



Budget Meeting Dec 1, 2015

Approved Minutes

**Present:** Board Chair Bernard O'Grady, members Louise Lavoie and Charlie Moser; Brenda Wiley, Kathy Wile, Pat Letourneau; Bob Larochelle, Walter Alford; Kevin Maxwell, Wally Brown, Sue Wolpert, Deb Morrison, Dave Baker, Barbara Devore, Harry Spears and Wolfgang Millbrandt.

**Call to Order:** By Bernie O'Grady at 7:37 pm. Noted that Manifests had been signed.

### **Culture and Recreation -6024**

Wally Brown said he is asking for level funding this year.

#### **Line 6024-03 Toilet Facilities – why over budget?**

Brenda found that the final month of billing for 2014 had been received/paid in 2015, plus there has been an increase. Monthly fee is now \$110/month up from \$100/month. It was suggested and agreed that *the proposed amount be raised from \$400 to \$440* to reflect a known increase, which was done.

#### **Line 6025-02 Payroll taxes –**

it was explained this number is a guess and purely based on wages; suggested and agreed this *number be raised from \$100 to \$250* to be more closely aligned with 2015 actual, which was done.

#### **Line 6024-04 Activities/Rec. Comm.**

Question where the monies brought in by these activities went, explained it goes into a fund to support the 250<sup>th</sup> celebration in 2018.

*Suggested and agreed to start a warrant article asking for \$2000 to go into the 250<sup>th</sup> Fund.*

The 250<sup>th</sup> committee will begin meeting in January.

#### **Lines 6024-01 and 6025-01 Parks and Town Common Maintenance**

Suggested and agreed to *drop each of these lines by \$100* for a total of \$200 savings, producing a level funding request.

### **General Gov't Buildings – 6007**

Wally proposing level funding

#### **Line 6007-02 Supplies**

Suggested to *drop this line to \$750* to reflect consistent under spending – agreed.

#### **Line 6007-03 Heat**

Discussion about which buildings were included – this includes Mann House and Town Hall only.

Agreed to leave this number at \$6000, and average of last few years

#### **Line 6007-04 Electricity**

Keep number as proposed

#### **Line 6007-05 TB Repairs and Maintenance**

Asked what was included in this, Wally said all the building repairs and maintenance tasks such as painting, broken toilets, clapboard replacement etc for 5 buildings. Underspent because did not get to some projects, and have not completed the addition of an outside electric outlet, which would serve to connect a portable (FD) generator to the building to keep the heat on.

Chief Maxwell asked if Wally did maintenance on the PD generator, who said yes after a brief conversation. It was agreed to leave that line as proposed.

#### **Line 6007-06 Records Management**

It was agreed this line had been discussed last meeting and explained by Deb, no further discussion other than to clarify purpose by *changing the name of the line from current to records preservation*

### **Cemeteries – 6008**

#### **Line 6008-02 Cemetery Wages**

This item was down significantly because of weather – dry summer, less mowing. Decision made to *lower the proposed amount to \$8000 instead of \$9000.*

Question was raised as to the amount of money in the Perpetual Care Trust Fund, Wally replied he did not know, and also did not know how to access what is in there. *Selectmen will investigate.*

#### **Line 6007-01 – Cem Maintenance**

Conversation turned to equipment needs, Wally said they did not fully spend allocation because they had not replaced much, but he knew the leaf vacuum would need to be replaced next year. It was decided to keep the amount of \$1500 in place for next year.

### **Conservation – 6028**

Bob Larochelle said they are seeking level funding

#### **Line 6028-01 Expenses**

Asked why so much above budget, answer is that reimbursements, which are fed by changes in current use and go through their general fund, had not gone through as of the time of this report.

There was further questioning as to how it is that funds intended for a specific p

#### **Line 6028-02 CC Railroad Trail Maint.**

Questioned why that was not spent? Bob said they needed to make a bond payment, and it was not a significant enough amount to get a lot done, so it was used toward that payment. It was agreed that the trail is in desperate need of work, and asked about the possibility of working with the Forestry Fund. (Bernie re-visited the question of the Forestry Fund transfer to the general fund – that has been referred to Stephanie out new DRA Advisor for a solution).

There was further questioning as to how it is that funds intended for a specific purpose, in this case rail trail maintenance, could just be used for other purposes. Charlie explained that some committees, including the Conservation Committee, get to manage their own funds, and that there is not always a clear way to present that within a budget to be self-explanatory – some things just require explaining.

Bob said Cons Comm will try to plan an annual amount to be spent on grading the trail, and to work with Forestry to get that funded.

Asked if there should be a name change to line 02 to include grading? Answer from Board was no, it should be left as it is.

Further discussion regarding the Schwenk gift, and the cost of accepting that – Bob informed the board it will not need to be surveyed, which will be a good savings but no final number for the amount yet.

### **Library 6026**

No changes to be made. It was agreed there was more than enough funds left in the postage line (08), books (12) were on target. Brenda said Sue seems to consistently come within \$60 of budget.

Sue announced that the Mason Library was one of 2 libraries awarded a Leaf grant, and will be getting an additional 80 books as a result.

### **Selectmen 6000**

No changes

### **Election, Reg. and Vital Statistics 6001**

**Line 6000-01** recalled changes made in the Moderator's fee.

### **Town Clerk**

#### **Line 6001-03** Town Clerk/Tax Collector

Deb was asked to review her proposed staffing change, which includes no bottom line change to her budget, and includes the following:

- Change in hours to match state hours to best serve people's transaction requests, adding a full day on Weds to be open TWTh and last Sat of the month.
- Deputy Clerk/Tax Collector will work a total of 150 hrs/year to include tax time, elections and 1 workshop. She will be paid hourly instead of salary, and the balance of her salary will cover the extra hours Deb will be working by being added to her salaried amount. She emphasized this is not a raise in her salary, but it reflects that she will be working more hours. Deb explained she works about twice the number of hours/week that the office is open, and hope that adding a third day will help the public while also allowing her to get more done during office hours.
- Deb proposed she and the Board revisit the plan next year and make any changes needed at that time, whether that meant hiring additional staff , hour changes, whatever.

Charlie suggested it was a reasonable rate to be paying her, Louise was concerned that should there be a replacement person they would expect to get the increased salary, not be able to do all that Deb does, need an assistant for more hours and the budget goes up. Agreement that the Board set the bottom line of spending not the distribution, so this was not a concern.

Final decision was to approve the changes as proposed, re-visit the plan next year. *Deb was also asked to re-do the numbers without the 2% cost of living increase that was included in the calculations, as salaries have yet to be set by the Board.*

*Hours changes will also be posted on website, buildings, and The Brookliner.*

### **Financial Administration 6002**

No changes

### **Revaluation of Property 6003**

#### **Line 6003-01** Assessing

Based on Todd Hayward's conversation with the Selectmen at their meeting on 11/24, it was agreed *to put the amount of \$30,000 back into that budget* to cover the revaluation in 2016.

### **Legal Expenses 6004**

Questioned why so over budget? Charlie answered it is not a number that can be predicted, this line has gone over budget the last 2 years, and that we need to use them when we need to use them. Further asked if we could use a lower priced attorney for the more straightforward matters, Louise commented that having a knowledge of the town and it's issues, as well as a depth of experience in municipal matters is worth the cost as it can save total time charged. We also use legal resources offered through NHMC.

Further discussion centered around raising that line item to \$20 or \$15000, final decision was *raise it to \$15000* .

### **Planning and Zoning 6006**

No one available from those boards to attend the meeting

#### **Line 6006-02** Training

There was conversation about whether this line should be increased, despite not being used at all this current year, in light of adding 2 new ZBA members for January.. Louise mentioned we can share training costs with other area towns, and provide local training at a better price by doing that. There was further conversation about tying training requirements to appointment on these committees – final comments were not in favor of doing this, but that training would be emphasized. Final conversation centered on adding to this budget, and it was decided *to add \$100 to this line by removing it from line 6006-07.*

**Line 6006-08 Postage**

This was explained as a place holder line, which nets out with the fee income

**Line 6006-05 Salaries**

This line reflects the amount paid the secretary, and is determined by the number of meetings/appointments attended.

**Line 6006-12**

It was asked what this line is – answered it is for the salary of our DRA Advisor

**Line 6006-12 Historic District Expense**

It was asked what this is for, it was explained it would go for abutter meeting advertisement, and needs to be left in to be accessible if/when needed.

**Insurance 6009**

It was explained that our current P&L carrier is out of business effective 7/1/2016, and that a representative from Primex, our current WC carrier, is working on a proposal for the P&L insurance as well for us. All bids should be available no later than Jan 19<sup>th</sup>, so that an accurate numbers can be inserted and presented at the Budget Hearing on Jan 26, 2016.

**Other Gen. Gov 6011**

**Line 6011-02 Abatements**

It was explained that there is no way to know this number ahead of time, and that from a bookkeeping stand point it is a memo item and gets moved to property taxes.

**Health 6022**

**Line 6022-01 Health Officer**

Asked if we have one, answered yes is required the (\$25) in that line is for any needed expenses.

**Line 6022-2 Animal Control**

No longer have an animal control person, so *reduce this amount of \$250 to \$1* to keep the line in the budget.

**Line 6022-03 NH Health Assn Dues**

It was asked what this item is for, explained it covers bridge services to those residents returning home from hospital until their services kick in, then further asked if it was needed/required by law to have this. Answer unclear; *Walter offered to look into it, Kathy will email him contact information.*

**Highway Dept Expenses 6019**

**Line 6019-14**

It was reminded that his number is reduced to \$30,000 based on previous budget meeting recommendation.

**To Capitol Reserves and Trust Funds 6036**

**Line 6036-24** WA #8 Police Cruiser Cap Reserve

*Will add an article for \$9000 to be put into cruiser reserve fund.*

**Line 6036-25** WA #11 250<sup>th</sup> Anniversary Fund

*Will add an article for \$2000 to go into this fund*

**Line 6036-26** Pipeline Matters Fund

*Brenda will call DRA to find out how to roll over balance to next budget. Charlie mentioned that the coalition fund should come in at \$15,000, so we should be good.*

**Police Department 6012**

**Line 6012-08** Detail Expenses

It was noted that the department brought in approximately \$19,000 and expenses were \$13,800, which reflects some overdue charges from last year.

**Line 6012-11** Conventions & Dues

Leave it same as requested – more staff, more time to attend.

**Line 6012-12** Office Expenses

Chief Maxwell noted that a copier had been found for significantly less than anticipated, so *reduce this line by \$1100, from \$5000 to \$3900.*

**Line 6012-14** Equipment and Maintenance

It was explained that ammo was a good portion of this amount (\$2200), and that ammo and taser cartridges are not called out separately. This line had been reduced from \$3500 to \$3000 for the 2015 budget – why? It was agreed that actual numbers here are the best indicator of need, and so it was agreed to go with the requested amount of \$5000 for 2016, with greater emphasis on tracking and accountability for these costs.

**Line 6012-15** Training

It was pointed out that the requested increase of \$3600 *should be decreased by that amount, going back to \$3000. This amount should be added to Line 6012-02, Part-time wages* as it reflects wages paid a trainee not the cost of the training. It was also noted by Chief Maxwell that in the future, the cost of the training itself may need to be borne by the towns as well due to budget cuts, but that there is no date set for that to happen as yet.

**Line 6012-29** Telephone and Internet

Brenda mentioned that there is discussion about going forward with internet sharing with the School, and the result would be a cost of \$300/month instead of \$400/month for the town. It was asked if there is an SLA with that agreement, and a guaranteed minimum speed. *Brenda will check those details with Brady Shulman.*

**Line 6012-18** Cruiser Fuel

**It was explained that, although the cost of fuel is down, the number of officers/patrols will be up** due to new hires, and *the amount of \$10,000 should be increased to \$12,500* same as this year's budget.

**Line 6012-23** On-Call

It was asked if we need to put in place holder \$1.00. Answered no, that with part-time staff we should be covered by that line

**Line 6012-24** K9 Maintenance

It was noted that trust funds, such as the K9 Maintenance Fund, should be separated carefully, as they cannot go to purchases or salaries but for general police purposes.

**Line 6012-33** PD Technology Expense

Requested amount higher to pay for new computer for \$1100., which includes the software. This amount also includes money to complete the wiring and licensing completion as bid by Microtime.

Walter Alford offered an observation that the possibility exists to build in a contingency fund to cover all departments, rather than building that kind of planning into each department. It was agreed by the selectmen that maintaining flexibility and accountability with the current system was their preferred approach.

## **Fire Department 6014**

### **Line 6014-04 Officer's Expenses**

This line should be *dropped to \$1500, down from \$1800*. Wrong numbers had been used.

### **Line 6014-06 Insurance**

This goes to the Fireman's Relief Fund, and is an excellent bargain for amounts paid out in case of injury/death. It costs \$20/person, and Chief Baker *asked the amount be raised to \$500 from \$250* to cover 25 people on the force. It was agreed to do so.

### **Line 6014-12 Telephone**

Chief Baker noted his phone bill will be going up based on a contract negotiated last year, and *asked the amount be raised from \$900 to \$1200*. It was asked if all the accounts were going up as well – only that one account seems to have been affected.

### **Line 6014-27 Physicals**

Chief Baker is asking for the full amount to be left as it was last year, having not been used in 2015. He was asked to find out if after-hours appointments were available so volunteers do not need to lose work time. It was asked if Hep B vaccination could be included in the physical as appropriate, thereby removing **Line 05**. Answer was no keep it separate, and see how many need/want the vaccination, how many need booster vs full series, etc.

It was mentioned that the town does not have a policy for physicals, mainly because we do not have a policy for dealing with the results (HIPPA laws, etc). It was suggested that the town needs one, and that there be a simple sign-off for the provider saying cleared for duty as fire fighter or not, w/o reason. Could we check in with wording used by other towns? *Not clear who was to follow up on this*. Cost of a non-DOT physical is \$436.50, needed every 2 years.

Charlie mentioned the Board does not like to see line items funded and not used – Chief Baker agreed, saying he hopes to get some people through this month to use some of the 2015 funding.

### **Line 6014-23 Fire Dept Admin Asst**

Chief Baker wants to continue this as a stipend, yet there is a payroll tax line (24) that goes with it. It was recommended she get paid by the hour, and she could submit a time card to Brenda. Chief Baker said she did the work on an as needed basis, no weekly amount; suggested doing a quarterly accounting/pay. \$264 was submitted as due her in 2014 for however much time she actually put in. A rate of \$12/hour would yield a budget line of \$1200, based on the estimated 100 hours of work each year. The current funding of \$1800 was included on the assumption that a property inventory would be done by her, and that has not happened. Charlie summarized by saying set an hourly rate, and base the budget number on the number of hours worked. Also, please return an inventory as soon as possible; if the form provided does not fit their needs, please go ahead and modify it. Walter Alford offered assistance with the inventory based on his experience.

*Line 23 will be changed from \$1800 to \$1200.*

Subject of funding regular expenses came up – warrant articles or be included in line 17 Equip. Maint.? Chief Baker asked if he could use surplus money in this yer's budget for those; he was told to get the price and a contract by year's end, and those funds could be encumbered for that purpose.

**Wilton Recycling 6021**

*Charlie will see if the NRPC quote has been announced and rate been set*

**Town Poor 6023**

This is used in the case of a request for assistance for heat, etc as required – will keep the \$1000 in that line item.

Moved to adjourn by Louise Lavoie, second by Bernie O'Grady.  
Unanimous vote to adjourn at 11:10 PM

Respectfully Submitted,

Kathy Wile  
Admin Assistant