

**BUDGET COMMITTEE MEETING**  
**October 08, 2013**

A workshop was opening at 6:35 pm.

Jill Senter, Conservation Commission Chair, talked about the Commission's 2014 budget request noting the following:

Level Funded Budget Line Items:

- |                      |           |
|----------------------|-----------|
| • Part Time Position | \$ 400.00 |
| • Training           | \$ 500.00 |
| • NHACC Dues         | \$ 325.00 |

Increased Budget Line Items:

- |   |             |
|---|-------------|
| • Water Testing (+\$390.00)   | \$ 6,730.00 |
| • With MS-4 requirements more outfalls are being tested   |             |
| • Supplies (+\$1160.00)   | \$ 1,510.00 |
| • Purchase of a information booth to be used at Old Home Day, water shed signs, arbor day posted and poem contest |             |
| • Mileage/Travel (+\$3.00)  | \$ 225.00   |
| • Just rounded the number in the line up slightly   |             |

It was noted that the 2104 budget request for the Conservation Commission was \$9,690.00.

Discussion:

D. Heffernan asked if the information booth could be used for other events as well.

J. Senter noted that the booth was primarily for Old Home Day but there was no reason it couldn't be used elsewhere.

J. Sherman added that there was worked planned for the Town Forest that was very exciting.

**The meeting was called to order at 6:40 p.m.**

**ROLL CALL**

Kristin Lewis-Savage, Chair  
Martha Sumner, Excused  
Tricia Holt  
Ben Sadewicz  
David Gerns, Excused  
Gayle Hamel  
Neal Morin  
Darrell Britton  
Dennis Heffernan

Barry Weymouth (*arrived 6:42 p.m.*)  
John Sherman, Selectmen Ex-Officio

Also Present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by Ben Sadewicz.

**BUDGET PRESENTATIONS:**

**Planning Board Budget – Presented by Steve Ranlett and Tim Moore of the Planning Board**

S. Ranlett explained the Planning Board's proposed line items for the 2014 budget:

*B. Weymouth arrived at 6:42 p.m.*

**Level Funded Budget Line Items:**

• Salary for Town Planner	\$ 49,083.00
• Minute Taker	\$ 3,600.00
• Overtime	\$ 1,000.00
• Engineering & Consulting Fees	\$ 3,000.00
• Telephone	\$ 800.00
• Education and Training	\$ 700.00
• Notices and Publications	\$ 1,500.00
• Dues	\$ 100.00
• Office Supplies	\$ 250.00
• Equipment Purchases	\$ 400.00
• Recording Fees	\$ 1,500.00
• Master Plan Update	\$ 5,000.00
• Impact Fee Update	\$ 2,000.00

**Increased Budget Line Items:**

• Mapping (+\$500.00)	\$ 3,000.00
• Based on actuals	
• Attorney Fees (+\$2,000.00)	\$ 7,000.00
• There is a new Planning Board Attorney	
• There are some pending issues before the Planning Board with some site plans	
• Postage (+200.00)	\$ 1,000.00
• Anticipated Postal Rate Increase	
• Equipment & Repairs (+\$200.00)	\$ 400.00
• Plotter (used to produce maps) is going to need some maintenance care	

Decreased Budget Line Items:

- Books & Periodicals (-\$100.00) \$ 100.00
- Based on actuals
- Mileage and Expense Reimbursement (-\$150.00) \$ 500.00
- Based on actuals

Discussion:

D. Heffernan noted that of the approximately \$78,000.00 budgeted for the Planning Board for 2103 only \$47,000.00 had been used thus far and questioned whether or not the remainder would be used before year end.

S. Fitzgerald offered that he expected to come very close to that number, noting that there were some pending legal issues that would be billed out and the Town.

K. Lewis-Savage noted the two salary lines made up for nearly half of what was yet to be spent.

D. Heffernan asked if it was expected that the full legal line would be spent.

S. Fitzgerald replied that there would be monies spent out of that line.

***T. Holt moved, second by G. Hamel, to accept for consideration the Planning Budget in the amount of \$80,933.00. There was no discussion on the motion. The vote was 8-0-0 U/A***

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

S. Ranlett informed the Committee that the Town was awaiting final official notification that they had received a \$300,000.00 Safe Routes to Schools Grant.

**Government Building Budget – Presented by Building Maintenance Supervisor, David Bowles**

D. Bowles explained the Government Building's proposed line items for the 2014 budget:

Level Funded Budget Line Items:

- Permanent Positions \$ 36,734.00
- Part Time Positions \$ 14,300.00
- Custodian Overtime \$ 6,000.00
- Telephone \$ 900.00
- Custodian Training \$ 200.00
- General Supplies \$ 4,100.00
- Gasoline \$ 600.00
- Maintenance Equipment \$ 500.00
- Town Hall Electric \$ 13,000.00
- Town Hall Heat \$ 9,500.00
- Safety Complex Electric \$ 29,000.00
- Safety Complex Heat \$ 23,650.00
- Safety Complex Maintenance \$ 5,370.00

- Museum Telephone \$ 336.00
- Museum Electric \$ 800.00
- Museum Heat \$ 4,530.00
- Museum Maintenance \$ 250.00
- Courthouse Repairs \$ 500.00

#### Increased Budget Line Items

- Uniforms (+\$438.00) \$ 1,788.00
- Fit out for one new hire
- Increase in weekly costs for uniforms
- Vehicle Maintenance (+\$200.00) \$ 500.00
- Tune-ups for equipment and repair parts
- Mileage Reimbursement (+\$161.00) \$ 550.00
- Increase is based on 2103 actuals for travel to PARC, Smith Field and Library
- Tech Service Contracts (+\$3,850.00) \$ 13,705.00
- There are now 4 emergency generators that need to be serviced and maintained as well as the Pump House at Arbor Lane and the Pump at the Fire Station
- Town Hall Maintenance (+\$1,400.00) \$ 5,200.00
- The increase is based on 2013 actuals

#### Decreased Budget Line Items

- Town Hall Repairs (-\$842.00) \$ 7,418.00
- Some one-time expenses of 2103 are not included in this line for this year
- Safety Complex Repairs (-\$3,606.00) \$ 5,674.00
- This estimates the repairs that will need to be done in 2104
- Museum Repairs (-\$1,500.00) \$ 500.00
- General repairs
- Courthouse Maintenance (-\$1,000.00) \$ 500.00

- General repairs

D. Bowles offered that the bottom line budget request for the Government Buildings budget is \$186,105.00

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

B. Sadewicz asked what kind of work was done at the Town Forest.

D. Bowles answered that they clean up the parking lot area and empty the trash barrels.

B. Sadewicz questioned why there was a generator at the Firing Range.

D. Bowles replied that it was their only source of electricity.

B. Sadewicz asked what was at the Firing Range.

D. Bowles noted that it was where their equipment was stored.

D. Heffernan asked about the maintenance to the other generators.

D. Bowles explained that they are tested on a regular basis and because they run on diesel the battery needs to be tested frequently.

J. Sherman added that it was the cost of having and supporting generators.

There was discussion about the generators that the Town currently owns. It was noted that some were donated and some acquired through grants. There was additional discussion on the generator to the Firing Range and whether or not electricity could be brought to that building. It was noted that it would be costly due to the remote location, but they would be looking into grants for that purpose.

There was discussion about the Firing Range and whether or not it was exclusively used by Plaistow. It was noted that Haverhill and Atkinson also use the facility as well as some Postal Officials. There is no revenue received from their use of the Firing Range, but there could be future discussions about either monetary or in-kind donations.

There was discussion regarding a generator for the Public Library so it could be a warming/cooling station. It was asked if there was anything in the CIP (Capital Improvement Plan) for a generator. It was noted that there isn't anything in the CIP as yet as the Library has not made any capital requests for this year due to changes in the Director position. It is hoped that they will bring forth something for next year's CIP. It was also noted that the Library Trustees have put some monies aside for a generator or for matching funds should a grant be available. It was added that some of the generators that were donated are military grade and not suitable as a long term solution to power the Library in a power outage.

***D. Britton moved, second by T. Holt, to take under consideration the Government Buildings budget in the amount of \$186,105.00. There was no discussion on the motion and the vote was 8-0-0 U/A***

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

#### **Human Resources/Assessing Services – Presented by Lori Sadewicz, Assessing Clerk, Human Resources Director**

L. Sadewicz explained the Human Resources/Assessing Services proposed line items for the 2014 budget:

#### **Level Funded Budget Line Items**

- Permanent Positions \$ 49,041.00
- Training \$ 400.00
- Mapping \$ 6,000.00
- Dues \$ 35.00
- Postage \$ 1,950.00

#### Increased Budget Line Items

- Books & Periodical (+\$50.00) \$ 575.00
- Increase in Book Price

#### Decreased Budget Line Items

- Assessor's Contract (-\$3,800.00) \$ 82,000.00
- First year of a new 3-year contract
- Data Processing (-\$750.00) \$ 6,000.00
- Do not yet have the actuals for 2104
- Upgrade to Software was paid in 2103
- Supplies (-\$250.00) \$ 750.00
- Anticipates replacement of the public printer
- Mileage Reimbursement (-\$100.00) \$ 300.00
- Travel to Training

L. Sadewicz offered that the proposed 2014 budget for Human Resources/Assessing Services is \$147,051.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

#### Discussion:

There was discussion about choosing an assessing firm. It was noted that changing to a different company could mean having to completely change all the computer software as each company seemed to use a different one. There was also discussion regarding training in-house staff instead of contracting an assessing company. It was explained that outsourcing offered a certain level of expertise that wouldn't be cost effective to train someone in-house. A contract company would also work closely with Town Counsel should there be a legal issue.

There was discussion regarding the postage line. It was questioned why it wasn't being increased in this budget as it was in others based on a predicted rate increase.

L. Sadewicz offered that the General Ledger line for postage had not yet been reconciled so she wasn't sure where her spending was for 2103. She added that there a couple of cost saving measures she was using such as preordering some postage and no longer mailing Town Reports to new residents but informing them where they can be picked up.

*G. Hamel moved, second by D. Heffernan, to take under consideration the proposed Human Resources/Assessing budget in the amount of \$147,051.00. There was no discussion on the motion and the vote was 8-0-0 U/A.*

**Elections – Presented by Robert Harb, Town Moderator and Nancy Jackman, Supervisor of the Checklist**

R. Harb explained all the budget line items for this budget:

Level Funded Line Items:

- |                                      |    |        |
|--------------------------------------|----|--------|
| • Election Recount                   | \$ | 500.00 |
| • Repairs & Supplies                 | \$ | 500.00 |
| • Postage                            | \$ | 100.00 |
| • Equipment (Purchase)/Voting Booths | \$ | 100.00 |
| • Training/Moderator                 | \$ | 100.00 |

Increased Budget Line Items

- |   |    |          |
|---|----|----------|
| • Supervisors of the Checklist (+\$924.00)  | \$ | 2,200.00 |
| • Salary/Administrator (+\$1,470)           | \$ | 2,100.00 |
| • Moderator's Salary (+\$800.00)            | \$ | 1,600.00 |
| • Software Support (+\$400.00)              | \$ | 1,900.00 |
| • Ballot Printing & Checklist (+\$1,500.00) | \$ | 8,000.00 |
| • Polling Booths Set Up (+\$500.00)         | \$ | 750.00   |
| • Meals (+\$400.00)                         | \$ | 700.00   |

- It was noted that all increases were due to the increase in the number of elections to be held in 2014

Decreased Budget Line Items

- |                                   |    |       |
|-----------------------------------|----|-------|
| • Mileage Reimbursement (-\$6.00) | \$ | 50.00 |
|-----------------------------------|----|-------|
- Based on anticipated utilization in 2104

R. Harb offered the total 2014 proposed budget for Elections is \$18,600.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

K. Lewis-Savage asked if there was anything that was being done to increase voter participation.

R. Harb offered that they were putting ads on the Cable and repainting the signs for the polling location. He added that he did not have an advertizing budget line.

T. Holt asked if there was any transportation available for the elderly.

R. Harb noted that he would be meeting with chairs for each political party to see if they had plans for soliciting volunteers. He said they cannot provide the transportation for liability issues and for potential appearances of conflict of interest on specific issues.

There was additional discussion on ways to provide transportation and increase voter participation.

S. Fitzgerald noted there was a cable program on the Budget that was done every year and aired on the Town's Cable channel.

R. Harb added that he had plans for deliberative session such as a local person to sing the National Anthem and the Fire Honor Guard to present the colors.

***G. Hamel moved, second by T. Holt, to take under consideration the proposed Elections budget in the amount of \$18,600.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Cable – Presented by Dean Zanello, Cable Coordinator**

D. Zanello explained all the budget line items for this budget:

Level Funded Line Items:

• Permanent Position	\$ 18,000.00
• Operators	\$ 3,633.00
• Equipment Repairs	\$ 500.00
• Training	\$ 250.00
• Cable Dues & Subscriptions	\$ 550.00
• General Supplies	\$ 500.00
• Mileage	\$ 278.00

Increased Budget Line Items

- New Equipment (+\$500.00) \$ 4,500.00
- Proposed equipment purchases are for Teleprompter, Boom Microphone and stands, stock music, LED/LCD monitors, additional microphones.

Decreased Budget Line Items

- Consultants/Contract Service (-\$500.00) \$ 4,500.00
- Based on anticipated utilization in 2104

D. Zanello offered the total 2014 proposed budget for Elections is \$32,711.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:



There was discussion about upgrades to the transmitter being addressed in the 2104 CIP and whether or not it would be a potential warrant article. There was also discussion about whether or not the cable company would be willing to pay for some of the upgrades. It was noted that unlike former years where that was an options, the cable company is less inclined to pay for upgrades. It was noted that the Town does receive 5% of franchise fees for users.

There was discussion about viewership. It was noted that there was currently no way of tracking the number of viewers.

There was discussion about the kinds of programming that was currently running on the Town's two cable station. Residents were encouraged to develop their own programming. It was also noted that residents who don't have cable access are still able to view meetings and other programming by going to the Vimeo link on the Town's webpage.

***T. Holt moved, second by D. Britton, to take under consideration the proposed Cable budget in the amount of \$32,711.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

#### **Highway Administration – Presented by Dan Garlington, Highway Supervisor**

D. Garlington explained all the budget line items for this budget:

##### Level Funded Line Items:

• Highway Salaries	\$164,592.00
• Sexton	\$ 1,425.00
• Temporary Labor	\$ 18,000.00
• Overtime	\$ 36,000.00
• Uniforms	\$ 4,000.00
• Engineering	\$ 12,000.00
• Data Processing	\$ 1,500.00
• Building Repairs	\$ 3,000.00
• Training/Conferences	\$ 600.00
• General Supplies	\$ 3,000.00
• Office Supplies	\$ 250.00

##### Increased Budget Line Items

- Gas and Oil (+\$3,000.00) \$ 24,000.00
- This item is for diesel and gasoline for small engines, calculated on an average 5800gals at \$4.00 for diesel and \$3.50 for unleaded

##### Decreased Budget Line Items

- Telephone (-\$60.00) \$ 3,600.00
- Based on anticipated use in 2014
- Electric (-\$400.00) \$ 4,600.00

- Heating (-\$2,500.00) \$ 1,500.00
- Decreases are based on actuals
- Dues (-\$50.00) \$ 100.00
- Landfill recertification 2 employees at \$50.00 each
- Equipment Maintenance (-\$500.00) \$ 500.00
- Stand-by generator maintenance moved to Government Buildings Budget

D. Garlington offered the total 2014 proposed budget for Highway Administration is \$278,667.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

There was discussion regarding the heating at the Highway Garage. It was noted that the diesel was not the fuel of choice as it dried everything out.

There was discussion regarding supplies. It was noted that the Highway Garage used certain supplies that other offices didn't need to use and that was captured in this budget. It was also noted that the Highway Garage being a remote location is wasn't as easy to capture efficiencies of departments all located in the same building. An example that was given was that Highway didn't have use for the five (5) gallon jug water dispensers, but used individual bottles as their needed to take the water on the road with them. It was also noted they used more paper towels in the trucks than they did in the office. The question was raised if bulk purchasing could be used. It was noted that had been investigated but wasn't found to offer any real savings. It was also noted that bulk, shared and regional procurement was always being looked at for each budget cycle.

There was discussion about the intersection of Pollard Road and Congressional Ave. This intersection was noted to have serious drainage issues. D. Garlington noted that he was having some difficulties in obtaining a dredge permit for the retention pond, in hopes of making the drainage work better. It was noted that there are monies in the CIP for work to that intersection.

***G. Hamel moved, second by T. Holt, to take under consideration the proposed Highway Administration budget in the amount of \$278,667.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Highways and Streets – Presented by Dan Garlington, Highway Supervisor**

D. Garlington explained all the budget line items for this budget:

Level Funded Line Items:

- General Supplies \$ 200.00
- Vehicle Maintenance Supplies \$ 8,000.00
- Crushed Stone \$ 2,000.00
- Drainage Improvements \$ 50,000.00
- Pavement Management \$185,000.00
- Culverts & Catch Basins \$ 7,700.00
- Salt & Sand \$ 70,000.00
- Snow Plowing \$150,000.00
- Tree Removal \$ 6,000.00

#### Increased Budget Line Items

- Vehicle Repairs (+\$1,300.00) \$ 6,900.00
- Tires are needed for the F-550 dump truck
- Bucket loader repairs are needed and the Cat Loader
- Equipment Purchases (+\$8,000.00) \$ 13,000.00
- Pressure washer needs to be replaced
- A new “stander-style” mower needs to be purchased
- Shovels, rakes, brooms
- Traffic Supplies (+\$1,060.00) \$ 23,000.00
- Paint for roadway center and fog lines
- Replacement street signs
- Replacement barricades
- Street Sweeping (+\$1,000.00) \$ 6,000.00
- Based on actuals
- Grounds Maintenance (+\$1,000.00) \$ 15,000.00
- The baseball field at Smith Field (Ingalls Terr) is being converted to a softball field to get more use

#### Decreased Budget Line Items

- Rentals & Leases (-\$5,000.00) \$19,500.00
- Lease purchase of two (2) mowers, small excavator, lease purchase of wood chipper

D. Garlington offered the total 2014 proposed budget for Highways and Streets is \$562,300.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

#### Discussion:

There was discussion about improvements to the parking area at PARC to direct the vehicle pedestrian traffic and make it a safer situation. The Recreation Director, Highway Supervisor and Police Department will be consulted for recommendations.

There was discussion about the conversion of the Smith Field baseball field and whether the money is in the Recreation or the Highways budget. It was noted that there was money in both budgets for different reasons.

There was discussion about the RSMS (Road Surface Maintenance System). It was noted that our rating is at a respectable 78. D. Garlington noted that he was researching the crack sealing process and how it works to see if that

was a viable option for the Town. It was noted that the RSMS was a long range planning tool to ensure the proper maintenance of the roadways.

There was a discussion about sidewalks. It was noted that the Town is in line to receive a Safe Routes to Schools grant.

There was a discussion about salt and sand for winter road safety. It was noted that the Town doesn't have the facility to bulk store salt or sand and that means we are limited in our ability to bulk purchase for price savings. It was also noted that the bigger question was not the cost savings but more the availability in a time of need. The question was asked if it were possible to piggy-back on State pricing. It was noted that negotiations happened on a State level and the Town jumps on board. D. Garlington offered that he preferred sole sourcing as staying with the same vendor put the Town in better stead if there was an emergency need for salt and sand as the vendor would service his regular customers first.

There was discussion about culvert cleaning. It was noted that all culverts would be cleaned and inspected after mosquito season so that any treatments wouldn't be disturbed.

***G. Hamel moved, second by B. Weymouth, to take under consideration the proposed Highways and Streets budget in the amount of \$562,300.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Solid Waste Clean Up – Presented by Sean Fitzgerald, Town Manager and Dan Garlington, Highway Supervisor**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Landfill Overtime \$ 8,000.00
- Engineering \$ 29,000.00
- Grounds Keeping \$ 10,000.00

S. Fitzgerald offered the total 2014 proposed budget for Solid Waste Clean Up is \$47,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that this budget provides for the maintenance of the Town's Landfill Cap. It was noted that it was important to maintain the shape to support water runoff.

***B. Sadewicz moved, second by T. Holt, to take under consideration the proposed Solid Waste Clean Up budget in the amount of \$47,000.00. There was no discussion on the motion and the vote was 7-0-1 (Heffernan – out of room).***

**Solid Waste Collection – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Sanitation/Solid Waste Collection \$500,000.00
- Hazardous Household Waste \$ 15,000.00

S. Fitzgerald offered the total 2014 proposed budget for Solid Waste Collection is \$515,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that there were seven (7) responding bids for the solid waste collection contract and that a five (5) year contract was negotiated expiring in 2018. The needs to continue efforts to increase recycling was stressed, noting that we only have to pay the driver for recycling so it's quite a costs savings.

***B. Sadewicz moved, second by D. Britton, to take under consideration the proposed Solid Waste Collection budget in the amount of \$515,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Street Lights – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Street Lights \$ 97,000.00

S. Fitzgerald offered the total 2014 proposed budget for Solid Waste Clean Up is \$97,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that there are 437 municipal street lights. The line is being level funded pending electric trends that will be examined in December so that a more realistic number will be available. It was offered that LED lighting was being investigated as a costs savings, but it had yet to be proven that LED lighting can stand up to the bitter New Hampshire winter weather.

***B. Sadewicz moved, second by D. Britton, to take under consideration the proposed Street Lights budget in the amount of \$97,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Cultural – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Old Home Day Part-time Position \$ 304.00
- Events & Activities \$ 26,315.00
- Includes \$5,000.00 for Old Home Day Fireworks

S. Fitzgerald offered the total 2014 proposed budget for Cultural is \$ 26,619.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that former Old Home Day Committee Chairman, Dan Bush, no longer lived in Town and that a new Chair had not yet been found. It was also noted that Old Home Day is well supported by the Lions, vendors and other community organizations.

The part-time positions line was questions. It was noted that this was payment of Old Home Day Staff, some overtime for Town Hall Staff and some of the Recreation Department Staff.

***G. Hamel moved, second by T. Holt, to take under consideration the proposed Cultural budget in the amount of \$26,619.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Zoning Board – Presented by Dee Voss, ZBA Administrative Assistant**

D. Voss explained all the budget line items for this budget:

**Level Funded Line Items:**

- |                            |             |
|----------------------------|-------------|
| • Part-time position       | \$ 1,800.00 |
| • Legal                    | \$ 2,000.00 |
| • Training                 | \$ 300.00   |
| • Notices and Publications | \$ 1,746.00 |
| • Supplies                 | \$ 100.00   |
| • Postage                  | \$ 1,000.00 |

**Decreased Line Items:**

- Books and Periodicals (-\$26.00) \$ 163.00
- Fewer members receiving Town & City Magazine

D. Voss offered the total 2014 proposed budget for Zoning Board is \$7,110.00.

*It was noted in the handout that the amount approved by the Board of Selectmen (BOS) was \$7,137.00 as the decreased line was not presented.*

**Discussion:**

J. Sherman noted that he would be voting against this budget because of the discrepancy with the budget the BOS reviewed.

***G. Hamel moved, second by B. Weymouth, to take under consideration the proposed Zoning Board budget in the amount of \$7,110.00. There was no discussion on the motion and the vote was 7-1-0 (Sherman dissenting).***

**Patriotic – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

**Level Funded Line Items:**

- |                      |           |
|----------------------|-----------|
| • Memorial Day       | \$ 800.00 |
| • Patriotic Purposes | \$ 200.00 |

S. Fitzgerald offered the total 2014 proposed budget for Patriotic is \$1,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that this budget supports our Memorial Day Parade and American Legion Donation to support our veteran community.

***B. Sadewicz moved, second by T. Holt, to take under consideration the proposed Patriotic budget in the amount of \$1,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Legal – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Cable Consultant Attorney \$ 10,000.00

Increased Line Items:

- Legal Expenses (+\$10,000.00) \$ 40,000.00
- Beede Site related issues
- BTLA pending cases
- Active land use issues

S. Fitzgerald offered the total 2014 proposed budget for Legal is \$50,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that cable negotiations require someone who is a specialist in that area. It was noted that some monies were beginning to be spent out of this line.

There was discussion regarding litigation involving the Beede Site and the Town's taxation of the land. It was noted that currently \$26,000.00 had been spent on this line, with more invoices to be received,

There was discussion as to whether or not this legal line covered all departments or just the Executive Department. It was noted that a couple of departments, such as Planning and Zoning Board did have legal lines of their own.

***D. Britton moved, second by G. Hamel, to take under consideration the proposed Legal budget in the amount of \$50,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Conflict of Interest – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Office Supplies \$ 140.00
- Postage \$ 110.00

Decreased Line Items:

- Training \$ 350.00

S. Fitzgerald offered the total 2014 proposed budget for Conflict of Interest is \$600.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

The postage line was questioned. It was noted that there may be a rental fee for a post office box in that line, accounting for why it seemed to be high for this committee.

***G. Hamel moved, second by B. Sadewicz, to take under consideration the proposed Conflict of Interest budget in the amount of \$600.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Insurance – Presented by Sean Fitzgerald, Town Manager**

S. Fitzgerald explained all the budget line items for this budget:

Level Funded Line Items:

- Property - Liability \$ 80,000.00
- Deductable – Prop-Liability \$ 3,000.00

S. Fitzgerald offered the total 2014 proposed budget for Insurance is \$83,000.00.

*It was noted in the handout that this amount has been approved by the Board of Selectmen (BOS).*

Discussion:

It was noted that this line covers such things as car accidents, lightening strikes that damage computers and other town property damage. It was noted that this number could change based on anticipated quotes received over the next few weeks.

***B. Sadewicz moved, second by G. Hamel, to take under consideration the proposed Insurance budget in the amount of \$83,000.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Conservation Commission**

The Conservation Commission budget was discussed as part of the workshop at the beginning of the evening.

***G. Hamel moved, second by D. Britton, to take under consideration the proposed Conservation Commission budget in the amount of \$9,690.00. There was no discussion on the motion and the vote was 8-0-0 U/A.***

**Upcoming Meetings/Schedule and Handouts**

K. Lewis-Savage stressed the importance of everyone trying to make all the meetings. She added that it would be helpful to fill the three vacancies on the Committee. She asked if D. Zanello could be asked to do a Public Service Announcement on the cable station.



There was discussion about changes to the formatting of the reports the Committee receives.

**Committee Reports**

There were no committee reports at this meeting.

**Old Business**

There was no old business discussed at this meeting.

**New Business**

There was no new business brought forth at this meeting.

K. Lewis-Savage adjourned the meeting at 8:49 p.m.

Respectfully Submitted:

Dee Voss  
Recording Secretary