec 9, 2021 as written with a second by Mr. Thomas. All voted in favor (6-0-0). Mr. Nolan was not present to vote.

Executive: Debbie Favreau presented and indicated the budget was the same as last year with the exception of payroll, which is up due to the 3.75% COLA. She did increase Line 341 Telephone by \$200 and then reduced Line 625 Postage by \$200 keeping the bottom line the same. Mr. Hagstrom asked about the reduction in Line 820 Meetings/Conferences and Ms. Favreau stated 2021 the meetings were zoomed but she is hopeful that they will resume in-person for 2022. He also noted the amount requested for Line 318 Labor Contracts was less than what has been expended so far. Ms. Favreau stated a new server was needed, which was unplanned, and the amount expended was for installation only. Mr. Nolan and Mr. Doerpholz arrived at 7:15 upon adjournment of their CIP meeting. Mr. Wright asked about the personnel complement and Ms. Favreau answered there is one FT, one PT and 3 Selectman. Mr. Wood inquired about Line 560 Dues with Ms. Favreau responding that it is for NHMA and they usually bill in Dec. This year's cost was \$2278 and came in too late to be included as expenditures on this submitted budget. When Mr. Nolan brought up Line 670 Books/Periodicals sharing that the Land Use manuals can be found online, Ms. Favreau agreed but also stated training books may need to be purchased.

Government Buildings: Debbie Favreau presented. She stated it is similar to last year, but PT Salaries is less as there is less Covid Cleaning. The departments are keeping their own work areas clean and sanitized. Line 411 Heat/Oil is up since last year and Line 413 Sewer also is increased due to the rise in Port-Potties. Mr. Wood asked about Line 390 Other Services and Ms. Favreau replied it is for the Web site. Mr. Nolan asked if the fuel and electricity covered all

the government buildings. Ms. Favreau answered that the Town Hall, Depot Fire Station, Library and Transfer Station all have their own. Mr. Wood noticed zero expenditure to date for Line 629 Equipment Purchase and Line 630 Equipment Maintenance/Repair. Ms. Favreau explained that it was a *just in case* scenario relating to the sprinkler and alarm systems. Ms. Peterson asked if it was an annual expense with Ms. Favreau replying that it is. Ms. Favreau shared that each year the elevator, boiler and the fire extinguishers all need to be inspected yearly. Mr. Wood inquired if line 650 Groundskeeping is done by the DPW and Ms. Favreau answered that the budgeted amount is for salt for the walkway.

Code Enforcement: Debbie Favreau presented. She stated when looking at the amount spent to date for Line 120 Pat Time Salaries, it appears to be low. That is because the Code Enforcer, Justin Killeen, usually needs a reminder to submit his time sheets. This budget's increases are mostly due to the 3.75% COLA. Mr. Hagstrom asked about line 550 Printing and Ms. Favreau stated it is for printing forms and applications. Mr. Thomas asked about the duties involved and Ms. Favreau indicated occupancy inspections, setback requirements and complaint investigations are the main focus of the Code Enforcement. Mr. Wood asked if anything can be reduced or tightened in regards to the monies requested. Mr. Doerpholz stated there was not, as the Selectman scrutinized it all before being presented.

With no further questions or comments, Mr. Hagstrom adjourned the meeting.

Meeting adjourned at 7:40 pm.

Minutes submitted by Marion Wheeler