

Town of Warner
Budget Committee



Meeting Minutes

Thursday, January 9, 2020

7:00 PM Warner Town Hall

I. OPEN MEETING at 7:02 PM and ROLL CALL

Martha Bodnarik
Jonathan Lord
David Minton

Michael Cutting (Chairman)
Ray Martin (Water District)
Judy Rogers (BOS) arrived at 8:00

Alfred Hanson
Martha Mical

In Attendance: Diane Ricciardelli – Town Administrator

II. APPROVAL OF DECEMBER 12, 2019

Motion to approve the minutes of December 12, 2019 made by Jonathan and seconded by David.
Discussion: Martha M. asked if the committee could put off the approval of the December 12th minutes to give members time to fully review the minutes. The Chair asked for a motion to include this request. ***A second motion was made by Martha M. and second by David to table the minutes until the January 16, 2020 committee meeting. The second motion passed with unanimous approval.***

III. INTRODUCTION OF MEETING BY CHAIR

The Chair noted three items before the committee for review at tonight's meeting, the Operating budget, the Capital budget and review of Revenue. The 2020 Operating budget spreadsheet was received today, and the total is \$3,529,937 which is a 5.59% increase over 2019. The Chair asked committee members to make recommendations on the budget.

Alfred's said, in order to save time, he wanted to know where the increases are in the budget. Diane, the Town Administrator, said the line items with her name indicated next to them are the only lines she changed.

IV. BOS BUDGET – 2020

The Chair said there was a change in the BOS section, the newsletter was reduced to three issues. Also, the public communications line has been reduced to \$380 which is the webmaster's expenses. Diane said the Temporary Services line has changed. The Chair said that line was \$1,080 and there was a separate line created for the committees meeting minutes for \$4,000.

Jonathan asked if the number of newsletters has changed shouldn't the amount in the postage line change. The Chair responded, no because the newsletter line has printing and postage combined in the line.

Martha M. suggested a cut to the newsletter line 44, and to aim for two issues a year. ***Martha M. made the motion to change the number of issues of the town newsletter from three to two, resulting in a total budget amount for 2020 of \$1,408. The motion was seconded by Jonathan.*** Discussion: Ray said that Diane wanted to have more communication with the community. He asked why cut it down to two issues? Jonathan said Diane was going to make it available monthly through the web. Diane said there was some resistance at the last meeting about having it available only on the web, and it being non-inclusive. The newsletter was cut to four, then three and now two. Martha M. said if the town does two printed issues and includes a summary of the web newsletters that should be more inclusive. Martha B. suggested doing a newsletter before town meeting and then after town meeting explaining what happened and the ramifications. Then a final one in the fall. The fall newsletter could explain the setting of the tax rate. Martha M. agrees with the need for the timing of those newsletters but, feels the one after town meeting could be published on the web. John L. asked if the printed version is delivered to all

voters in the town. The Chair affirmed that printed versions are delivered to all residents. John said on the new printed newsletter there could be a notification stating the next newsletter will be available on the web. They could also ask recipients if they want to sign up for a printed version. Ray said if you get a small number such as a 100 people, the time involved could not be cost effective. Martha B. said even if we kept the town taxes negative, the taxes will increase because of the county and school expenses. She felt the residents want to know what they are paying for. If they have a piece of paper identifying what was proposed this year that could be beneficial. Diane said her intent is to do six newsletters on the web, essentially every other month. The Chair said they need to be mindful of bulk mailing requirements and rates. David wondered if residents have complained about not having a newsletter sent to them. Alfred asked if they know what it costs other towns to produce newsletters? Martha B. said Bradford makes their newsletters available in the bank. John said that people could be told to pick up a hard copy at the BOS office, or the library, or the bank. **Alfred made an amendment to the motion to postpone the motion until next Thursday, January 16, 2020. Jonathan seconded the amendment. Vote tally: Yes – 4 to No – 1 (Martha M.) and Abstention - 1 (Martha B.).** The amendment passed to postpone any monetary change to the newsletter line in the 2020 budget. The Chair asked Diane to find out what it costs other towns.

Ray asked about the \$4,000 for committee's minutes was that in the budget in the prior week? The Chair said no, we received a quote from Janice based on last year's expenses. We turned that quote over to the BOS and they have included it in their 2020 budget. Diane said there is a \$800 figure in temporary services line which is for the Planning Board minutes. They are testing it this week for the Planning Board minutes. They can see how much it costs and how quickly they will be done. They got it in two days and now they can say that is a real number.

Michael Simon said in the BOS meeting this last Tuesday he asked about the \$3,000 budget shortage for the library. Due to the expense of the extra pay period. The BOS agreed to put that in the budget. It is supposed to be reflected in a sub-line of the Library budget.

There were no further questions or comments on the BOS Budget for 2020.

V. ELECTIONS BUDGET – 2020

No questions or comments

VI. FINANCE BUDGET – 2020

Martha M. asked if line 70 accounts for 35 hours a week for the 27 pay periods in 2020? Diane said a notation in that line states it is for the 27 pay periods. Martha M. asked if that figure is what is being paid to the person currently? Diane said, correct. *(Discussion out of order, moved here for continuity) John asked to go back to Finance line 70 on the spreadsheet. Is this a salaried position? The Chair said, no, hourly. It is 35 hours a week at an hourly rate. Ray said it should not say salary it should be indicated as a wage position. The Chair said he is editing his copy to indicate the position is wage. No further questions or comments.

VII. TAX COLLECTOR BUDGET – 2020

Martha M. said in the auditor's expense line in the note section of line 74 it says it is unknown whether this figure may change. Diane said she didn't address that line. The Chair expressed concern that decisions have to be made and time is running out. Kelly said they are done with 2018 she has not had a conversation with them about next year's audit, yet she will. *(Discussion out of order, moved here for continuity) Ray had a question about the Tax Collector's salary. That amount remained exactly the same, with no pay raise for the Tax Collector on Line 77? Diane said she would look into it. Martha M. said the stipend for the Deputy Tax Collector hasn't changed. No further questions or comments.

VIII. TREASURER BUDGET – 2020

The Chair said in the last version of the budget spreadsheets the Treasurer and the Deputy Treasurer lines were grayed-out. Have those lines (lines 86 and 87) been confirmed at \$300 and \$4,700? Diane said she would check. Martha B. said last week they were informed the grayed-out figures was due to transitions between software and

loss of formatting in the process. Martha M. said the BOS have not stated in a meeting they have changed any stipends. No further questions or comments

IX. TOWN CLERK BUDGET – 2020

Martha B. asked if the step increase after the probation period has been accounted in line 90? Diane said the amount is \$29,496 and that she has changed it. Martha B. offered that maybe the comment line has not been updated. Martha M. said she believes that is the correct number with the step increase. Martha B. confirmed they can take out the comments. Martha M. said, yes. Diane stated she was not responsible for the comment in that line.

John asked if someone could go the process of clarifying wages, salaries and stipends. The Chair said some positions are labeled salaries although they are actually wages. He felt there was a need to clarify those category titles. Diane said, okay. Martha B. referenced line 61 for a ballot clerk's salary. It is not a salary but, it makes it easy to reference and to track the pay. The Chair said it could be corrected with the appropriate term for the pay type designation.

Ray asked if there are any changes in the Town Clerk salary? Martha M. said the lines for salaried employees showed their pay did not change. She said the Town Clerk is salary and the Deputy Town Clerk is hourly. The Chair noted that they have made changes to Police Chief's salary which was increased. The Highway Dept. head's salary was also increased. The Chair said the BOS need to determine if this budget includes all pay adjustments that are necessary.

David wanted to have line 98 in meetings for the Town Clerk clarified. Martha B. said the Town Clerk had to take money out of the meeting line to help cut the budget last year. This year she would like to attend the fall meeting for herself and the Deputy Town Clerk. No further questions or comments

X. TRUSTEE OF THE TRUST FUNDS BUDGET – 2020

The Chair moved onto the Trustee of the Trust Funds salary of \$550, has that amount been confirmed? Diane said, yes. No further questions or comments.

XI. ASSESSING BUDGET – 2020

Jonathan addressed line 105, outside services for \$6,500 is that for the town appraisals of properties? Martha M. said, no, the revaluation is a capital reserve expense. Martha M. said it covers the annual pickups. Ray said it is probably for ProVal software support. Ray said these specialized software programs are relatively expensive. Martha M. said Russ supported the Assessing clerk this year for only \$2,500. Jonathan said it would leave \$3,960 remaining. Martha M. said you could probably reduce that line. Ed M. asked if there was an encumbrance on that line? Martha believed money was encumbered for the bridge software. The Chair said in response to Ed it may be in the computer expense line that the bridge software was encumbered. It was budgeted for \$3,600 and we spent \$210. Ray said are we going to spend \$3,600 in line 109? Martha B. said in 2018 and 2019 they budgeted and expended double in both years. Martha M. said Assessing support that comes out of the computer expenses line should be a lot more than \$210. Martha M. thought it should be closer to \$2,800. Martha B. suggested Diane check with Deb from Assessing about lines 105 and 109.

Martha M. made a motion to take \$2,000 out of Assessing Outside Services line 105 of the operating budget for 2020. Martha B. seconded the motion. Discussion: Jonathan thought Diane would probably find more information for the committee on both lines 105 and 109. He thought they should amend the motion to revisit this issue at next weeks, January 16th meeting. Ray said they could revisit it. Martha M. stress the fact that time is running out to make changes. Alfred said if we are going to cut, they should, they can add a number back in if necessary. The Chair clarified the cut to the Outside Services line would reduce the number to \$4,500. **Vote tally: Yes – 6 to No – 0.** The motion passed unanimously to reduce the Assessing Outside Services line 105 by \$2,000 bringing the total for that line to \$4,500.

In response to Diane's question Martha M. said they can wait until the spreadsheet is updated for an answer on the removal of \$2,000 from that line in Assessing. She suggested another possibility is that Diane could submit written answers to the committee at the next meeting. Martha B. said both lines 105 and 109 have been significantly underspent each year. The Chair asked Kelly to check on line 109 relative to Assessing computer expenses and the accuracy of the \$210 figure and whether it has been paid and put into a different category.

Martha B. noted meeting and seminars in Assessing had money in that line which wasn't spent. Martha M. said Deb did attend last year. Martha B. wondered if the line was cut last year, like the Town Clerk to cut expenses. The Chair said in 2017 only \$20 was spent out of the budgeted \$500. Then in 2018 the budget was \$700 and we spent \$140. Ray said Deb has only been in the position for a half a year. Martha M. believes Deb is going to the State provided course which is expensive. No further questions or comments

XII. LEGAL BUDGET – 2020

The Chair asked for recommendations on Legal. No questions or comments.

XIII. BENEFITS BUDGET – 2020

Martha B. asked if something was decided about which health program the town will be offering employees? Diane said they are sticking with the one they have. Ray had a question about the retirement benefit line 123 it is the same number as last year. Although, there are increases in pay and there should be 11% that the town is responsible for paying for retirement. He said we have increased pay by a net of \$65,000 this year and if we contributed to each of those individuals it would cost the town about \$7,000. Diane said they just figured this out today, and the retirement contribution number remained the same. Martha B. said the Town Administrator's increase, the increase in the Police Chief's salary, the Highway Department's increase and the new Assessing/Land Use full time position, should all effect the retirement line. The Chair said that figure should be readdressed to account for the changes. Diane agreed. No further questions or comments.

XIV. LAND USE BUDGET – 2020

The Chair moved on to Land Use. Ray asked if Land Use and Assessing are combined does that show up as one position. Diane said it doesn't show up as one position. Ray clarified that \$16,000 for Land Use salary and \$16,000 for Assessing are added to be \$32,000.

David said he would like to see Land Use advertising line 136, cut. The costs in 2017 it was \$1,585 and in 2018 it was \$2,200 and \$2,300 in 2019. Diane said in the beginning of the year she made the estimate and they had a lot of meeting notifications. The Chair said the advertisements are charged to the applicants and returned in revenue. Ed M. said if there is a public hearing for zoning ordinance changes that meeting is noticed and there isn't an applicant. Janice, the Zoning Board Chair, said the ZBA will be advertising in the Intertown Record which is less expensive than the Monitor. **Martha B. made a motion to reduce Land Use Advertising line 136 from \$4,285 to \$2,500 for 2020. Ray seconded the motion. Vote tally: Yes – 6 to No – 0.** The motion passed unanimously to reduce the Land Use Advertising line 136 to \$2,500 due to usage and efforts to reduce costs. No further questions or comments

XV. TOWN HALL BUDGET – 2020

Martha B. discussed line 141 for heating fuel. They have consistently been using more than was budgeted for two years. Martha M. said if people would turn down the heat when they leave the Town Hall it would be helpful. Diane suggested using Nest thermostats. She has talked with the Highway Dept head, Tim, about this option. Diane said you can check on it from a remote location. They put it in for free and you can access it with a phone.

Ray asked about the custodian wages. Was the line down because we didn't have a custodian for part of the year? We budgeted \$3,595 in 2018 and we expended \$1,385. Kelly said they only went a month without a custodian. Alfred wondered if the 5 elections will affect that line. Michael S. said the same custodian works at the

library and she is fast and efficient. The committee decided not to change the budgeted amount for this line. No further questions, or comments.

XVI. OLD GRADED SCHOOL BUDGET – 2020

The Chair asked if anyone researched the amount of revenue earned from rent of that building? He noted it costs \$17,159 in expenses annually. Kelly said it is just under \$8,900 annual in revenue. Martha M. said Headstart, CAP (which includes the food pantry), Homeschoolers and Seniors programs use that building. The Chair said the BOS may want to re-evaluate the rent that is charged to potentially offset costs. Alfred noted this figure is not reflected in the revenue sheet. Kelly said it is in the rental of town property category. The Chair noted that \$80,615 includes all properties in the category. Kelly said the \$50,900 figure includes the cell tower and the old fire station.

Martha B. asked Diane to look into thermostat controls for the Old Graded School building as well. The heating costs have fluctuated wildly for that building, line 152. Diane said, okay. David asked if the committee could find out the last time rent was raised for any of the tenants. The Chair felt it has been at least 5 years. Alfred recalls the Headstart program has a defined amount they can pay for rent. Diane clarified the committee would like to know when the rent was last adjusted for tenants. The Chair, affirmed. Martha M. stated the festival committee uses the same building. Ray said in the past five years the festival has not used the building. Martha M.'s concern was the space allotted the festival is potentially being used by another tenant which would increase their square footage. No further questions or comments.

Martha asked to back up to **Town Hall maintenance and repairs**, line 145 for \$1,800. Martha asked Diane is that where the fire suppression system is accounted for? Diane said she does not know but will find out. Martha B. believed the fire suppression system was a capital reserve item. Although, it could be in the town hall improvements line. Alfred asked how much is in the capital reserve for town hall improvements. Martha B. said \$100,000. The Chair said the capital reserve town hall building improvements line as of the end of December is \$22,199. The fund started with \$87,000. Martha B. said they had the water line brought to the building.

XVII. OLD FIRE STATION BUDGET – 2020

No questions or comments.

XVIII. CEMETERIES, AMERICAN LEGION AND MONUMENT REPAIR BUDGETS – 2020

It was noted that Cemeteries, American Legion, Monument Repairs, etc., has a total of \$27,200. Martha M. asked Diane if \$23,000 is going to be enough to service town cemeteries. Diane spoke with Gary Young and she still needs to follow up. Ray relayed a conversation he had with Gary, he asked if the increase of \$2,000 would be enough and Gary responded, yes. Gary had told Ray the Legion was doing it for \$1,200 and he increased the amount he would need to \$2,000 which would cover his costs.

Martha B. noted there is still \$1,200 in the American Legion line, line 167. The Chair's understanding was the \$1,200 for the Legion was going to be paid to Gary Young and then \$23,000 for cemetery and \$3,000 for monument repairs. Martha M. said the only amount paid to Gary is the \$23,000, noting the \$1,200 is for the Legion for the flags. Martha B. said the notation area of line 168 for the American Legion needs to be deleted. The Chair said there is a Memorial Day fund for \$1,500 for flags on line 366. Therefore, line 167 for the American Legion could be reduced to \$1. **Martha B. made a motion to reduce American Legion line 167 from \$1,200 to \$1.00. Martha M. seconded the motion.** Discussion: Alfred asked who maintains the legion building? Martha B. respond the Legion does. **Vote tally: Yes – 6 to No – 0.** The motion passed unanimously to reduce the American Legion line 167 to \$1. No further questions or comments.

XIX. INSURANCES BUDGET – 2020

The Chair moved on to property liability insurance, unemployment insurance and workman's compensation insurance and asked Diane if those figures have been recalculated? Diane said those were not recalculated. Diane said the workman's comp. \$28,927 was a real number. The unemployment insurance \$1,555 has the

notation of Primex next to it. Diane will ask them about that when she meets with them next week. Judy said they signed an agreement with them for a better rate for all of the insurances for the town. No further questions or comments.

XX. CENTRAL NH PLANNING BUDGET – 2020

The Chair inquired about Central NH Planning and whether the \$3,319 figure has been confirmed? Diane said no it has not. No further questions or comments.

XXI. GOVERNMENT DONATIONS BUDGET – 2020

The Chair stated that other government donations is set at \$1. No further questions or comments.

XXII. POLICE DEPARTMENT DONATIONS BUDGET – 2020

David asked if the BOS gave the Chief a \$10,000 raise? Judy said the BOS motioned to adjust the salary because it wasn't adjusted last year. David asked is that within the range of how much other small town's Chiefs are offered, \$88,000. Judy said it is actually low for a 32-year position. The BOS had a wage study from the state which was referenced when setting the salary for the Chief. No further questions or comments.

XXIII. AMBULANCE BUDGET – 2020

Diane said as of 2:00 PM they did not have an update on the Hopkinton ambulance figure. No questions or comments.

XXIV. FIRE DEPARTMENT BUDGET – 2020

The Chair asked if the Fire Dept. wages for \$79,000 has been approved by the BOS. Judy said they are approved to be in the budget. Although, how they are distributed, what their rates are and who is paid has not been clarified. She said the total figure was presented and entered into the budget. Judy said follow-up may change things because of documentation and information that is being reviewed. Martha M. thought the Fire Dept. did a good job presenting to the BOS how amounts were configured. Judy's concern was comparing the Fire department with other town departments and what they went through to get to this point isn't a fair comparison. She cautioned that presenting wages based on a study done by an individual from that department has been rejected in the past. Which is why an unbiased independent third-party study done. They used some of the information from the study to determine which pay grades positions should be in. Although, the BOS has never set wages or job descriptions for the fire department. There has always been a number in their wage line. For the BOS to approve what is being asked, Judy said this is new. To approve wages per position has never been done before. She is taking some more time to review it.

The Chair said in the past we have required job descriptions on all the positions in town. Do we have job descriptions for the Chief, Deputy Chief, Chief Lieutenants, Captains, etc.? Judy said job descriptions were not done in the most recent wage study. The 2004 wage study did include the Fire Dept. and there were job descriptions. She said the Chief's position was included in the study, but, not the other department positions and they have not been adopted by the town. The Chair asked if the BOS is looking to have job descriptions prepared and adopted by the town or are they functioning as an independent department? She said they have functioned as an independent department and presenting these wages individually per position is new. There is a question as to how that affect their accountability to the town.

The Chair asked if these wages meet the legal requirements set forth by the Labor Department for payment to the Fire Dept. Martha M. said, yes, that was the reason for the increase in wages. Judy said when hourly people responded they may have been paid for only a couple of hours. Although, they were there for several hours. The BOS need to know when the fire fighter's clock-in and clock-out. How are they getting paid and is it supervised? She said those are the kinds of questions we don't have answers for. Jonathan asked is that information tracked? Martha M. believed it was. Judy said they may have that information and it would be beneficial to the BOS. They

need to see the supportive data in order to make an informed decision. Martha B. said if they are paid by the town maybe the BOS should have more say in who they choose for the paid positions. Judy was concerned that other departments don't have bylaws and choose internally who they hire, this all needs to be part of the discussion.

Ray asked if a call goes out for a fire does it indicate how many people they need? Martha M. said, no, who ever is available responds. Alfred asked what is the definition of volunteer? Judy said it is on-call not volunteer.

David asked about the wages line 224 in-house training which has increased \$14,000. Martha M. said they used to pay only for part of the time to attend training. The Chair said every fire fighter is required to attend some kind of training. The Chair said the positions are stipends. Judy said there are no additional stipend positions accounted for in line 212. But, it did increase from \$8,700 to \$15,000 and stipends should be set by the BOS. Judy said she is meeting with Diane and Sean to better understanding the issue. Ray said the new state regulations seem to stipulate that the hours worked are paid for, but at what rate seems to be the question.

John L. was concerned the BOS would approve the wages, without knowing what they entail. He believed they may be able to lower the hourly rate to control costs. Judy said she wants to understand it better so she can discuss it with townspeople more factually. Diane said there has to be a method to tracking the calls and response and she hopes they can figure it out.

David wondered about line 216 for the heat. Martha B. wondered if it was for the old fire station and now they have a propane line for heat. She thinks they kept line 216 to heat the old station last year before moving over to the new station. Martha M. said line 216 should be deleted. The Chair said a line has to stay in the system for five years, they can put \$1 in the line until it is deleted. Judy believes it is a DRA (Department of Revenue) regulation. Alfred asked what time of year is the oil and propane contracted for? The Chair thought it was June or July. Martha M. thought it expired July 1st. Michael S. and Judy thought it was late summer and then we start with the new contracted price in the fall.

Martha B. asked about line 231 and Radio Maintenance, could we reduce that line by \$1,000? Especially since the department informed the committee the radios cannot be repaired, except for batteries. She said they have spent less than \$1,000 out of that line. Diane spoke with Sean and he wants to buy new radios. Martha B. said that isn't part of radio maintenance it is part of line 223 for new replaced equipment. She said he also wants a warrant article for radios. The Chair said the cost of a radio is \$5,200 and he has \$25,000 he probably going to buy approximately 4 radios. The Chair said in 2017 radio maintenance was budgeted \$4,000 and we spent \$4,223. In 2018 we budgeted \$4,000 and spent \$3,752. In 2019 we budgeted \$4,000 and spent \$770. Kelly said this figure only represents through November. **Martha B. made a motion to reduce the Fire Department Radio Maintenance line 231 by \$1,000. David seconded the motion.** No further discussion. **Vote tally: Yes – 4 (Alfred, David, Martha B., Judy) to No – 3 (Martha M., Jonathan, Ray).** The motion passed to reduce the Radio Maintenance line 231 by \$1,000 to \$2,000. No further questions or comments.

Jonathan asked as long as the department heads do not change their bottom line, they can shuffle the money around however they want. The Chair said, yes, and the BOS have the same ability as long as they don't overspend the bottom line.

Judy asked about Forest Fires, there is \$2,000 in that line, is that also what we have a capital reserve fund for? Martha M. said, yes, they do have a capital reserve fund for forest fires which can be expensive. The Chair said we have \$47,355 in the Forest Fires Expendable Trust funds. No further questions or comments.

XXV. BUILDING INSPECTOR BUDGET – 2020

Ray asked about the Building Compliance officers salary and accuracy of that figure? Kelly said December is not included in that line and a lot of stipends are paid in December. Martha B. asked what happened in 2018 in line 239, there was \$1,000 budgeted and \$530 was paid? Judy asked Kelly if that position is a \$500 stipend plus site visits. Kelly confirmed that was the case. The Chair said in 2017 we budgeted \$1,000 and spent \$655 and in 2018 we budgeted \$1,000 and spent \$530 and in 2019 we budgeted \$800 and we don't know what we have paid currently. No further questions or comments.

XXVI. EMERGENCY MANAGEMENT BUDGET – 2020

Ray wanted an explanation for the grant of \$5,000. If we get the grant does that cover the \$5,000? Or, do we need \$5,000 in the budget to match for the grant? Ed M. said it is actually \$5,500. Ed said we must spend it in order to get reimbursement for it. The Chair said shouldn't it be budgeted at \$5,500? Ed said, yes and he will work with the Town Administrator, Diane, to recalculate the figures. Martha B. said do we have to raise that amount in order to get the grant? Ed said you have to be able to show the town has that money to expend in order to receive the grant. Martha B. questioned whether they had to raise and appropriate. She recalls when there was money for the highway, they put it in the salt and sand line, it was state highway money. If you know the money is coming instead of putting \$5,000 in a specified line why not put in the outside services line? Ed M. said the total amount of the grant is actually \$11,000, you have to show 50% match. Diane B. said it makes sense to her since it is a match program. No further questions or comments.

XXVII. HIGHWAY DEPARTMENT BUDGET – 2020

The Chair skipped the Highway Department because Tim, the department head will be in attendance next week. No further questions or comments.

XXVIII. TRANSFER STATION BUDGET – 2020

No questions or comments.

XXIX. HEALTH AND WELFARE BUDGET – 2020

Martha M. asked who is the Health officer? Judy responded Peter Wyman. David asked about line 333, Welfare assistance we expended \$4,700., is that figure final? Martha M. said there should be another month to account for. No further questions or comments.

XXX. PARKS AND RECREATION BUDGET – 2020

Jonathan asked if they could remove the fund for the tractor? Diane said the Highway Dept. tractor is available for use, but they still need to find a bucket for the front. Martha M. recalls they have a three-point hitch but it is not installed. The buildings line 343, David said was \$39,000 and that has been reduced to \$18,000. Martha B. said line 340 for electrical use indicates that \$300-or-\$400 could be cut from that line. They have been under in electrical by \$600 and \$900 in the past. Kelly said she has another electrical bill to enter. Diane said they could check into it. The Chair said the budget last year was \$2,400 and we spent \$1,512 of that amount. Martha B. said they are in line 341 under budget on their sanitation. The excess electric may have gone into the sanitation line. Diane suggested they wait to see what the end result is after all bills have been entered. The committee agreed. No further questions or comments.

XXXI. LIBRARY BUDGET – 2020

The next topic was the Library for \$190,248. Michael S. said the previous Tuesday the BOS agreed to allocate \$3,000 to help with the payroll shortage. He said there would be a sub-line under the main library line. Martha B. said she wouldn't suggest altering the lines. She said you have the amount of money given to the library, one portion is mandated, and the rest is voluntary from the town. The Chair said you have to keep the lines separate in order to preserve the formulated allotment from the town. The second line he said, is then clearly viewed as additional funds.

The Chair with no disrespect to the library, he is concerned this is in the operating budget and not specified as additional funding. Are we setting a precedent of additional funds for the library, should it be a warrant article?

Martha B. said no, the library is still a town department even though, we are obligated to support it with a minimum amount. It doesn't mean they shouldn't be supporting additional operating expenses. Michael S. said the last several years the town allotment defined by the formula has not covered the operating expenses. Although, they are finding ways to cover expenses through donations and endowments that have some flexibility that allows the library to cover expenses. In the last couple of years their budget has been short in the range of \$12,000-to-\$14,000. They have been using donations to cover operating expense that is not what people expect. The Chair said he appreciates what they are doing to cover expenses. He is looking at this issue from an operational standpoint where they are supporting the library beyond the rate established by the formula developed centuries ago.

Jonathan asked what is the procedure to add a line to the town accounting? The Chair said Finance, Kelly, has to apply to the DRA to get an account number. Kelly said she could create a sub-account line. But, otherwise a line has to be established for 5 years with a minimum of \$1., before it is removed. Alfred asked is there any legal language written into the description of the formula that addresses additional money that needs to be funded? Martha B. said, no. Martha M. said it was written into the Library charter. The Chair said Nancy would have to find the document that pertains to that formula. The Chair asked Michael S. to send the document to him and he will forward it to the committee members. **Martha M. made a motion to add a line under the Library for \$3,000. Ray seconded the motion.** Discussion: Alfred thought they should wait until they see the document relative to the formula. The Chair said they can remove it if they want. **Vote tally: Yes – 7 to No – 0.** The motion passed unanimously to add a line under the Library section of the budget for \$3,000. No further questions or comments.

XXXII. MEMORIAL DAY BUDGET – 2020

Memorial Day is budgeted \$1,500 for the flags. No further questions or comments.

XXXIII. CONSERVATION COMMISSION BUDGET – 2020

Martha B. discussed line 359 for dues. Ray said there was a double payment for dues in one year. The Chair said in 2018 the dues were \$296 and budgeted for \$296. Martha B said even if you double the dues it comes to \$592 so why is there a number in that line for \$612? Ray said there was another dues that was taken out of that line bringing the amount out of that line to \$612.

The Chair said at the start of this meeting the budget was \$3,529,939 and we are currently at \$3,338,735.

Jonathan questioned the figure in line 373, Landfill, and the remaining figure of minus \$529. That was in the budget last week and it is still there. The Chair said it should be \$38,000 minus \$6,529. Martha M. asked why was \$38,000 budgeted when last year we only budgeted \$6,000? Martha M. said we need to correct what was budgeted on line 373, to \$6,000. Diane said, okay. **Martha M. made a motion to change the amount budgeted in Landfill from \$6,000 in 2020 to \$7,000. Jonathan seconded the motion.** Discussion: In response to Martha B. the Chair said the figure fluctuates due to monitoring. This year we received a bill for \$652 for Nobis engineering, for landfill monitoring for \$3,616 and another landfill monitoring for \$2,259. Alfred said those wells are on schedules, the town needs to get the description on those wells to know exactly what we are paying. He said the EPA could affect the monitoring. The Chair said the schedule seems to fluctuate and is done at different times of the year, each year. Alfred said different chemicals or values are monitored at different times. Martha B. said sometimes it will need remediation. Kelly said Hopkinton sends the town a letter with a little bit of a description. **There was no vote taken on this motion.** No further questions or comments.

XXXIV. CAPITAL BUDGET – 2020

The Chair said the requested amount for the capital budget is \$718,000 in the beginning and now it is down to \$611,300. In response to Ray, Judy said the KMR line is for a study to start addressing an issue with Kearsarge Mountain Road. Diane B. asked what was the land conservation fund for \$25,000? Judy stated that when Clyde first put the fund together it was to use the capital improvement program to fund a request. Judy said at the BOS meeting nobody was sure if the conservation commission actually has a capital reserve fund or if it would go into the commissions revolving fund. If it is a capital reserve, it has an agent to expend usually the BOS. They usually

come to the BOS and ask to use the money. It is unclear what the money is for. Martha M. said she doesn't think they requested the money, they had it planned, and the Planning Board had a role in that process. Martha M. said if they don't have a project it should be reduced or eliminated. Ed M. said there was talk about a farm up on Kearsarge Mtn. Rd. Judy recalled they had requested funds potentially \$5,000 midway through the year for a study. Judy said the commission could monitor themselves. They would not have to ask the town for the money. They should be able to get the funds as defined in an RSA through the Treasurer and their revolving funds. Parks and Rec. has a fund, the Conservation Commission has one and they can fund it and spend it anyway they want. Ray believes when they want to spend money out of those funds they have to come to the BOS. Judy said the Conservation Commission does come before the BOS but, she doesn't believe they have to.

The Chair stated the committee doesn't have the authority to reduce the Capital Reserve funds, they can only recommend it or not recommend it.

The Chair said the Conservation Commission's Capital Reserve fund discusses general conservation and water conservation and negotiating with transportation to purchase two parcels of riverfront property. One parcel identified as Map 7, Lot 1, for a nine-acre parcel near the Bagley soccer field in addition to a 1.8 acre right away. It is unclear when DOT will complete the process to sell these riverfront parcels and it was developed to determine if the Conservation Commission will have the funds available in the conservation fund to cover the cost of the land. Martha M. said she believes they have already purchased both of those parcels. Judy said they came before the board to make an offer for both of those properties. The Chair asked why do they need another \$25,000? Judy said she would find out.

Martha B. asked about the Main Street Sidewalk fund, is that for existing sidewalks or extending sidewalks? Martha M. said it was for extending sidewalks. Martha B. said she would vote against it. Judy said it is a transportation capital reserve fund so when grants became available of any kind of transportation in town, like a sidewalk it would show the town was raising funds. Jonathan asked was it part warrant article 21 in 2017? Judy said it could have been. Michael S. said wasn't there an initiative for walkable communities within the past four to five years. Martha B. responded to Alfred the Highway Dept. has money for sidewalk repair work in front of the Library. Judy said even though it says Main Street sidewalk she does not think that is the name of the capital reserve fund or how it was worded in the article when it was approved.

John L. agrees the committee cannot make a motion to reduce a capital reserve fund. Although, they can make a motion to recommend to the BOS they reduce it. **Martha M. made a motion to ask the Board of Selectmen to reconsider the land conservation fund request of \$25,000 in 2020 and reduce the amount to \$10,000. Martha B. seconded the motion.** Discussion: David would like to know the purpose of the fund. The committee mutually agreed this would be a way to get that information. **Vote tally: Yes – 7 to No – 0.** The motion passed unanimously to recommend to the BOS to reduce the Land Conservation Fund to \$10,000 in 2020. No further discussion or questions.

Martha M. made a motion to ask the Board of Selectmen to reduce what is currently being listed as the Main Street sidewalk Capital Reserve fund from \$10,000 in 2020 to \$2,000. Alfred seconded the motion. Discussion: Alfred said according to Clyde this is something he is working toward to qualify for a grant. Although, \$20,000 doesn't seem to come close to the funds necessary for the project. Judy said it would show the town's intentions. Alfred was concerned the request for funds could escalate to as much as \$150,000 in a single year. Alfred felt the committee doesn't have enough information on this project. Martha B. said to walk from the village down to Market Basket someone could take the turn off to Split Rock and walk safely. Her concern is most people don't want to pay for an unused sidewalk from the village down to Market Basket. Judy didn't believe it was presented as just for that one project. Judy said the Energy Commission proposed this in the Capital program. The Chair said in the CIP plan there is a recommendation for \$10,000 this year and \$150,000 for next year. The Chair read the justification for the funds as repurposed in 2020. He said the proposed sidewalk would link the village to the commercial retail stores and restaurants at Exit 9 and tie the pedestrian facilities west of North Road. The critical link would enable the user to safely travel from the densely populated residential neighborhood in the village to the Market Basket plaza and other retail locations. The project is approximately 3,500 feet in length and will be five feet wide and is intended to be within the State of NH right-of-way. Some additional right-of-way easements may be necessary for shoulder widening and drainage considerations. Martha M. said the project has been said

to have a price tag of between \$800,000-and-\$900,000. Alfred wanted to know why the Energy Commission purposed this project? The Chair suggested that Clyde attend the next committee meeting to explain his thought process. **Martha B. amended the motion to recommend reducing the suggested \$2,000 down to \$1.00 No second made on the amendment and therefore it failed. Vote tally: Yes – 7 to No – 0.** The motion passed unanimously to recommend to the Board of Selectmen reduce what is currently being listed as the Main Street sidewalk Capital Reserve fund from \$10,000 in 2020 to \$2,000. No further discussion or questions.

Alfred had a question about the Fire and Rescue vehicle. He asked if they knew the cost of that new truck? The Chair said the estimated cost of the new truck is approximately \$200,000. They are looking to purchase a six-wheel cabin chassis pickup truck then put a box on it. Instead of buying a fire apparatus similar to what we have now. Alfred asked what happens to the existing truck. Martha M. thinks they are keeping it. Alfred said if we replace engines and keep old engines why are we replacing them. The Chair asked that Fire Chief, Sean, come to the next meeting and explain what is happening with the old vehicles.

No further questions or comments.

XXXV. REVENUE – 2020

The revenue remains at \$1,059,733 as outlined in 2019. Martha M. said along with November figures we are up to 1,115,961. The Chair said that is only through November 2019 and Motor Vehicles averages approximately \$50,000 a month. Alfred stated they haven't received the rooms and meals tax revenue. The Chair said that would be around \$147,400. The Chair noted the shared revenue received though November is \$37,850 they do not know whether they will get it next year, or not.

Martha B. asked what line 340102200 BOS reimbursements was? Martha M. said the line indicates they have \$5,179 so far. Martha B. said last year it was \$8,500. Kelly said the MS 434 had to be done early. She sat down with Kimberley and did a conservative estimate of that number. Kelly said there were some refunds and she was in the process of getting those figures accounted for in the right spot. So instead of them being counted as revenue they tried to get them put against the expenses. Kelly said in the beginning of the year they had a couple of things that were paid for twice. So, a check was sent back and logged in as revenue instead of being put toward the expense that was paid twice. Judy said it is under control now.

Martha B. said there were big fluctuations in the BOS miscellaneous revenue line in past years. Such as, \$2,700 and then \$14,000 the year before and \$23,000 the before that. She said that is huge revenue to just be labeled miscellaneous. She would like to know what it is. Kelly said she will get back to the committee to let them know what the reason is, more specifically.

Kelly said on one of invoices they have a company that picks up a dumpster and dumps it and they reimburse us for part of the expense. She has to invoice the Charles George company for that service. Martha B. said they are looking to balance out revenue versus what they want to spend. She would like to know why there are huge variances in what showed up in the MS 434 and what was actually coming in. She would like to know why there is such a large discrepancy. The Chair said the concern is why the revenues in this line drop from \$23,000 to \$14,000 to \$2,000 in three years. What makes up the Miscellaneous revenue category? Kelly said part of it is insurance reimbursement and refunds that were not put in the right account. She said if you get insurance reimbursements that cover a cost to replace whatever was damaged. That reimbursement is counted as revenue. Although, if they pay us a straight reimbursement for something to specifically reduce an expense that you had to cover in the operating budget. The auditors said it can be booked to that expense to help bring the cost of that expense down. The Chair said he did not realize they could apply a revenue to an expense line, in certain cases.

No further questions or comments.

XXXVI. COMMUNICATIONS

The Chair stressed the importance of the BOS to finalize the budget. Alfred asked if the Highway Dept. head will be here next week. The Chair affirmed that he will be in attendance. Martha M. said they are supposed to have

the wording for the Warrant Articles and the Capital Budget numbers. Ray asked if the Water Dept. is coming back before the committee? The Chair asked that he present at the next meeting. The Chair will be forwarding to members the Capital Reserve balance sheet to give a better understanding of the balances.

The Chair asked what the William B. Davis Award is. The committee responded the Davis award is for the elementary school. The other item he wondered about was the Rosa Valpey Memorial fund. Martha B. said it was for bike safety instruction. The committee said those are trusts. The Chair said there is no designation of what their function is in order to differentiate them from the other items.

On January 23rd they will review the final expenditures for 2019. Review the final warrant articles and review the final operating budget. January 30th is the public hearing.

XXXVII. ADJOURN MEETING

Motion to adjourn was made by the Chair and seconded by David, the meeting was adjourned at 9:43 PM.

Transcribed and Submitted by: Janice L. Loz