

**Town of Milton
Budget Committee Meeting
Milton Town Hall
Tuesday December 6, 2016 6:00 P.M.
Public Session Meeting Minutes**

Pledge of Allegiance

Chairman Brown called the regular meeting to order at 6:15 pm and welcomed everyone.

Roll Call: Mike Beaulieu (Selectmen Representative, Maureen Steer, Tom McDougall, Bob Carrier, Chairman Larry Brown, Lue Snyder (School Board Representative), Stan Nadeau (Water District Commissioner), Brenda Pabon (Recording Clerk), Dennis Wing Excused, Caitlin Magargee absent.

Public in Attendance: Andrew Rawson, Tom Gray, Heather Thibodeau, Pat Smith, Karen Brown, Kathy Wallingford, Betsey Baker, Richard Krauss, Nick Marique, Michelle Beauchamp, Pam Arnold, Brenda Pabon (Recording Clerk)

Call to Order – Quorum

New Business:

T. Gray stated that there were some last-minute changes to the budget that are not reflected in the copy that the Budget Committee had. The changes where;

1. Police Department, Chief Krauss stated that they did not get the SRO Grant so the Full-Time Salaries line will be going down as well as the Retirement Line and Medicare line, a total of \$26,240.00 decrease.
2. Assessing, Kathy Wallingford stated that the contracted Assessor line has gone down \$10,000 as the Contracted Assessor agreed to a new value. The new total to the Assessing budget is \$119,287.38.
3. There was a miscalculation that needs to be fixed on the treasurer's line it was voted on with a total budget cost of \$10, 265.00 and it should be \$10,130.00

L. Brown asked P. Arnold to give a brief explanation on the decrease of the Tax Anticipation line of the Treasurers budget, P. Arnold stated that they have not had to us that line since 2010 and do not anticipate having to use it this year, she felt that lowering it from \$6,000 to \$1,000 would be good, as long as there is something on that line in case.

L. Brown called a five-minute recess so that the Board of Selectmen can vote on the changes above.

L. Brown asked what the action of the selectmen was.

- T. Gray stated that the Selectmen unanimously approved the amended Treasurers budget of \$10,380, which would include the following changes, Mileage/Travel went from \$2,000 to \$2,200 and the Deputy Treasurer went from \$300 to \$400, with a total increase of \$250.
- T. Gray stated that the Selectmen unanimously approved the amended Assessor Budget of \$119,287.38.
- T. Gray stated that the Selectmen unanimously approved the amended Police Department Budget of \$911,188.37.
- T. Gray stated that the Selectmen unanimously approved the amended Town Budget of \$4,336,008.52.

Discussions and possible actions

Town Budget review with Department heads, With BOS and TA and discussion with BC; Public input to topic (s).

B. Carrier stated that the Medicare line in the Police Department budget does not look like it has been adjusted to accommodate the decrease of \$26,240. R. Krauss stated that he mistakenly forgot give that adjustment to the town. There should be a decrease on that line of \$304.62 which would make that line total \$8,735.00.

S. Nadeau stated on Contract Services and Professional Services for any department that has them, he would like a breakdown and details of what that consists of.

L. Brown stated that these reports have been available since about October 1 and have been available for last year as well.

S. Nadeau made a motion that any department that has contract services that the Budget Committee get back up information for details of what those contracts are. L. Brown asked to define back up information, S. Nadeau stated a Breakdown of costs and description, Seconded for discussion by M. Steer. B. Carrier stated that the Budget Committee used to get the unismart sheets that used to list a job description for each line, what they were for, how much and if there where changes from prior years. L. Snyder stated that if you go across lines on the budget, there are no changes on a lot of them, not even a \$1.

T. McDougall stated that it will be good to have the backup information to help the board assess the changes. He realizes the information is at the town hall however he can't take the time off of work to go down and get a copy that is why they have these meetings.

All in favor, motion carried 5-0-1, L. Brown Abstained

L. Brown asked if the default budget is at the digression of the Board of the Selectmen, T. Gray stated yes. L. Brown asked what the Default budget is. T Gray stated it was \$4,383,715.64. L. Brown asked if the Selectmen have done the simple math for where the proposed budget is. T. Gray stated that the budget is \$4,373,725.64.

S. Nadeau stated that L. Brown's next question relative to the 2017 proposed budget doesn't matter, the reason being is if we base it on whether it is below or above the default budget, then that is not us doing our work. Our work is to look at this budget and make sure things are proper, it does not matter how it compares to the default budget in our decision on the 2017 budget, it is a helpful tool and he uses it all the time. It is below the default right now as we stand. S. Nadeau feels that L. Brown is trying to prove a point that the town budget is below the default budget, but S. Nadeau still feels that the numbers can still be adjusted.

S. Nadeau made a motion that any departments whom have a line for Professional services, Supply the Budget Committee back up information with details of what those services are. Seconded by L. Snyder discussion by T. Gray stated that all departments have that back up as well. All in favor, motion carried 5-0-1. L. Brown abstained

L. Brown asked K. Wallingford if she would be able to explain what the professional services are for her budget. K. Wallingford stated that she has \$1,000 on that line right now for Professional Services, those funds are for state mandated update of tax maps for the town if there are changes made throughout the year.

S. Nadeau stated that he would like hard copies so that he could look at them, he does not expect each department to give all the answers out tonight as it does not seem feasible

L. Brown stated to S. Nadeau that he was just given a detailed breakdown of the Assessing Professional Services and "He don't like it"

S. Nadeau stated that a motion was made and voted on that backup copies supplied to the board not verbally but in black and white. S. Nadeau also asked L. Brown to not raise his voice to him as he will definitely raise it back to L. Brown

Chairman L. Brown stated that he is about one sentence away from thanking you all for coming and adjourning this meeting. S. Nadeau stated that L. Brown does not have the authority to adjourn a meeting as the board would have to vote for that adjournment. Chairmen L. Brown stated that he is leaving this meeting. S. Nadeau stated that he is welcome to leave and the Vice Chairperson (B. Carrier) can take over. S. Nadeau stated that if L. Brown is not happy because he is not getting the camera time and saying the things he wants to say, S. Nadeau doesn't care about that, he wants this budget to be right, and he feels L. Brown spent way too much time on a simple request that all 5 board members agreed on. Chairmen L. Brown has stepped down and will be sitting in the audience. B. Carrier (Vice Chairmen) is taking over the meeting.

B. Carrier stated that we are not going to keep discussing this Professional services, he would just like to have the hard copies as requested.

N. Marique stated that the department heads presented their budget last week, if the board knew last week that they did not have the backup information why did they not request it then, the budget was given to the board a couple of weeks before that so they also knew then they did not have it and could have requested it. M. Steer stated that it is regardless, where we are at now, we are talking around and around, let's just charge through and press on keep going. The question has been posed and passed, if the information is out there then let's just get it together, hand it out so they can take a look at it so that when the general public has questions we have answers, rather than bickering back and forth we should just keep moving. T. McDougall stated that he would like electronic documentation if at all possible.

S. Nadeau stated that on all the heat lines they all stayed the same for this year due to the departments not know what was going to happen this year because of the mild winter last year, he stated that in reality we do know what the worst-case scenario is going to be because we have a contract with the school till June 30th. It was stated that they don't know how much they are going to use, S. Nadeau stated that they could take a five year history of the fuel usage and then use the prices that the school has for price per gallon to get an idea. The school contract for oil is a price of \$1.86 for heating oil and \$1.01 for propane and those prices are locked in till June, so there should be no reason why we can't reduce some of the heating oil lines. N. Marique stated that most departments went over there spending allowance in 2015 for heating. The fire station is a variable due to it being new.

L. Synder asked N. Marique if he would be on Propane and not oil, and she asked if he called Tuftonboro and asked them about their heating oil history, N. Marique stated that is how he came up with his budget.

B. Carrier stated that with so many doubts we should cancel the budget meeting till all information is available to the board, so we will have to come back and do this all over again.

Department heads are all here at the meeting and they all have their breakdowns with them and would like to know why this can't be discussed now while everyone is here. Copies of the breakdowns for each department can be made.

Professional and Contract Services breakdown for each department

Fire Department

N. Marique presented

S. Nadeau asked what OBMAA stands for, N. Marique stated what it stood for and what it was for.

S. Snyder asked if the fire station still needs a PO Box as they are right next door to the Post Office, N.

Marique stated that yes they still need it due to security on some of the mail that they receive. N.

Marique stated why there was a discrepancy in the budget; it was because they added something after he had already presented the budget in September, he didn't change the budget but did change the back up, they are going with the \$14,800 rather than the \$14,899.20. N. Marique commented on L.

Snyder's earlier comment about why lines stay the same, he said that when things go up they are doing more with less, every one of them, if he was to recalculate everything on the supply line it would be a lot more than what he asked for, they make do with what they have that is why the lines stay the same and they are not reducing them because there is nothing left to reduce, if anything if you want them to change they should be changing up. L. Snyder stated that was something they did not know and thanked him for the good explanation.

Police Department

R. Krauss presented

R. Krauss stated why his contracted services line has stayed the same is because the expectation was that they were supposed to be hooked into the new server three years ago, that has taken a lot longer than it was supposed to and every single year that the funds were not used it was given back to the town, now they are hooked up to the server, have been for about 6 months, so now all those fees will start coming out.

S. Nadeau asked about Swat dues \$2,500. R. Krauss stated that those funds are for equipment replacement that all the towns involved with the Swat find that money within their budget. S. Nadeau asked how many departments are involved in Swat; R. Krauss stated that there are 10. He stated that the funds are not to support the swat team it is for paying for things that the swat team needs. S. Nadeau asked how many of our officers are in the swat, R. Krauss stated 2. S. Nadeau asked who pays for their time if they are called out. R. Krauss stated that comes out of each department's budget, so if his 2 guys get called out then their pay comes out of the overtime line. The state does not support the swat team as this is our local swat team not the state swat team. T. McDougall asked if he breaks overtime out separately, R. Krauss stated no it is all in the Full-Time salaries line. S. Nadeau asked what the benefit was to the town having 2 officers in the swat. R. Krauss stated local knowledge, he can have his 2 officers on a scene within 20 minutes because the officers know the area, if they have to call state

swat it could take a lot longer because they are coming from all over the place and may not know the area as well.

T. McDougall asked about the two different types of antivirus and wanted to know why 2. R. Krauss stated that one was for the Police cruisers and any internet computers and the other was for the server. S. Nadeau asked about whether the Police department can lower there heating knowing that they have a contract with the school for a fixed rate. R. Krauss stated the police and fire are not on the school oil contract like the rest of the town is. S. Nadeau asked why not? R. Krauss stated that they had negotiated a different contract because when the fire station was built they had to get tanks and no one would give them the tanks except for Eastern Propane, they are paying \$1.37 per gallon. R. Krauss stated that they have not been under the school in two years.

Town Clerk/Tax Collector

M. Beauchamp presented

M. Beauchamp stated that she does not have contracted services but does have professional services. She went through each line in professional services as follows;

1. Avitar – they do the tax software \$3,300
2. Inaware does all the other programs, like registration, dogs, beach etc. \$700
3. LHS does the coding of the ballot machines
4. Sanders- they do the lien and deeding research \$2,500
5. PO Box \$100
6. Back Ground Check \$100

S. Nadeau asked if every department has their own PO Box. M. Beauchamp stated that she has to have one because of elections.

Assessing

Kathy Wallingford presented

K. Wallingford spoke about Professional services and what was included in that line item. Mapping company is included for the mandated update; contracted assessor is for the assessing contract as well as the cyclical work.

Library

B. Baker presented

B. Baker stated that she has contracted services which include the website, the online catalog, NH downloadable books, panic alarm and fire alarm.

Government Buildings

P. Smith presented.

P. Smith went through each line of the contract service as follow;

1. Arbor Pro grub control for \$1,030 at the beach and ball field; it also consists of \$1,979 for pre-emergent weed control for the warning track to kill the crab grass in the field.
2. Sebastian septic for \$1,170 to pump all the septic tanks in every town building in town.
3. Boiler Maintenance on all town building furnaces and boilers.
4. Quality fire protection to inspect all of the fire extinguishers
5. State of NH elevator certificate is for the elevator at the town hall and the library

6. State of NH Elevator test is for the state to come in and test the elevators.
7. JP Pest Control is for ants and rodents at the town hall and the public works.
8. Sharpen blades for the mowers, the blades for the riding lawn mowers get sent out to be sharpened.
9. The cleaning of building is for cleaning services for the town hall and the police station
10. The police department generator, that is for cleaning and inspection.
11. Cameron's for slice feeding the field and adding the mix to the infield and doing basic maintenance on the field to keep it up
12. Lift maintenance contract is for the inspection of the lift at the library.

S. Nadeau asked about the ball field maintenance to see if there were multiple quotes for that job. P. Smith stated that he did not get multiple quotes on that. S. Nadeau asked if it was town policy that if a job was more than \$5,000 then they would acquire three quotes. This job was \$6,500. P. Smith stated that the funds have not been used for the last 2 years as Cameron has donated it. S. Nadeau stated that this job really needs to go out for quote. A. Rawson stated to S. Nadeau that he is going to bite of his nose to spite his face, because if we put it out to quote, he's done it for free, S. Nadeau stated that he previously did it for free but not now. A. Rawson stated that the last two years he did it for free. S. Nadeau stated that the RSA states that he can do that if he wants to but we are under no obligation what so ever to just give him a contract. P. Smith believes that he brought that to the Board of Selectmen in a written quote. M. Steer asked if there was a potential of him donating again this year and that he just wanted them to budget just in case. P. Smith stated yes. S. Nadeau stated that because it was over \$5,000 it is required to go out for multiple bids. M. Beaulieu asked if they have to find 2 other contractors to do it for free. S. Nadeau stated that by designating funds to Cameron, it looks like a premeditated back room deal that he donated so much that he's going to get this maintenance contract every year. P. Smith stated that he takes offense to the comment that S. Nadeau said. P. Smith stated that it was a contract that was brought to the Board of Selectmen when he came in here to put this together in a public meeting so there was absolutely no back door deal on this. S. Nadeau said that some people would see that it was, P. Smith stated he don't care what they say, that it was done in a meeting and all we have to do it pull up the minutes. B. Carrier asked if Cameron has asked for any money. P. Smith stated that he has not, and that he has done more for this town, most of the work he has done has been for free. P. Smith stated that he will get two more quotes and bring them to the board of Selectmen. T. Gray stated that it the board has the discretion of either going for three quotes or if it's reasonable to assign it to that person, it is up to the discretion of the board and that is what they did.

L. Brown

M. Beaulieu stated that he felt this was outrageous, again if Fred is listening to this, by the way there are more people than just Fred that have donated a large amount of their time and material, if they pull back on this and we lose more funding for this ball field to finish this off, We are not the only losers here, the people whom are going to be using this field will lose.

B. Carrier stated that P. Smith has \$1 on the Professional Services line, P. Smith stated it is just to keep the line open.

Solid Waste

P. Smith presented

P. Smith went through each line of the contract service as follow;

1. Portable Toilet \$780.00 at transfer station.

2. Ethan analytical and CMA for \$4,100 for water and gas testing.
3. Baron Brothers for \$950 for leaves in yard ways

S. Nadeau asked about why baron brothers are now \$950 instead of \$600. P. Smith stated that it was never \$600. S. Nadeau stated that he was told by the Selectmen Rep that it was \$600. M. Beaulieu stated that he never said that. S. Nadeau stated that he did say it at one of the budget committee meetings. S. Nadeau states that the \$950 could be best used if we had our own pile. T. Gray stated that it was the discretion of the Board. S. Nadeau stated that they can make a motion to strike the \$950.00 from the budget. S. Nadeau made a motion to Strike the \$950 from the budget, B Carrier asked for a second, there was no second motion fails for lack of a second.

P. Smith stated that there are no Professional services for this budget.

Highway Department

P. Smith presented

P. Smith went through each line of the contract service as follow;

1. Towing, this is if any of the highway trucks go off road this fund will pay to have them towed out. \$4,200
2. Maintenance Program, this is used for tracking work orders and keeps track of all costs of all the vehicles in the fire department, police, and the highway departments and also the town car.
3. Tree removal \$2,000 this is for trees that may break off or have to be taken down that are a hazard to the travel lanes.
4. Catch Basin Cleaning there are 75 catch basins in town the budget is only to clean 50. \$3,820
5. Lift Inspection that is for the vehicle lift at the barn, it has to be inspected annually.
6. Street Sweeper for \$2,500 and that is paid by the hour.

Professional Services

\$500, that is for computer maintenance, as there is a lot of dust at the highway department.

Town Administrator

H. Thibodeau presented

H. Thibodeau went through each line of the Professional services as follow;

1. Selectmen Recording Clerk \$75 per meeting 48 meetings 24 regular, 24 special for a total of \$3,600
2. Mocksdog website \$65 an hour 4 hours.
3. Website content management system \$50
4. Godady Domain name Aug. to Aug is a \$20 fee
5. Godady web posting \$296
6. Business Class \$200
7. 2 Back Ground Checks is \$103
8. Misc. Unknown Professional Services is for Audits if a tax collector or treasurer leaves then an audit has to be done. \$5,000

S. Nadeau asked if the unanticipated can't that be covered under the other unanticipated line. T. Gray stated no as that is an anticipated figure due to the fact that we could have an audit each year as the treasurer is an elected position so potentially we could do an audit every year.

Contract Serves

1. PC Doctor \$9,925
2. Metrocast Cable Vision \$754
3. Auditor \$1,805, audit has to be performed every year, and it did go out to bid.
4. Stone Home Municipal Services 8 hours a month \$55 an hour.
5. Seacoast business machines 2 copiers \$70 a month
6. Milton Mills Cemetery lease \$1
7. Fire alarms annual fee \$484
8. Northeast Burglary \$204
9. Software support \$3,000
10. Water \$66.60

T. McDougall asked what the difference was between Metrocast business class under Professional services and the Metrocast cable vision; they are not sure but will check into it.

S. Nadeau stated his three major concerns, he does support the raises and the COLA increases as there was not any last year. He again stated that he feels something can be done with the heating lines.

T. McDougall stated that he does not recall seeing this before, the Selectmen phone stipend. This is a new line and it is for cell phones for the Selectmen as they are getting a lot of calls.

T. McDougall asked how much it cost the town for the town car, how much does having a town car save us verses paying someone for their millage. Looks like it may be about \$3,200. P. Smith stated that the \$500 for maintenance on that line includes inspection, tires and just buys parts for the car and highway takes care of the labor.

This budget stays at \$274,756.12

Budget Committee

Professional Services is for the Recording Clerk's pay.

Vote on Budgets with comments

Town Clerk/Tax Collector

L. Snyder asked about the equipment purchase and how it was back up to \$300. M. Beauchamp stated that was for when the small safe goes it was cheaper to purchase one big safe instead of two small safes.

T. McDougall asked how a safe goes. M Beauchamp stated that the last safe stopped opening and they had to use a crow bar to open it. There has been no need to use it so it goes back to the town but is asked for back each year in case the safe goes.

This budget stays at \$118,057.00

Treasurer

S. Nadeau stated that he is not sold on hiring another Deputy Treasurer. T. Gray clarified that the treasurer is looking to replace the one they have and to pay the new deputy treasurer the \$105 stipend a year and \$10 an hour if she is needed that is where the \$400 comes into play.

This budget stays at \$10,380.00

Supervisor of the Checklist

12.6.16 BC MTG

This budget stays at \$2,445.00

Moderator

This budget stays at \$2,822.72

Budget Committee

This budget stays at 1,605.00

Trustees of the Trust Funds

This budget stays at \$3,289.00

Assessing

L. Snyder stated that she would like to see the default budget reduced to the \$70,000 from the \$80,000, this will be corrected.

This budget stays at \$119,287.38

Insurance/Benefits

This budget stays at \$720,894.34

Government Buildings

S. Nadeau motioned to lower the Heating Fuel to \$7,000, B. Carrier asked for a second; L. Snyder seconded it for discussion. T. McDougall asked if 4,000 gallons per year seem like a reasonable usage for the last 5 years. P. Smith stated that he would have to look. L. Brown brought the attention back to the white board with a diagram of some statistics showing a range of years pertaining to gas and oil. L. Brown feels that P. Smith's projection shows he is on target. All in favor 1-5-1, motion fails L. Snyder abstained.

T. McDougall asked about the equipment Purchase going down and wanted to know what was not being purposed because of it going down or is it that there was a purchase last year and that purchase is not needed this year. P. Smith stated that they had purchased a couple of things in the past that we don't need now so it was reduced.

This budget stays at \$173,917.00

Cemetery

This budget stays at \$10,000

Police Department

Medicare line has dropped from \$9,039.52 to \$8,735.00 with a new total budget of \$910,883.48.

This budget stays at \$910,883.48

Fire Department

This budget stays at \$407,403.26

Planning/Code

Part of the contracted service is remapping, avatar software services, and for a part time planner.

12.6.16 BC MTG

This budget stays at \$85,686.00

Planning Board

This Budget stays at \$1,250.00

Zoning Board (ZBA)

This budget stays at \$1,085.00

Conservation Commission

This budget stays at \$5,598.00

Emergency Management

This budget stays at \$4,308.00

Highway Department

This budget stays at \$630,191.00

Solid Waste

This budget stays at \$180,293.00

Outside Appropriations

This budget stays at \$17,812.00

Welfare Department

This budget stays at \$81,448.86

Recreation Department

This budget stays at \$56,826.06

Library Department

This budget stays at \$56,411.00

Economic Development

This budget stays at \$3,500.00

Debt services Principal

This budget stays at \$297,610.88

Debt Services Interest

With the reduction in the TANS that was \$5,000 taken out the new total budget is \$75,230.53

This budget stays at \$75,230.53

Sewer Department

This budget stays at \$82,713.00

Total Town Budget

This budget stays at \$4,335,400.00

L. Brown made the motion to approve the Total Town Budget of \$4,335,400, seconded by M. Steer, all in favor, motion passed 6-1-0.

L. Brown asked the chair of the Budget committee to ask the fire chief to speak to where we are on the 16 year payout on the fire department given the reduction of interest that has been obtained through the work of the treasurer in the bond market. N. Marique gave an overview of the payout process over the next 16 year.

Minutes Review/Approval:

Motion was made by M. Steer to table the minutes till next budget meeting, seconded by T. McDougall, Discussion L. Brown stated that everyone has a copy of material taken from the internet regarding what Roberts rules says about the minutes. It will be useful to have that material for the next budget committee meets.

All in favor, motion carried 7-0-0

Member Comments

L. Brown stated that he does not need face time on camera, to either know whom I am or what my interests are, his interest has been collegial work the prudent and necessary expenses for town and school governments. He was content with B. Carrier chairmanship last year and appreciative of the pressures that he faced and he appreciated particular his coming back. He does not need to be any impediment to dilute the work that the department chairs have done in presenting this budget. He has heard that material three times. He is stepping down as chair, it is B. Carriers call as to whether he wishes to assume the chairmanship, if he assumes the chairmanship there will be a vacancy for the Vice Chair, again he does not want to be an impediment to the work that still remains for the school district budget, if you wish to leave the vice chair position open and you want me as chair to run the presentation meetings for school and town when they go to deliberation he will do that, that is just for your information he is perfectly content and you do not know how much I appreciate the work that B. Carrier has done, if you do the numbers you will find what has changed. B. Carrier stated that he wishes that L. Brown would reconsider, as we are in a tough situation and this has been a very hard year between the town and the school making change overs it has been a rough year, this is very unusual for this to happen and there is a lot of pressure going on and the board has supported you, there were times when things got out of hand unfortunately but it is going to happen with so much pressure. B. Carrier Stated that if he has to take the chair he will but will also be counting on L. Brown to help him with things he might not know.

M. Beaulieu stated that maybe things got a little heated, that's fine that is to be expected this time of year doing this job. M. Beaulieu stated that L. Brown should sit himself down in the chair position let B. Carrier be the Vice Chair, let's pull up our big boy pants and move on. M. Beaulieu stated that he brought us this far, see it to the end.

S. Nadeau stated that is was very important for everyone on this board and those that are watching to know that he knows Mr. Cameron personally, he has a great business, he has always been a great gentlemen, nice person to me, he appreciates everything he has done and every volunteer that has

done anything in this town, he just wants things done right, he does not want anything to look like it is out of place, he wants the rules and regulations to be followed that the RSA's give us and that is why he speaks up. Again he appreciates everything that Mr. Cameron has done and everyone else in this town.

Motion was made by S. Nadeau to remove Caitlin Magargee with great thanks, under the provisions of RSA-32, as she has missed four consecutive meetings without notice to the committee, seconded by L. Brown with appreciation of her time and services, all in favor, motion carried 7-0-0.

Adjournment:

- Motion to Adjourn made by S. Nadeau seconded by M. Steer 9:18 pm. All in favor. Motion stands. 7-0-0

Respectfully Submitted by:

Brenda Pabon – Recording Clerk

Date Approved: 12/15/2016 BLP

These are Draft minutes until approved by the Budget Committee