

Budget Committee

Town Budget Workshop Meeting Minutes

Tuesday December 16th 2014

The Chairman of the Budget Committee opened the meeting at 6:04pm

Roll Call: The Chair called the roll of the seating members Chair Bruce Woodruff, Bob Carrier,
Devon Pageau, Eric Ohlenbusch, Ann Walsh (School Board)

Excused: Larry Brown, Jennifer Crone, Absent: (Water District Rep.) a quorum was present

Selectmen: Chairman Tom Gray, Andrew Rawson, Mike Beaulieu (Selectman Rep. to the BC.)

The Selectmen opened their meeting at 6:04 pm a quorum was present

Department Heads Present: Chief Richard Krauss (Police), Nick Marique (Fire), Pat Smith (HWY Dept)

Liz Dionne (Town Administrator), Steve Pannish (Conservation Commissioner)

Betsy Baker (Library), Les Elder (Library Trustee), Karen Brown (Recreation), Chris Jacobs (Moderator)

Michelle Beauchamp (Town Clerk), Kathy Wallingford (Assessing), Brian Boyers (Planning & Code)

Rachel Cote (Welfare)

In attendance: Pam Smith, John Katwick

Approval of Minutes: The Chair ask if everyone had a chance to read the minutes.

Some of the members did not have time to review them. The Chair ask if they would like to look at them at the end of the presentations. B.Carrier requested we table the minutes

until the rest of the members who are excused return at the next meeting in case changes need to be made.

Chairman Woodruff: I would like a motion to table the approval of the December 9th 2014 minutes. The motion was made by A.Walsh Second by E.Ohlenbusch Motion passes.

NOTE: B.Carrier sent the minutes to the Chairman B.Woodruff Saturday morning, but he was unable to send them to the BC until late Tuesday. Chairman Woodruff was in South Carolina attending the funeral of his Brother In-law.

Review of the proposed 2015 Town Budget:

Recreation: Karen Brown gave her presentation

Salary Full Time: 2014 Default \$32,954.80 2015 Request \$33,893.92

Salary Part Time: 2014 Default \$1.00 2015 Request \$6,118.39 Reflects pay for 9 months

The lines represent a possible 4% merit raise and a 1.7% COLA (July – Dec)

The cost of this part time employee is for 9 months from the budget and 3 months from the Recreation Revolving Account. Currently the Welfare Director is my part time assistant her job went from a part time to a full time job being my assistant and it gives her enough hours to be full time.

This allows for a job sharing situation allowing us to have a full time employee who splits here hours and salary between two Depts. This will cover any days off and vacation time for the Dept. Head.

Professional Services: This is a new line item that is mandated by the State. A background check is

required for anyone who is working with kids. Some of the programs cannot support the cost of having these checks done. When a program can support the cost, we take the cost out of the program. If the program can't support the cost we will have to increase our program fees, which would prohibit many of the kids from participating or do away with some of our sports.

2014 Default \$0.00 2015 Request \$ 600

Postage: This is a new line that has been taken out of the Town Administrator budget. 2015 Request \$200.00

Printing: This a new line taken out of the Town Administrator budget. 2015 Request \$200.00

Equipment Maintenance: This computer currently services three separate Departments, Recreation,

Supervisor of the checklist and the Trustees of the Trust Fund.

2014 Default \$1.00 2015 Request \$250.00

Equipment Purchase: These funds would be combined with the funds in both the Trustee of the Trust

Fund and the Supervisor of the Checklist budget in the event a piece of equipment needs to be replaced. 2014 Default \$100.00 2015 Request \$200.00

Recreation Total Budget: 2014 Default \$40,145.47 2015 Request 49,278.50

Questions: B.Woodruff Do you know why in 2010 the line was taken out of the Recreation budget

the part time salary was \$10,217 it was \$15,770 in 2008? K.Brown: Possibly it was reduced due to budget restraints that they had to cut back the part time position. It's been a couple years since we got the revenues from the beach back to the recreation dept to pay our summer time people out of that.

B.Woodruff: Does the job sharing situation that allows you to have a full time employee that splits time does that exist today? K.Brown: Yes. That reflects my part time which was 20 hrs. We cut that back to 15 hrs.

B.Woodruff: The equipment maintenance and equip. Purchase where you share the cost to maintain and purchase computer equip. with two other depts is the budget amount the same for the other two depts?

K.Brown: Yes.

Planning & Code: Brian Boyers presented his budget

Salary Full Time: 2014 Default \$31,780 2015 Request \$32,961 (land use clerk)

Salary Part Time: 2014 Default \$26,284 2015 Request \$27,263 (Code Officer)

Professional Services: increase 2014 Default \$200.00 2015 Request \$12,500 update zoning maps.

This has not been done since 2004. The importance of the update is to eliminate litigation due to zones not well described. This is an estimate. This is not the final cost it needs to go out to bid.

Questions: B.Woodruff: Is the \$12,500 in the Professional Service line is this a onetime cost? B.Boyer: Yes

S.Pannish: does that map include digitizing the tax map? B.Boyer: I'm not sure.

B.Woodruff: On the ones that have been reduced because the land use boards have their own budget is the total of all budgets small amounts equal last year's request? L.Dionne: probably not, it's probably more.

Planning Total Budget: 2014 Default \$83,706 2015 Request \$96,706

Planning Board: This is a new budget Brian Boyer presented his budget.

Training \$250 Public Notice \$400 Printing/Copying \$100 Supplies \$100

Postage \$200 Mileage \$100 Misc. \$100 Planning Board Total Budget: 2015 Request \$1,250

Questions: Is someone is keeping track of the total cost of public notices for the planning board like last year

We're budgeting for \$400 what was spent this last year? B.Boyer I would have to ask Kim.

Zoning Board of Adjustments: Mike Beaulieu presented the budget. This is a new budget

Zoning Board of Adjustment Total Budget: 2015 Request \$ 1,085

Conservation Commission: Steve Pannish presented the budget. This is a new budget

Conservation Commission total budget: 2015 Request \$4,672

Questions: Devon: Where was this money last year was this money in someone else's budget? S.Pannish: Yes

Planning & Code

B.Woodruff: How much of this if any could come out of your conservation fund? S.Pannish I don't know. The conservation funds some of it is restricted for what we can spend the money for, how tightly restricted is a legal matter which I'm not qualified to answer.

B.Woodruff: The only thing I would ask though if the committee agrees with me you look into whether or not a certain amount of this proposed budget could be spent out of the conservation fund especially those parts were you try to do things like conservation easement, town forest initiatives. I think they do fall under the guidelines that are in the statute regarding the use of conservation fund. However it's just a suggestion. S.Pannish: It's certainly possible to do that. I think it might be questionable for the training, mailing, supplies I really don't know.

Welfare: Rachel Cote presented her budget

Salary Part Time: 2014 Default \$18,000 for 20hrs/ week 2015 Request \$20,059.07 based on 25 hr. /per week.

This extra 5 hrs. will be used to do extra verifications to make sure they qualify before they receive it.

Welfare total Budget: 2014 Default \$140,027 2015 Request \$129,017.97

Question: K.Wallingford: have the restrictions or guideline changed? R.Cote: There are some requirements they have to follow before they can actually qualify or during the process. Some of the requirements that I have has changed.

B.Carrier: I'm looking at the expense report for November in the misc. line you spent \$2,340 and you only have \$660 left. You reduced that line to \$2,500. R.Cote: If you are a home owner and you have received some type of assistance you can pay it back before you get the lien on your house. We have collected about \$4,420 and that money is back so it doesn't really reflect on that line, but that money has been collected back to the Town.

Library: Betsy Baker presented her budget

Salary Part Time: 2014 Default \$24,268 2015 Request \$24,838

This line includes a possible 4% merit raise 1.7% COLA (July – Dec)

Technology: This is a new line hardware and software for the library. \$1,000

Postage: This is a new line 2015 request \$29.00 late notices.

Misc. 2014 Default \$1.00 2015 Request \$50.00 background check.

Library total Budget: 2014 Default \$50692.71 2015 Request \$53,750.89

General Questions:

B.Carrier: The question I have is the mileage/Travel in the Town Clerk line I would like to reduce that line. I'm assuming we don't have that Town vehicle yet? L.Dionne No, not yet.

B.Carrier: do we know when we will get it? Chief Krauss: Probably the first week of February.

B.Carrier: In the mean time we have two budgets out there the TC mileage line and the TA new vehicle lines and one has to go. We are funding the TC mileage \$3,000 and the new line in the TA vehicle fuel line \$1,000 for a vehicle that we don't have and not sure when will get it. L.Dionne: You have to keep in mind only one person can use the car at a time so if the car is being used by one person and the second person has to use it for something else. B.Woodruff: What we are looking for to solidify if the car is going to be available so that we can solidify the budget and by the time we all sit down at the last meeting and come to some accord on the budget. Is it possible we'll know? Chief Krauss: I can give you the date that I have been given by Ford possible delivery is January 26th for my cruisers.

B.Carrier: Why from a civilian car to a police cruiser that we can cut this budget in half what's the difference?

Chief Krauss: The mileage will decrease dramatically if she has primary use of the vehicle.

L.Dionne: You really need think about that making it one or the other because the car when we get it. There will be more than one person on a first come first serve basis. If someone else has it for Town business and it's not Michelle she will have to use her mileage line.

B.Carrier: If other people have use of the car is the \$1,000 in the Town Administrator vehicle fuel line going to be enough? L.Dionne: I don't know this is all new this is the first year of budgeting for it is an estimated guess.

We'll know better next year when we budget the following year.

Chief Krauss: If the fuel line goes over other depts. using this vehicle we'll be able to take the fuel out of their mileage lines to cover the fuel the first year and after that the TA will be able to correct the fuel line and adjust the dept mileage lines.

B.Carrier: You mentioned buying vehicles out of the detail line in the revolving fund why buy the vehicles from this detail line aren't we going with a lease?

Chief Krauss: We are going with a lease for three cars my other two which are the long range vehicles that we plan to keep for longer extended period of time being the pickup truck and the Chiefs car. When we get to the lease rollover my plan is to roll one of the vehicles in, there but purchase at least one of the vehicles out of that

line to try and keep the number as close to \$31 or 34,000 as I can stay that way I'm not increasing it to \$40,000 that it cost to purchase a car.

B.Carrier: Do we need two sets of tires on the cruisers why can't we use all-season tires?

Chief Krauss: The all-season tires on that all wheel drive is what comes with it from Ford does not do very well in the winter time when it's on the ice and snow. The tires that we buy for the ice & snow are phenomenal.

I was looking at my budget and there is one area that wouldn't hurt my budget if there was a cut in the fuel line.

Where I'm asking to go up \$3,000 if you decide to bring the line to \$20,000. We can deal with it and take that fuel out of the detail line. There's not going to be a huge amount fuel coming out of that detail line because we don't use a lot on the details.

B.Woodruff: I don't know what this committee wants at this point. We talked about this last week at our last meeting where we have a few depts. to look at on Jan. 6th that's probably the time where we will go through each section and fill in the blanks. I don't think it will be a long process but there maybe two or three sticking points. B.Carrier: Chief can you handle the \$3,000 reduction in your fuel line? Chief Krauss: The reason I went up \$3,000. I'm spending about \$2,200 in fuel per month with 8 officers on the road that was in the winter months.

My expectation though is with these newer cruisers they will give us better gas mileage. The old beat up crown vicks are coming off the road. When we are full staff we push about \$20,000 every year.

B.Carrier: Do you know when the State is going to adjust the cost of fuel I know they adjust the cost every 6 months does anybody know when it will change?

I can tell you that 2 of the fuel bills I looked at the amount they charged were different.

November was \$2.83per gal. the bill for Dec. was \$2.79. I'm guessing that they are adjusting as they go.

The State has to make their money back in the contract before we sign on to it.

Members Comments:

D.Pageau: The new budget that they created this year I'm looking in the expense report Conservation \$4,600 where would I see that in last year's expenditure report? L.Dionne: you wouldn't see \$4,600 necessarily in the expense report. They went without. D.Pageau: shouldn't we see a decrease in those other budgets because they took them out of there? L.Dionne: not necessarily. D.Pageau: so new budget new money added. L.Dionne: You may see some decrease from some boards but not necessarily all the lines will equal the amount that the committees are putting in their budget. B.Woodruff: Some of those funds were in your budget. L.Dionne: Yes some were, they were ask to put in their budget what their needs are, so it's not necessarily taking \$200 out of the planning & Code budget and putting it into conservation budget that wouldn't of met their needs.

D.Pageau: The Planning Board budget \$1,250 going thru Panning & Code budget nothing really decreased all the lines are the same if not more. L.Dionne: When the budgets were created I ask them to put in what you need to have the best Planning Board.

A.Walsh: I have a question on Insurance & Benefits back in the beginning we were given a sheet here which says a 7.6% increase. L.Dionne: We will be discussing it at the January 6th meeting.

B.Carrier: I've gone thru this budget there are places that we could probably reduce but there's not much.

This is possibly the budget. The Depts heads did a good job at trying to reduce their budgets as much as they can.

If I was to reduce the budget it would be where services wouldn't be affected.

B.Woodruff: What we're working toward I believe culminating February 7th is that accord that we need to come to and there may be a couple of places like Bob says there were a couple of cuts here and there, but I'm sure were pretty close.

Our next meeting January 6th that's final presentation of the Town budgets.

D.Pageau: I think it's going to be a hard to sell a budget with a 5.7% raise. This is what I'm hearing on the street and from some different people the 4% merit and the 1.7% COLA it's going to be hard to sell that's why we're going to lose the budget. I think we should think about cut that down to 2%. I know were not going to save much, the public perception it's going to look a lot better. The people will vote down the budget we're going to end up with a default budget because their see the Town employees get a 5.7% raise.

D.Pageau: I think the Town is too small for a merit program, I don't agree with that. It's unfortunate to have a merit program and not fund it.

B.Woodruff: I believe that's it's my job as chair to try and make sure we that we have these conversations so I would like the committee to think about these things that you finally brought up through the holidays. When we meet on Jan.6th besides the last presentations, we will have a widely discussion who's culmination will be an accord between the BOS and the BC maybe will have to compromise here and there, but regardless of what we present and it will be up to the legislative body to make the decision.

Public Comments:

Steve Pannish: I recognize you have a very tough job Devon's point is well taken. I think part of your job unfortunately is to make the Town understand that the Town has needs and that people who work for the Town have been underpaid and there are just all kind of needs out there and they need to see beyond their tax bill. I don't envy you. I think you're doing a good smart thing.

Pat Smith: I want to thank the budget committee this year this has been one of the most professional BC that I've dealt with in the 18 years that I've been here. I appreciate it and thank you for it.

John Katwick: I agree with all the statements that's been made. I would like to add one little point to go with it.

I think when it comes to the voting booth which I've heard the points here tonight it really doesn't matter I think if it a Three and half million dollar budget a year it goes up to three point six whichever it's going to end up at. I think it's just one of those things that the residents to say no and the bottom line is that we all have to understand including the residents this whole Town we keep saying no were going to have to take away the services there's no question about it.

A.Walsh: We're going to meet Jan.6th to finish the Town. When are we doing the Town warrant articles?

L.Dionne: I'll have the warrants done. A.Walsh we have Jan. 13th schedule public hearing, but we still have to review School warrant articles including the teachers' contract prior to the PH.

The next meetings January 6th to finish Town business at 5:00pm. January 12th School warrants and teachers contract. Town public hearing will be January 20th.

Adjourn: B.Woodruff: I need a motion to adjourn E.Ohlenbusch made the motion to adjourn second by A.Walsh Motion passed. At 7:25pm

Submitted by Bob Carrier

Chairman: _____