

BUDGET COMMITTEE MEETING
October 07, 2014

Call to Order: 6:45 p.m.

ROLL CALL

Present: Martha Sumner, Chair
Kristin Lewis Savage, Vice Chair
Tricia Holt
David Gerns
Darrell Britton
Dennis Heffernan
Jack Paone
Charles Fowler
Dean Nifakos
John Sherman, Selectmen Ex-Officio

Also Present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by D. Britton

APPROVAL OF MINUTES

D. Heffernan moved, second by D. Britton to approve the minutes of the September 24, 2014 meeting. There was no discussion on the motion. The vote was 9-0-1 (Gerns abstaining).

BUDGET PRESENTATIONS:

Government Buildings – David Bowles, Building Maintenance Supervisor

D. Bowles explained the Government Buildings Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Permanent Positions	\$ 36,734.00
• Part-time Positions	\$ 14,300.00
• Custodian Overtime	\$ 6,000.00
• Custodial Training	\$ 200.00
• Gasoline	\$ 600.00
• Vehicle Maintenance	\$ 500.00
• Maintenance Equipment	\$ 500.00
• Mileage Reimbursement	\$ 550.00
• Town Hall Electric	\$ 13,000.00
• Town Hall Heat	\$ 7,000.00
• Town Hall Maintenance	\$ 5,200.00
• Safety Complex Electric	\$ 29,000.00
• Safety Complex Heat	\$ 18,650.00
• Safety Complex Maintenance	\$ 5,370.00
• Museum Telephone	\$ 336.00
• Museum Electric	\$ 1,500.00
• Museum Heat	\$ 4,530.00
• Museum Maintenance	\$ 250.00
• Museum Repairs	\$ 500.00
• Courthouse Maintenance	\$ 500.00
• Courthouse Repairs	\$ 500.00

Increased Budget Line Items

• Uniforms (+\$32)	\$ 1,820.00
• Telephone/Communications (+\$450)	\$ 1,350.00
• General Supplies (+\$300)	\$ 4,400.00
• Tech Service Contracts (+\$1,450)	\$ 15,120.00

Decreased Budget Line Items

• Town Hall Repairs (-\$2,418)	\$ 5,000.00
• Safety Complex Repairs (-\$1,674)	\$ 4,000.00

D. Bowles offered that the bottom line budget request for the Government Buildings 2015 budget is \$177,410.00 (decrease of \$1,895).

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

Discussion:

D. Bowles noted the following:

- Uniform increases are due to increases from the vendor
- An extra cell phone has been added to the department for the library custodian
- The increase in general supplies is for flags
- There have been increases in costs from the tech services providers and the library septic needs to be pumped twice a year now

There was discussion on why the Town Hall and Safety Complex Repair lines were being decreased if both lines were overspent this year. It was noted that the repairs that were done this year would be offset at year end by the unanticipated emergency repairs line item. Repairs that were made will be reviewed by the Board of Selectmen closer to the end of the year to determine which will be offset by this reserve fund. It was noted that the Safety Complex roof was re-done under a warrant article so there were questions as to what other repairs needed to be done.

D. Bowles noted that work was done to the pump house and a heat exchanger had cracked on one of the rooftop units (HVAC). He added that the rooftop unit needed immediate replacement to prevent carbon monoxide leaking into the building. D. Bowles added that Town Hall had a major leak in the slate roof.

S. Fitzgerald added that a generator acquired from the Department of Defense was also brought online at the Safety Complex under this budget. He noted that generator having a value of between \$50,000 and \$100,000 and had a 20-30 year life expectancy. S. Fitzgerald added that the generator would service the entire safety complex building.

There was discussion about the additional cell phone for the library custodian. D. Bowles noted that this employee assisted/fill-in at other Town Buildings and locations such as PARC and it was important that he be reachable.

There was discussion regarding the library septic. It was noted that due to the amount of usage it was important to pump the system twice a year to save the fourteen (14) year old system.

There was discussion on the tech services contractors. It was noted that there were a number of different contractors, with individual contracts, who were servicing the town buildings. D. Bowles noted that all buildings were inspected annually. It was noted that buildings' fire extinguishers were owned, not rented.

There was discussion about the Historical Society Building (Museum). It was noted that the building is rented to the Historical Society for \$1.00 annually. It was also noted that they are considering relocating. One place that has been mentioned it to the Library campus.

There was discussion on the Courthouse. It was noted that the State does contribute to some of the operational costs, but the building it owned and maintained by the Town. The rental fees had been suspended for two (2) as part of an agreement to keep the Court located in Plaistow. The annual rent once again being collected for the building is \$48,000. It was estimated that keeping the Court in Plaistow saves the Town \$110,000 annually. It was noted that some minor repairs would be soon done to the building, part of which will be funded by the State.

There was a discussion about revenues that are brought for structures serviced by this budget. It was discussed that it would be helpful to have revenue figures to look at during the budget review process. S. Fitzgerald offered to provide that information at the close of the meeting.

D. Nifakos asked why the Museum heat was running \$1,900 over budget.

J. Sherman noted that the Museum was open more than it had been in the past.

D. Britton moved, second by D. Heffernan, to take under consideration the Government Building budget in the amount of \$177,410.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Cable – Dean Zanello, Cable Coordinator

D. Zanello explained the Cable Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Permanent Positions	\$ 18,000.00
• Operators	\$ 3,633.00
• Consultants/Contracted Services	\$ 4,500.00
• Telephone	\$ 0.00
• Equipment Repairs	\$ 500.00
• General Supplies	\$ 500.00
• New Equipment	\$ 4,500.00

Increased Budget Line Items

• Training (+\$150)	\$ 400.00
• Dues & Subscriptions (+\$150)	\$ 700.00
• Mileage (+\$222)	\$ 500.00

D. Zanello offered that the bottom line budget request for the Cable 2015 budget is \$33,233.00 (increase of \$522).

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

Discussion:

D. Zanello offered the following:

- Training line was increased to include the ACM Conference
- The mileage line was being increased because of the additional training
- Dues were increased due to increases with the Vimeo service, which makes available all videos of all Town's board and committee meetings.

It was noted that many of the expenses were showing zero dollars spent year-to-date and that was because many of the expenses are 4th quarter payouts.

D. Britton noted that the consultant line had zero payout for a number of years.

D. Zanello replied that monies had been encumbered from the 2013 budget to be spent in 2014, with monies from the 2014 budget and that billing should be showing soon. He added that the monies were spent on unanticipated upgrades and special programs.

D. Gerns asked if the Cable Committee generated any income.

D. Zanello replied that the Cable Committee did not, but the Town does received franchise fees.

S. Fitzgerald added that the last figures on the 5% the Town collects came to \$112,000. Those fees are from Plaistow Comcast subscribers.

D. Gerns noted that this department takes in more revenue than it expends.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Cable budget in the amount of \$33,233.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

There was a brief discussion on the Vimeo services. It was noted that there are no statistics on viewership, but that "hits" to the website in general were counted.

D. Zanello offered that the service has cut down on the requests for DVD and that Vimeo was becoming as common as YouTube.

Elections & Registrations – Robert Harb, Town Moderator

R. Harb explained the Elections and Registrations Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Election Recount	\$	500.00
• Repairs & Supplies	\$	500.00
• Postage	\$	100.00
• Training/Moderator	\$	100.00
• Mileage Reimbursement	\$	50.00

Increased Budget Line Items

• Software Support (+\$100)	\$	2,000.00
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- Equipment/Voting Booths (+\$2,800) \$ 2,900.00

Decreased Budget Line Items

- Supervisors of the Checklist (-\$1,200) \$ 1,000.00
- Salary/Administration (-\$1,470) \$ 630.00
- Elections Moderator Salary (-\$400) \$ 800.00
- Ballot Printing & Checklist (-\$1,000) \$ 7,000.00
- Polling Booth Set-Up (-\$500) \$ 250.00
- Meals (-\$470) \$ 230.00

R. Harb offered that the bottom line budget request for the Elections and Registrations 2015 budget is \$16,060.00 (decrease of \$2,540).

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

Discussion:

R. Harb noted that there will only be a single election in 2015 so many items in this budget have been decreased or level funded. He did note that the voting booths were in dire need of being replaced. R. Harb added that they can use the same storage cases.

There was discussion about the number of registered voters versus those who actually vote. It was noted that the 2015 election will probably have a low turnout with the 2016 presidential elections having a much greater turnout. There was also discussion about the possibility of the New Hampshire Primaries being moved up to December 2015 to preserve the "First in the Nation" status.

J. Sherman noted that the Board of Selectmen chose to take no action on the possibility of the Primary Elections moving to December. He noted that it may be re-visited at Deliberative Session when more information is available.

R. Harb offered public compliments to all those who help make the elections run so smoothly.

K. Lewis Savage moved, second by C. Fowler, to take under consideration the Elections and Registrations budget in the amount of \$16,060.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Human Resources/Assessing – Lori Sadewicz, Human Resources Director/Assessing Clerk

L. Sadewicz explained the Human Resources/Assessing Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- HR/Services Coordinator/Assessing Clerk \$ 50,012.00
- Training \$ 400.00
- Mapping \$ 6,000.00
- Data Processing \$ 6,000.00
- Dues \$ 35.00
- Supplies for Assessing/Human Resources \$ 750.00
- Postage \$ 1,950.00
- Mileage Reimbursement \$ 300.00

Increased Budget Line Items

- Assessor's Contractor (+\$28,000) \$ 110,000.00
- Books & Periodicals (+\$25) \$ 600.00

L. Sadewicz offered that the bottom line budget request for the Human Services/Assessing/Services Coordinator 2015 budget is \$176,047.00 (increase of \$28,025).

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

Discussion:

L. Sadewicz noted that she has been able to take advantage of e-training and other free training to keep that line level funded. She noted that the cost of the Marshall & Swift Valuation Book was being increased.

There was discussion regarding the increase in the Assessing contract based on the potential need to re-evaluate some properties a year sooner to equalize the assessed values. It was noted that DRA strictly monitors values to make sure that assessments are equalized and based upon fair market values. This is so that the Town's tax burden is fairly distributed. It was noted that the ¼ of the Town is re-evaluated every 4 years, but when there are large fluctuations in the real estate market it is sometimes necessary to speed up the process. It was further noted that the Assessing contract services cover more than re-evaluations; they also look at new building permits and process exemption applications.

S. Fitzgerald noted that it was a very small group of professionals that do this kind of work and the current assessing company does a great job working with the existing data base and they have historical knowledge of the Town.

It was noted that the accelerated re-evaluation was not a guarantee. The Board of Selectmen still will have time to make a decision with the input from the Assessing Department. It was noted that the State allows valuations between 90%-110% and Plaistow strives to maintain a level 95%.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Human Resources/Assessing budget in the amount of \$176,047.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Welfare Administration – Lori Sadewicz, Welfare Services Coordinator

L. Sadewicz explained the Welfare Administration Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Welfare Training \$ 240.00
- Welfare Dues \$ 50.00
- Welfare Office Supplies \$ 250.00
- Welfare Mileage/Travel \$ 200.00

L. Sadewicz offered that the bottom line budget request for the Welfare Administration 2015 budget is \$740.00 (level funded).

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

Discussion:

L. Sadewicz offered that this budget was level-funded.

L. Sadewicz explained the process for application for assistance. She noted that not everyone qualifies for assistance under the formula that she must use. She added that she tries to find other avenues of assistance for those who don't meet the guidelines.

There was discussion regarding funeral assistance. It wasn't known until recent years that this was a mandatory obligation for the Town under the Welfare Assistance guidelines for those who qualified.

D. Heffernan asked if there was any indication that things were getting better.

L. Sadewicz noted that she didn't see things getting better, noting that she had provided services to 140 individuals year-to-date with three (3) more requests this day. She noted that the assistance was different than in previous years, the assistance was more to meet an emergency shortfall need.

K. Lewis Savage moved, second by D. Britton, to take under consideration the Welfare Administration budget in the amount of \$740.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Welfare Direct Assistance – Lori Sadewicz, Welfare Services Coordinator

L. Sadewicz explained the Welfare Direct Assistance Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Shelter/Rent	\$ 20,000.00
• Food/Markets	\$ 250.00
• Telephone Services	\$ 100.00
• Unitil Electric	\$ 4,500.00
• Heat	\$ 5,000.00
• Medical	\$ 1,000.00
• Unforeseen Assistance	\$ 500.00
• Funeral Assistance	\$ 1,000.00

L. Sadewicz offered that the bottom line budget request for the Welfare Direct Assistance 2015 budget is \$32,350.00 (level funded).

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

Discussion:

L. Sadewicz explained the process for application for assistance. She noted that not everyone qualifies for assistance under the formula that she must use. She added that she tries to find other avenues of assistance for those who don't meet the guidelines.

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K. Lewis Savage moved, second by D. Gerns, to take under consideration the Welfare Direct Assistance budget in the amount of \$32,350.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Human Services – Lori Sadewicz, Welfare Services Coordinator

L. Sadewicz explained the Human Services Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Family Mediation	\$ 10,408.00
• Rockingham Community Action Program	\$ 10,612.00
• Sexual Assault Support	\$ 1,000.00
• Crisis Pregnancy Center	\$ 2,200.00
• A Safe Place	\$ 4,000.00
• Child Advocacy Center	\$ 1,250.00
• Center for Life Management	\$ 7,000.00
• Retired Senior Volunteer Programs (Friends)	\$ 850.00
• Vic Geary Center	\$ 6,500.00
• Lamprey Health	\$ 3,090.00
• Rockingham Nutrition & Meals on Wheels	\$ 3,672.00
• Community Health Services	\$ 2,500.00
• Child & Family Services	\$ 1,000.00

Increased Budget Line Items:

• Greater Salem Caregivers (+\$600)	\$ 6,000.00
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L. Sadewicz offered that the bottom line budget request for the Human Services 2015 budget is \$60,082.00 (increase +\$600).

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

Discussion:

L. Sadewicz noted that all listed agencies are included in the budget after they make application to the Board of Selectmen and then are approved by vote on the Town Warrant. After that initial process they must submit formal annual requests for continued funding.

L. Sadewicz noted that all agency requests were level funded with the exception of Salem Caregivers. She explained that their funding had been decreased a few years ago with the drop in Plaistow ridership and volunteers. That ridership and the volunteers are up again and that is the reason for the increased funding request.

It was noted that three (3) new agencies had made requests for funding for the 2015 budget. Those agencies are the American Red Cross, YMCA and CASA. The Board of Selectmen will review their requests and then decided whether or not to draft Warrant Articles for their funding.

It was noted that some agencies in the past had not been put to Warrant as they were felt to be closely affiliated with faith-based initiatives. It was noted that some of those have become resources for the Welfare Department to send individuals to.

L. Sadewicz updated on some changes and ideas she brought back from a recent Social Services Fair in Salem. There was discussion as to how Plaistow compares with other New Hampshire communities as far as need and assistance.

L. Sadewicz explained the process for application for assistance. She noted that not everyone qualifies for assistance under the formula that she must use. She added that she tries to find other avenues of assistance for those who don't meet the guidelines.

There was discussion regarding funeral assistance. It wasn't known until recent years that this was a mandatory obligation for the Town under the Welfare Assistance guidelines for those who qualified.

D. Heffernan asked if there was any indication that things were getting better.

L. Sadewicz noted that she didn't see things getting better, noting that she had provided services to 140 individuals year-to-date with three (3) more requests this day. She noted that the assistance was different than in previous years, the assistance was more to meet an emergency shortfall need.

K. Lewis Savage moved, second by D. Britton, to take under consideration the Welfare Direct Assistance budget in the amount of \$60,082.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Highway Administration – Dan Garlington, Highway Supervisor

D. Garlington explained the Highway Administration Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• Highway Overtime	\$ 36,000.00
• Uniforms	\$ 4,000.00
• Engineering	\$ 12,000.00
• Telephone	\$ 3,600.00
• Training/Conference	\$ 600.00
• Dues	\$ 100.00
• Office Supplies	\$ 250.00
• Equipment Maintenance	\$ 500.00
• Gas & Oil	\$ 30,000.00

Increased Budget Line Items

• Salaries - Sexton (+\$3,575)	\$ 5,000.00
• Highway Temporary Labor (+\$1,500)	\$ 19,500.00
• Electric (+\$400)	\$ 5,000.00
• Heating (+\$500)	\$ 3,000.00
• General Supplies (+\$300)	\$ 3,300.00

Decreased Budget Line Items

• Highway Salaries (-\$250)	\$ 166,036.00
• Data Processing (-\$400)	\$ 1,100.00
• Building Repairs (-\$1,500)	\$ 1,500.00

D. Garlington offered that the bottom line budget request for the Highway Administration Buildings 2015 budget is \$291,486.00 (increase of \$4,125).

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

Discussion:

D. Garlington offered the following:

- He was seeking a increase for the Cemetery Sexton stipend
- Temp Labor either increased in the per/hour pay rate or the number of hours at the same rate
- He is still trying to obtain a permit for the drainage culvert work for the corner of Pollard and Congressional
- The electric and propane lines have increased based on the actual

D. Britton asked if there was a way to lock in propane prices.

D. Garlington noted that storage would be an issue. He added that they supplement heating with diesel fuel.

- The garage door was repaired last year so that line has been lowered
- Training is decreased because the desired training isn't readily available

D. Nifakos asked if the scope of the Cemetery Sexton's job had increased.

D. Garlington noted that it took a lot more of his time than he had anticipated, particularly before and after hours as well as weekends.

J. Sherman reminded that the Cemetery used to have its own budget and was now part of the Highway Department responsibilities. He noted that higher stipend was more representative of what the job actually entails.

S. Fitzgerald offered that they were moving towards digitalizing all the cemetery plot locations.

K. Lewis Savage moved, second by D. Britton, to take under consideration the Highway Administration budget in the amount of \$291,486.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Highways & Streets – Dan Garlington, Highway Supervisor

D. Garlington explained the Highways & Streets Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

• General Supplies	\$ 200.00
• Vehicle Repairs	\$ 6,900.00
• Drainage Repairs	\$ 50,000.00
• Pavement Management	\$ 185,000.00
• Rentals and Leases	\$ 19,500.00
• Salt & Sand	\$ 70,000.00
• Snow Plowing	\$ 150,000.00
• Tree Removal	\$ 6,000.00

Increased Budget Line Items

• Vehicle Maintenance (+\$500)	\$ 8,500.00
• Traffic Supplies (+\$1,000)	\$ 24,000.00
• Crushed Stone (+\$2,000)	\$ 4,000.00
• Street Sweeping (+\$1,000)	\$ 7,000.00
• Culverts & Catch Basins (+\$300)	\$ 8,000.00

- Grounds Maintenance (+\$1,000) \$ 15,000.00

Decreased Budget Line Items

- Equipment Purchases (-\$5,500) \$ 4,500.00

D. Garlington offered that the bottom line budget request for the Highways & Streets 2015 budget is \$558,600.00 (increase of \$300).

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

Discussion:

D. Garlington noted the following:

- The last winter had been tough on his equipment.
- A replacement mower was needed for the Cemetery
- They were still replacing street signs with 9" signs

There was discussion about road paving. It was noted that the Town has been successful at maintaining a 78% empirical rating, which compares favorably to other New Hampshire communities whose scored range from 60%-70%.

K. Lewis Savage requested a copy of the Road Service Management System (RSMS).

There was a discussion about certain projects that were being done for traffic calming on Main Street. Some of this budget's funds are being used and proposed as matches for certain grants that have and may become available. It was noted that in order to be successful in applying for grants the Town needed to have the matching funds available and shovel-ready projects.

There was concern expressed that monies being approved for by the voters for town-wide use was being concentrated on Main Street, which is a State-owned road. It was noted that the current changes were being proposed based upon a 2010 Traffic Calming Study that was done to try and deter heavy truck traffic through the Village District. It was noted that the money is budgeted for pavement management and the improvements being proposed for Main Street are indeed pavement management.

D. Garlington noted that his 6-wheel dump truck would need to be replaced, which would be a Warrant Article.

There was a brief discussion on the possibilities of a new Highway Garage. It was noted that there are ongoing discussions regarding a possible location, while there still continues to be concern over the current situation. It was noted that the Highway Garage Committee was currently not meeting.

There was a brief explanation of how the roads that will be paved are selected each year. It was noted that it is key to do the right roads, which aren't always the worst roads.

D. Garlington noted that he has full shed stocked with enough sand/salt stored to handle one and one-half winter storms. He added that prices have been down.

M. Sumner noted that this item is usually reviewed at Deliberative Session when there's a better assessment of the winter conditions.

J. Sherman offered that it was key that a full salt shed only covered one and one-half storms, showing the need for a bigger shed.

K. Lewis Savage moved, second by D. Heffernan, to take under consideration the Highway and Streets budget in the amount of \$558,600.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

Legal – Sean Fitzgerald, Town Manager

S. Fitzgerald explained the Legal Budget proposed line items for the 2015 budget:

Level Funded Budget Line Items:

- Legal-Cable Consultant \$ 10,000.00

Increased Budget Line Items

- Legal Expenses (+\$10,000) \$ 40,000.00

S. Fitzgerald offered that the bottom line budget request for the Legal 2015 budget is \$50,000.00 (increase of \$10,000).

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

Discussion:

There was discussion of the overages in the legal representation line. It was noted that there were some challenges, such as to an ARM grant for the Town Forest access that required legal counsel. It was noted that legal advice with reference to the Beede Superfund Site and for renegotiating cell antenna contracts, which provide the Town with significant revenues. It was questioned if some of the legal expenditures would be reimbursed to the Town.

D. Heffernan asked about the collective bargaining with the Town Hall Employees unit.

J. Sherman noted that it was in process.

S. Fitzgerald offered that he hoped it would be resolved in the last part of this year.

S. Fitzgerald offered that the legal assistance for the cable relicensing was necessary to help the Town interpret the nearly 400 page contract document and FCC Regulations. It noted that it was a very specialized form of representation.

D. Heffernan asked if the 5% revenues could increase.

S. Fitzgerald replied that it wouldn't increase as they were limited to between 3%-5%.

There was discussion on the ability to negotiate different channels and programming for Plaistow. It was noted that wireless is a rapidly changing market and opportunities may present themselves in the future. It was noted that there are different regulations for satellite television.

K. Lewis Savage moved, second by T. Holt, to take under consideration the Legal budget in the amount of \$50,000.00. There was no discussion on the motion and the vote was 10-0-0 U/A.

COMMITTEE REPORTS

D. Heffernan noted that the Public Safety Complex Building Committee had met and they were still moving forward with the project.

J. Sherman noted that some plans needed to be updated as the right may version had not been used causing some information to be transposed.

NEW BUSINESS

It was noted that the job description for the Finance Director as well as the roll-out costs had been provided to the Committee.

M. Sumner requested draft copies of all Warrant Articles be provided to the Committee as soon as they are available.

S. Fitzgerald noted they would be drafted in conjunction with the CIP in the next few weeks.

J. Sherman offered that dates for Deliberative Session should soon be considered.

OLD BUSINESS

There was no Old Business before the Committee.

The meeting was adjourned at 8:55 p.m.

Respectfully Submitted:

Dee Voss
Recording Secretary