



Selectmen Meeting 1/19/2016

### **Approved Minutes of Budget Meeting**

**Present:** Selectmen Bernie O'Grady, Charlie Moser and Louise Lavoie; Brenda Wiley, Kathy Wile; Budget Advisory Committee members Paula Babel, Walter Alford, Bob Laroche; Cathy Schwenk, George Schwenk, Sue Wolpert, Kevin Maxwell, Deb Morrison; Harry Spear, Bob Bergeron

**Called to Order:** Meeting called to order at 7:32 by Bernie O'Grady.

**Approvals:** Charlie moved, Louise seconded, to accept the minutes of the 1/12/16 Selectmen's meeting as written. Three votes to accept as written.

There was a short break while extra copies of the budget were made. Brief conversation amongst the Board members about the expected overall 6.5% decrease in the budget, and what to do with the savings. No specifics were discussed; copies completed and the budget review began.

Latest budget figures were prepared using a 1.5% salary increase.

#### **Capital Outlay:**

Warrant articles noted for 6032-25, air-packs for	\$18,997
6032-29, carbon fiber bottles for	\$ 5,700
6034-20, road improvements for	\$50,000

#### **Conservation:**

Level funded

#### **Culture and Recreation:**

Level funded

#### **Library:**

Level funded other than wages, payroll taxes and worker's comp

#### **Patriotic Purposes:**

Level funded

#### **Debt Service:**

Why the large increase? Financing for backhoe

#### **General Government:**

##### **Executive:**

Level funded

##### **Elections:**

Numbers up throughout due to the number of elections in 2016 vs 2015

##### **Town Clerk/Tax and Deputy Tax:**

There was discussion about breaking out the clerk and deputy salaries; Deb is salaried, Suzanne now hourly.

It was questioned why the mileage had been over budget in 2015 and yet level funded for 2016; Brenda replied that the reimbursement rate was increased last year, but was to decrease this year due to cost of fuel. Upper limit for reimbursement is set by the federal government.

*Clarify the total line for 6001 – it does not include the election budget.*

**Financial Administration:**

**6002-12 Mileage** noted mileage is up to plan for reimbursement for Treasurer and Deputy Treasurer making deposits

**6002-08 Bank Service Charges** bank fees are all set – reimbursements are in, fees corrected Mileage, Tech support, Treasurer stipend and Contracted accounting services were the only areas to show an increase, rest is level funded or show a decrease

**Revaluation of Property:**

Going to go with the numbers presented, but will be asking assessor why the cost of the cyclicals do not count toward revaluation.

**Legal Expenses:**

Budget increase is based on expected litigation costs for the town.

**Personnel Administration:**

**6005-01** a place holder line for QuikBooks

Overall down approximately 9% , largely due to decreased cost of health and dental insurance

**Planning and Zoning:**

**6006-12:** Increased cost for NRPC assistant was questioned; explained that she did a lot of work with/for the town this past year on the 2 ordinances.

*Louise with follow up with NRPC regarding those fees for further breakdown/explanation.  
Change that line from \$6400.00 back to \$5500.00.*

**General Government Buildings:**

Down ½%, no questions

**Cemeteries:**

Down 10%, mostly wages.

**Insurance:**

Costs down slightly, combining policies under same carrier (Primex).

**Advertising:**

Decrease due to fewer anticipated postings.

**Health:**

**6022-02** reduced, not a function of the health officer

### **Highway Town Maintenance:**

Added \$15,000 to aggregate

Part time Salaries down, using those employees less.

Walter questioned if there were a capitol reserve fund for the building – Harry Spears replied there was and he thought it was close to \$30,000.

Increase in **6018-29** due to the amount of chip sealing planned – increased sweeping needed

### **Operating Transfers Out:**

**6036-21** WA 7 FD Building Fund – questioned how long to keep adding to it? There is already \$40,000 in it. Selectmen agreed to transfer \$10,000 this year but plans will need to be in place before any more is added.

**6036-24** WA \* Police Cruiser Fund – Kevin asked for an increase to \$14,000, saying there is nothing in that fund now, and the other cruiser is scheduled to be replaced in 3 years to get back on the schedule for replacing vehicles. It was asked if \$12,000 would be enough instead? Discussed, concluded that \$12,000 would not be enough, and there should be some realistic planning.

*Change this line from \$9,000 to \$14,000.*

**6036-26** WA 13 Pipeline Matters Fund – it was asked if there was enough left for anticipated costs, and if we should ask the town for enough to put that number back up to \$80,000. Charlie reported about \$20,000 has been spent, and there should be enough left, but hard to know for sure what expenses lie ahead. Selectmen were not opposed to adding to it, but want to be able to justify asking for it. It was agreed it was a unifying topic for the town, and would leave it up to voters to approve or not as all unused monies go right back to the town.

### **Public Safety:**

**6012-18 Cruiser Fuel** asking for level funding even though fuel costs are down, with a full staff there will be more patrols and miles driven

**6012-17 Cruiser Maintenance** Kevin felt uncomfortable with \$3000 with an aging cruiser asked for \$3500, which was agreed on by selectmen.

*Increase 6012-17 from \$3000 to \$3500.*

**6012-13 Uniforms** Kevin asked for a line increase of \$1000 to provide for new staff, increase approved.

*Increase line 6012-13 from \$3000 to \$4000*

**6013** That is the final number for the ambulance service, based on call volume.

**Other (incl. Comm)** Walter said it needs clarification – what are the costs? Answered \$35,000 to Hollis, \$2500 for electric and telephone service. Can these be broken out?

*Change line 6017-01 from communications/dispatch to dispatch*

*Create a line for utilities*

**6017-02** Walter said he had a problem with increasing the funding for a line that had been largely unused please have Dave Baker justify that (Dave was out on a call, not in attendance).

### **Fire Department**

**6014-27 Physicals** Unused, why fund again? Discussion centered around the need for a policy requiring physicals to be done, which would include an “opt out” clause for someone not wanting one,

for the sake of Town liability. The option of splitting the amount of \$5000 that was in the physicals line with line 6014-29, academy training.

*Create both a policy and waiver form before funding for future. Louise will call Dave and have the conversation with him.*

**6014-16 Fuel** this amount down as they don't use much gasoline and diesel comes through the highway dept

**6014- Insurance** Need to justify the increase. Board made it clear their intent is not to underfund or deny, but there seems a pattern of asking for more than is needed. Subject of department morale and ability to attract/maintain volunteers was part of this conversation, which Bernie concluded by saying that there needs to be more of a formal plan for the spending before it can be allocated. The concept of the general fund balance being the contingency plan, versus each department needing to build that into their own budgets, versus a specific contingency line item, was discussed.

### **Building Inspection**

Agreed that the Board will be looking for more accountability and give more guidance here.

**6015-01 Bldg Insp Wages** *reduce this line from \$8250.00 to \$7500.00, develop time accountability system.*

**6015-04 BI expenses** *what are these?* Office expenses shared with Selectmen

**6015-03 Mileage** questioned a change in this line, decision made to leave it at \$400

### **Emergency Management**

Unused last year, *change this line from \$4800.00 to \$2400.00.*

### **Sanitation**

Sales of recyclables are down, costs to operate remain the same so there is an increase in cost to use the Wilton Recycling Center, to be shared by member towns.

Charlie mentioned there had been conversation about Shaws opening a public recycling center in Greenville, that may become an option for the Town to consider.

*He will also look into whether there is a requirement for the Town to provide an option for residents, or if that option could be that residents need to make their own arrangements with a private company.*

Warrant articles were reviewed – Highway –	50,000
FD Bldg -	10,000
Airpaks -	18,997
Bottles -	5,700
Cruiser fund -	14,000
250 <sup>th</sup> -	2,000

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\$100,697

Budget Hearing will be Jan 26, 2016 at 8:00 PM

Charlie made the motion to adjourn, Bernie seconded, 3 votes to adjourn at 9:55 PM

Respectfully Submitted,  
Kathy Wile

