



Budget Meeting 11/17/15  
Approved Minutes

**Present:** Board members Bernard O’Grady, Charles Moser and Louise Lavoie; Kathy Wile, Brenda Wiley; Financial Advisory Committee members/guests Bob LaRochelle, Paula Babel, Walter Alford; Department Heads Gary Lizotte, Sue Wolpert, Dave Baker, Kevin Maxwell, Catherine Schwenk, Deb Morrison/Suzanne Kelly, Pat Letourneau; members of the public Barbara Devore, Bob Bergeron, Wolfgang Millbrandt, Liz Fletcher and Trish Miller.

**Call to Order:** 7:30

Bernie noted that salaries will not be under discussion during this meeting

**6024 -25 – Parks and Recreation**

Bernie noted that Wally Brown was unable to attend the meeting and noted also that there were no increases in this budget. Walter Alford asked why line 6025-01, which had not been fully spent, was to be funded for the full amount. It was explained that the number reflect spending only through October 19, and that these are proposed budgets.

**6027 – Patriotic Purposes**

Walter Alford asked if there was to be more spending here? This line is for flags, and there was no clear answer about more spending to be reported this year; *Wally will be asked.*

**6008 – Cemeteries**

*Will look again at wages spent in January*

**6007 Gen Gov. Buildings**

Line 6007-05 Walter asked why keep funding if not spent? Answer returned to the general fund if not spent. Agreed more numbers are needed for this section in general, Brenda/Bernie to *follow up with Wally.*

Line 6007-06 Records Preservation

Deb Morrison explained this had been shared by the selectmen’s and clerk’s offices, alternated years on using fund for record preservation, as mandated by state, but that it had not been done in a few years since Barbara’s accident. Discussion led to *recommendation* of forming a records retention committee that could look at how much needs to be done, prioritize/schedule and set a budget number.

**6026 – Library**

Line 6026-03 Worker’s Comp: Charlie Moser commented that the number seemed low, was told it was low risk

Line 6026-07 Technology – Walter asked if it included software, Sue Wolpert responded it did and also Library’s share of IT services. Walter suggested, it was agreed that *technology be broken out into 2 lines, software and IT services. Library will go through line 6026-14.*

**6001-3-22 – Town Clerk/Tax Collector**

Deb Morrison made copies of actuals 2015/proposed 2016 and passed them around. Proposed *staffing change* was discussed, that there were more hours open to the public but no change to the salary bottom line was proposed. Concept was well received and *approved.*

Line 6001- 07 State Dog fees 2016 amount blank, Deb said was not a hard number, asked to *put in amount of \$1000 on that line as a place holder.*

Line 6001-12 Postage – Walter asked if that could be decreased by using electronic mail? Answer was no, certain things are required to be done through the USPS. Should that number be increased was next question – decided to *increase it from \$2000 to \$2100.*

Line 6001-13 Software Maint/Updates – increase comes through cost increase for Avitar Unexpected cost shift from the State – resulting in increase of \$1188, is due to costs of paper, toner to be borne by the town instead of state for registrations, etc. The Town is allowed to increase the agent fee from \$2.50 to \$3.00 to help compensate increased costs.

### **6001 – Elections**

Catherine Schwenk prefaced by saying that her numbers are based on budget for 2012, the last “big” election year, as 2016 brings 4 elections and town meeting. She also noted there has been an addition of an assistant moderator, and that the advertising amount reflects prices given by the Ledger-Transcript for 2016. Her supplies budget includes desk top lights for both the booths and the tables used for voter access in accordance with lighting regulations.

There was clarification by the board that her stipend was \$140/election or meeting; she asked that it be increased to reflect the number of hours she puts in for preparation. Board agreed to *increase her stipend to \$150.*

It was also discussed *to break out the election/moderator line items ( 01,02 and 26-31) from the Town Clerk/Tax Collector group.*

### **6002-1 Treasurer**

Pat Letourneau asked to increase her annual stipend from \$550 to \$750 to reflect both her 200+ hours of work as well as help with cost of mileage for weekly trips to the bank for deposits. She does not want a large increase which would set off town meeting conversation. There was general agreement about an increase, with final thinking that *Line 6002-12 Mileage be increased to \$850 to properly account for the change. The treasurer should submit mileage reimbursement requests on a monthly basis at the IRS standard rate.*

### **6002 Financial Administration**

Line 6002-08 Bank Charges questioned as overly high, Brendan replied there had been communication issues with the bank, that resolution is “in progress” and anticipate refund of over charges and decrease of subsequent fees.

Line 6002-09 Conferences – board recommended restoring the amount to \$200 (\$100 was proposed) and noted their general support for whatever training staff can participate in is helpful to the Town.

Line 6002-13 Miscellaneous – question as to what the amount of \$177 was for – *Brenda will look into that and report back.*

Line 6002-15 Registry fees – it was noted that the \$50 was inserted as a place holder.

Line 6002-16 Repairs and Maint. Equipment over budget due to server issue and copier cost of \$445. These costs are not anticipated to be repeated, therefore budget request will remain what it was for 215

Line 6002-19 Advertising question as to what this was for, explained it went for legal notices as well as employment vacancy advertising as required by state.

### **6003 Revaluation of Property**

*To be discussed with Assessor at next week's Selectmen Meeting at which Todd Hayward, Town Assessor will be present.*

### **6006 - Planning and Zoning**

Zoning Board of Adjustment budget request same funding as last year. Charlie noted he would like to see this board in particular fully use their training budget. Louise added that there was training available through NRPC on a local level, and that they as selectmen might give boards more guidance on using training funds in general.

*Keep amount in place, will work on refining/changes*

No proposed budget from Planning Board

### **6018 Highway Department – Highways and Streets**

Gary Lizotte said he is looking for the Highway Department to be level funded for 2016.

Although no salaries were discussed, he requested that the titles of positions be changed, and include only Road Agent, Foreman as additional titles to discourage a hierarchy among the crew. This was noted and approved in concept by the Board.

Line 6018-05 Part time wages asked to be cut, saying he does not need the additional workers in the summer.

Line 6018-12 Consulting Engineer , note there should have been an amount of \$500 in the current budget, and request same amount for next year. The figure of *\$480.53 spent this year does not belong there, however.*

Line 6018-13 It was discussed how to include/reflect the encumbered amount from last year's budget – decision to leave budget request at \$123,00 and the encumbered amount spent in addition would be accounted for in a different place.

Line 6018-15 Culverts – Budget in 2015 was \$2400, not the \$642 that appeared. Request for 2016 to remain at \$2400, as the goal is to replace 8 culverts each year.

Line 6018-16 Calcium Chloride lat funded, did not use all he had from this year due to dry road conditions

Line 6018-27 Tree Work It was asked if town did any tree work, Gary replied on occasion and asked for same \$500 funding there

Line 6018-24 Hired Equipment – it was asked what that was, Gary replied it was for special help from outside contractors such as plowing, hauling or, as this year, towing

Line 6018-29 Noted that the budgeted amount for 2015 was \$3000, not \$1234 as printed.

### **6019 Hwy Dept Expenses**

Line 6019-03 Telephone Why so high? Answered it includes phones, faxes, internet and cell phone. It was asked to rename that line Communication – decided no. It was then asked to *rename that line Telephone/Internet* and that was agreed to.

Line 6019-04 Charlie offered congratulations on the good training he and staff received this year

Line 6019-05 Equipment Maintenance asked if the proposed budget number was realistic, to which it was answered by both Bernie and Gary that they have replaced some problem pieces of equipment, and other costs were one time only expenses. They agreed the proposed number is realistic.

Line 6019-11 Welding Equipment – over spending due to cost of torches

Line 6019-12 Safety Equipment – some discussion as to whether or not the boot allowance should be included in this line, Louise's notes reflected that it had been included the previous year, decision was to leave that amount included under safety equipment final.

Line 6019-14 Vehicle Fuel – discussion as to how best to come to a number, it was suggested looking at the current market value *and use the amount of \$3.20/gallon to arrive at a figure.* It was also explained that each department has its own metered key and use was tracked that way.

Line 6019-16 Hwy Vehicles and Equipment question as to why so much over, and asked for a *breakdown of how the overspend was funded*.

Further conversation about the amount requested for new equipment was realistic – Gary said it was he had bids for them. It was also asked if these should be on a warrant article as they were one time purchases, decision was to leave them included as a line item as they are a small amount.

Line 6019-22 Shop Supplies it was asked to *change the name of the line to Supplies* as it includes office, water, etc

Highways and Streets Other this line was explained as a quick books place holder thing, but *Brenda will try to delete it*.

### **6012 Police Department**

Brenda prefaced discussion by noting that the PD numbers were accurate as of Nov 9<sup>th</sup>, not October as the others have been, due to the number of changes within the department.

Line 6012-12 Office Expenses questioned why it was so much higher for 2016? They need a new copier, were asked to *price out new copier for next meeting*

Line 6012-13 Uniforms It was asked if the estimate for uniforms was enough given the new hires, Chief Maxwell said yes because those hires are in this fiscal year, not next, and he is not anticipating the same rate of hire for next year. Chief Maxwell will *double check his estimate*.

Line 6012-15 Training It was explained this figure includes sending one officer to the academy for the \$3600, and also includes a regular training schedule for \$3000.

Line 6012-29 PD Telephone and Internet increase in budgeted amount due to increase in costs and internet service

Line 6012-33 PD Technology Expense – Budgeted amount of 2015 had included a completion of the wiring at the PD, which was not completed this year. Increase of \$1200 is included in FY 16 Budget to reflect increase in IT services.

Line 6012-24 K9 Maintenance – It was noted with humor that this line will be deleted

Fire Chief Baker began by presenting information to the Selectmen about a future request for an UTV, to be shared with the police department, for use in less accessible areas including the quarry for purposes of rescue, transport, and enforcement. Cost of the vehicle would be approximately \$11,000, with a free lease/trial of 11 months. This is not a budget request at this time, but asked if it is something, at least the trial period, that they should pursue. Consensus was that only budget items were under consideration at the moment, *and please bring more information to the Board*.

### **6013 – Ambulance**

Chief Baker noted that there was no projected amount for 2016, as our cost is not negotiable, and is a percentage of the total call volume for the Brookline Ambulance service. He will have a number at the end of 2015, but barring any catastrophic event he sees it going down.

### **6014 – Fire Department**

Line 6014-02 FD Stipend – asking for more (an average of \$500) for members – amount each receive is based on number of drills and calls attended, being an officer, and also hoping to recruit more members.

Line 6014-04 Officers Expenses It was noted that the 2015 actual is at \$1542 *David will double check this amount*.

The increase was questioned and the response was that it was mostly for mileage – clarify?

Line 6014-06 Insurance This amount has gone unused, *Chief Baker will look into options* which would include a death benefit for fire fighters

Line 6014-07 Training – Plan is to bring 2 people to Level 1 training in coming year, not used for current year due to short staff/lack of new recruits

Line 6014-08 Expendables It was asked what this includes, answer is that it includes water, food, Gatorade etc that are used/consumed as need and are not reusable.

Line 6014-11 Heat Noted that heat costs are projected at a lower rate than last year.

Line 6014-13 Radio Repair amount was questioned, explanation is that much of the work is done on a volunteer basis by a crew member who is technically capable, and that there are 75 radios to be maintained, therefore the flat funding request.

Line 6014-15 Vehicle Maintenance – Chief Baker stated that this line would be over spent this year due to unforeseen repairs.

Line 6014-16 Fuel Chief Baker said they do not use a lot of fuel, but that Diesel is their biggest item. It was not clear if *Gary is tracking the diesel as well as regular gas – Dave to get an answer from Gary.* It was suggested that the \$400 line be renamed non-diesel.

Line 6014-17 Equipment Maintenance – It was asked and explained that this amount is used to fix or replace gear

Line 6014-19 EMS Supplies Asked what this is for, Chief Baker explained it included money for vaccinations, etc in case of exposures. Selectmen agreed to leave the amount requested in place as it was a public safety issue.

Line 6014-20 EMS Training It was noted this amount was unused as there was no one to train.

Line 6014-23 FD Admin Asst – It was explained that this amount (\$1800) would be a stipend.

Line 6014-27 FD Physicals – questioned as to why this amount has gone unused. Explained that the state requires physicals for volunteers to participate in trainings; the problem is getting people to access this benefit, as it usually requires time off from work, etc. *Chief Baker will look into using this benefit for the future.*

Line 6014-28 Waterhole Maintenance – questioned why this is unspent – answered this is a fall activity and not reflected in actual yet.

#### **6016 Emergency Management**

This line is for use in case of a major event within the town, proposed budget amount of \$4800.

#### **6017 Other (incl Comm)**

Line 6017-01 Communications – was over this year because utilities (dispatch, tower, generator) were left out of costs. *Move 6017-03 Comm Utilities into 6017-01, raise proposed amount by corresponding \$1500.*

#### **Warrant Articles:**

4 articles were proposed as follow:

4 Scott Air Packs with face pieces - \$18,997.00

6 SCBA Carbon Fiber Bottles - \$5,700.00

Building Capital Reserve - \$10,000.00

Upgrade FD Radio Equipment from Low band to High Band - \$85,000.00

Discussion on the last article was fairly extensive, Chief Baker explaining that this is a mandated change coming in the future. Some mutual aid towns have already taken the step, and he is bring it up now as a way of explanation and preparation and does not intend to do this all in one year. Final consensus was that this should not be a warrant article as written, but that *Dave will look into presenting a plan for the changeover, listing steps/costs in sequence, and look into possible grants to help with the costs.* It was further suggested that Jim McCormick or NRPC might be sources of help in the grant process.

### **6028 Conservation Commission**

Bob Larochelle presented an informal budget with flat funding for the coming year.

It was noted by Charlie Moser that the commission will be receiving \$5600 in current use fees for the year. It was asked why not reduce the upcoming budget with that money, it was explained that it (the current use money) goes into a fund for future consideration.

There was a question about the copy machine upstairs – whose was it, who was responsible for toner, etc General thinking was that it was for the Cons Comm.

Final question concerned acces to the (former) Lannin property – they had paid \$100 annually for an easement to cross a narrow piece of commission property to access their driveway, and if that fee went to the Cons Comm? It was further asked if the new owners were aware of this/had to be billed for it?

*Paula Babel offered to ask Linda Lannin as she sees her at work*

**Next Budget meeting will be Tuesday Dec 1 at 7:30 pm.**

At 11:12 PM, Louise Lavoie moved the meeting be adjourned, Charlie Moser seconded and there were 3 votes to adjourn.

Submitted by  
Kathy Wile  
Admin Ass't