

**BUDGET COMMITTEE MEETING**  
**September 29, 2015**

**Call to Order:** 6:30 p.m.

**ROLL CALL**

Present: Martha Sumner, *Vice Chair*  
Tricia Holt  
W. David Gerns  
Dennis Heffernan  
Sam Cafiso, *Excused*  
Jack Paone  
Laurie Milette  
Dean Nifakos  
John Sherman, *Selectman Ex-Officio*

Also Present: Sean Fitzgerald, Town Manager *arrived 6:33 p.m.*

The Pledge of Allegiance was led by Maryellen Pelletier, *Town Clerk*

It was noted that letters of resignation had been received from Kristin Lewis Savage and Charles Fowler.

**ELECTION OF OFFICERS**

Kristin Lewis Savage had been elected as Budget Committee Chair in April of 2015. With her resignation it is necessary to re-elect new officers.

***D. Heffernan moved, second by T. Holt to nominate Martha Sumner as Budget Committee Chair. No other nominations were put forth. There was no discussion on the motion. The vote was 8-0-0 U/A.***

***M. Sumner moved, second by T. Holt to nominate Dennis Heffernan as Budget Committee Vice Chair. No other nominations were put forth. There was no discussion on the motion. The vote was 8-0-0 U/A.***

*S. Fitzgerald arrived at 6:33 p.m.*

M. Sumner noted that the Budget Committee schedule had been adjusted and moved forward two (2) weeks. The schedules are in the member folders. It was noted that there are a mix of small and large budgets scheduled for each meeting so the meetings should be between two and two and one half hours in length. M. Sumner added that the intent was to have all the budgets reviewed by December 8, 2015. The Public Hearing is set for January 12, 2016, which is the last day for Petition Warrant Articles to be submitted.

M. Sumner asked for J. Sherman's assistance with asking the Board of Selectmen (BOS) to provide the Warrant Articles for the target date of December 08, 2015.

M. Sumner noted that though this was an aggressive schedule all the Department Budgets would be seen a number of times and the Committee would have as many opportunities to ask all the questions they had.

S. Fitzgerald offered that a number of the routine Warrant Articles that are put forth on an annual basis are available in the Town Report for the Committee to review.

M. Sumner suggested that the BOS forwarding draft copies of Warrant Articles as soon as possible would expedite their review.

D. Heffernan asked that a presentation on the proposed Public Safety Complex be included in the Committee's schedule. It was noted that it intended to be near the end of the schedule.

D. Gerns added that the Budget Committee meeting would be a good venue to present the project to the public.

### **BUDGET PRESENTATIONS:**

#### **Town Clerk – Presented by Maryellen Pelletier, Town Clerk**

M. Pelletier explained the Town Clerk Budget proposed line items for the 2016 budget:

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

• Computer License	\$	885.00
• Dues	\$	45.00
• Office Supplies	\$	1,000.00
• Postage	\$	4,500.00

#### **Increased Budget Line Items**

• Salary – Deputy & Assistant (+\$2,710)	\$	46,425.00
• Town Clerk Salary (+\$420)	\$	41,939.00
• Telephone (+\$420)	\$	1,620.00
• Computer Hardware/Software (+\$85)	\$	4,285.00
• Office Equipment and Maintenance (+\$1,125)	\$	2,125.00

#### **Decreased Budget Line Items**

• Training Expenses (-\$875)	\$	925.00
• Dog Tags & Forms (-\$210)	\$	450.00
• Mileage Reimbursement (-\$300)	\$	400.00

M. Pelletier offered that the bottom line budget request for the Town Clerk 2016 budget is \$104,599.00 (increase of \$3,978).

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

## Discussion:

It was noted that the salary raises for the Deputy Clerk and Assistant Clerk were part of a Collective Bargaining Agreement (CBA) and the Town Clerk's increase was a cost of living adjustment (COLA) voted on in 2014.

There was a decreases in the training-related lines (training and mileage) as the Clerks' certifications were up to date at this time.

Dog tag related expenses and postage lines as more was being done online than through the mail.

Increases in the telephone line was related to the new VOIP (Voice Over Internet Provider) telephone system.

There was also an increase in the equipment line to purchase new credit card readers. It was noted that the new readers will be chip enabled for when that technology was needed.

There was a brief discussion regarding whether or not the Clerk's historical books would need any preservation work. M. Pelletier noted that there was a five (5) year plan to cover the remainder of the books that need preservation. S. Fitzgerald noted that they were looking into obtaining monies for preservation through grants provided through the State's Moose Conservation plates.

It was noted that the year-to-date expenditure lines needed to be brought more current.

D. Heffernan requested more information on the new VOIP telephone system, noting that those costs will appear in multiple budgets. (Action Item)

S. Fitzgerald gave a brief description of the new phone system and noted its functionality. He noted that the costs for software and hardware expenses were allocated across the departments.

D. Nifakos asked for a more detailed explanation of the Town Clerk's Department Salary lines cited that the percentage increases didn't match the numbers quoted. (Action Item)

***D. Gerns moved, second by D. Heffernan to accept for consideration the Town Clerk proposed 2016 budget in the amount of \$104,599. There was no discussion on the motion. The vote was 8-0-0 U/A.***

## **Conservation Commission – Jill Senter, Chair and Tim Moore, Secretary**

J. Senter explained the Conservation Commission proposed line items for the 2016 budget:

### Level Funded Budget Line Items:

• Part-time Position	\$ 400.00
• Water Testing	\$ 6,730.00
• Training	\$ 500.00
• Supplies	\$ 1,500.00
• Mileage/Travel	\$ 225.00

### Increased Budget Line Items

- Dues (+\$50) \$ 375.00
- Forest Maintenance – New Line (+\$2,700) \$ 2,700.00

J. Senter offered that the bottom line budget request for the Conservation Commission 2016 budget is \$12,430.00 (increase of \$2,750).

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

### Discussion:

J. Senter noted that they were requesting to bring back forest maintenance to this budget. She added that the Boy Scouts were doing some maintenance work for the Town Forest, but there was more work to be done such as new and replacement bridges. J. Senter added that they would also like to purchase a “beaver deceiver.”

D. Heffernan asked if the use of the Town Forest was tracked.

J. Senter replied that it was not because some entered using connecting trails in the towns of Hampstead and Atkinson.

***D. Heffernan moved, second by T. Holt to accept for consideration the Conservation Commission proposed 2016 budget in the amount of \$12,430. There was no discussion on the motion. The vote was 8-0-0 U/A.***

### **Planning Department – Greg Jones, Town Planner and Tim Moore, Planning Board Chair**

Greg Jones was introduced as the newly hired Town Planner. He gave a brief history of his work in the Planning area.

T. Moore explained the Planning Department Budget proposed line items for the 2016 budget:

### Level Funded Budget Line Items:

- Minute Taker \$ 3,600.00
- Overtime \$ 1,000.00
- Engineering/Consultants \$ 3,000.00
- Mapping \$ 3,000.00
- Telephone \$ 900.00
- Education & Training \$ 300.00
- Notices & Publications \$ 1,500.00
- Dues \$ 100.00
- Postage \$ 1,500.00
- Books & Periodicals \$ 100.00
- Equipment Purchases \$ 1,000.00
- Mileage & Expense Reimbursement \$ 300.00

- Recording Fees \$ 1,000.00
- Master Plan Update \$ 5,000.00

#### Increased Budget Line Items

- Permanent Positions (+\$954) \$ 51,000.00
- Office Supplies (+\$300) \$ 500.00
- Equipment & Repairs (+\$200) \$ 500.00
- Impact Fee Updates (+\$5,000) \$ 10,000.00

#### Decreased Budget Line Items

- Attorney Fees (-\$3,500) \$ 3,500.00

T. Moore offered that the bottom line budget request for the Planning Department 2016 budget is \$87,800.00 (increase of \$2,954).

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

Discussion:

D. Heffernan questioned why there was still an overtime line if the new Planner was a salaried position.

S. Fitzgerald explained that there were changes to the Federal overtime laws that could require the Town to pay overtime for certain projects under unique circumstances.

D. Nifakos suggested that the Planner position description be expanded to avoid an overtime situation.

It was noted that occasionally hourly-paid staff would be asked to assist in Planning Department functions and they could also be compensated out of this line.

The Budget Committee requested a copy of the changes in overtime laws that S. Fitzgerald referred to. (Action Item)

There was a discussion of what Impact Fees are and the need to update the supporting methodology in order to continue to assess fees to new development. Impact Fees are based on certain areas of growth and the expenses to the Town associated with that growth. The supporting methodology must be legally defensible should it be challenged. It was noted that monies collected for Impact Fees offset impact to taxes and if not spent within six (6) years may have to be refunded to the developer who paid them. It was noted that this differed from when a developer was asked for off-site improvements. J. Sherman added that there was an explanation of all the different Impact Fees on page 78 of the Town Report. It was also noted that monies collected from the Public Safety Impact Fee was being used for different aspects of the new Public Safety Complex project to lessen tax payer impact.

J. Sherman noted that there were other towns in the Timberlane School District were also reviewing their School Impact Fee methodology. It was noted that the methodology update should be reviewed about every ten (10) years.

***D. Nifakos moved, second by D. Germs to accept for consideration the proposed Planning Department 2016 budget in the amount of \$87,800.00. There was no discussion on the motion. The vote was 8-0-0 U/A.***

**Government Buildings – Paul Lucia, Building Maintenance Supervisor**

Paul Lucia was introduced as the newly hired Building Maintenance Supervisor

P. Lucia explained the Government Buildings Budget proposed line items for the 2016 budget:

**Level Funded Budget Line Items:**

• Custodian Training	\$ 200.00
• General Supplies	\$ 4,400.00
• Gasoline	\$ 450.00
• Vehicle Maintenance	\$ 500.00
• Maintenance Equipment	\$ 500.00
• Town Hall Electric	\$ 13,000.00
• Town Hall Heat	\$ 7,000.00
• Town Hall Maintenance	\$ 5,200.00
• Town Hall Repairs	\$ 5,000.00
• Safety Complex Electric	\$ 29,000.00
• Safety Complex Heat	\$ 18,650.00
• Safety Complex Maintenance	\$ 5,370.00
• Safety Complex Repairs	\$ 4,000.00
• 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**

• Permanent Positions (+\$9,712)	\$ 46,446.00
• Part-time Positions (+\$3,539)	\$ 17,839.00
• Custodian Overtime (+\$1,500)	\$ 7,500.00
• Mileage Reimbursement (+\$650)	\$ 1,200.00
• Tech Service Contracts (+\$3,000)	\$ 18,120.00

**Decreased Budget Line Items**

- Uniforms (-\$70) \$ 1,750.00
- Telephones/Communication (-\$350) \$ 1,000.00

P. Lucia offered that the bottom line budget request for the Government Buildings Department 2016 budget is \$195,241.00 (increase of \$17,981).

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

Discussion:

There was a discussion about the increase in the salary line. S. Fitzgerald noted that this was an underpaid position which was adjusted with the new hire. It was also noted that there would be salary increases in April due to the CBA for Town Hall employees.

It was noted that the Town supplies the Library with a custodian, but those expenses are reimbursed by the Library.

It was noted that there would be a change in the type of uniform that maintenance employees would be provided.

P. Lucia noted that he was looking to have maintenance employees attend more training, particularly in the areas of chemical and blood borne waste pathogen handling. It was suggested that similar training be offered to the Highway Department employees.

It was noted that the increase in the mileage department was because of the increased use of personal vehicles. It was noted that the Maintenance Department does not have a dedicated town-owned vehicle. M. Sumner noted that they had only expended \$263 year-to-date in mileage reimbursement. P. Lucia offered that there wasn't a maintenance supervisor for a good part of the year and number was only through July 31, 2015 and not all expenses were reflected. It was also noted that there was heavier mileage in the summer months as there was more activity at the two town parks and the Town Forest so there was more need for maintenance. He noted that he was recording mileage of approximately \$100 per month.

D. Heffernan requested a list of all town-owned vehicles. (Action Item)

P. Lucia added that he wanted to start a pest control program for all town buildings. He was focusing on prevention which was less expensive than to have to call out for remediation.

It was noted that all utilities would be revisited in the later part of the year when more predicative information would be available.

T. Holt asked if solar options were being considered.

S. Fitzgerald noted it was for places such as the landfill and highway department, but it was more difficult to fit solar to the more historic buildings. He added that they were also looking into replacing some street lights with LED for costs savings.

J. Sherman asked that the word "generator" be added to the description of items that are fueled in that line.





***D. Gerns moved, second by D. Nifakos to accept for consideration the proposed Debt Service 2016 budget in the amount of \$1.00. There was no discussion on the motion. The vote was 8-0-0 U/A.***

**Cultural – Sean Fitzgerald, Town Manager**

It was noted that the new chair of the Old Home Day Committee, Ty Vitale, was not able to attend this evening's meeting.

S. Fitzgerald explained the Cultural Budget proposed line items for the 2016 budget:

**Increased Budget Line Items**

- Events and Activities (+\$1,485) \$ 27,800.00

**Decreased Budget Line Items**

- Part-Time Positions (-\$4) \$ 300.00

S. Fitzgerald offered that the bottom line budget request for the Cultural 2016 budget is \$28,100.00 (increase of \$1,481).

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

Discussion:

It was noted that the positions line was decreased by \$4 to round the number. The increase in the activities line is based on a three-year average.

J. Sherman offered to provide the Committee with a detailed expense report from the Old Home Day Committee. (Action Item, deadline 12/01)

***D/ Nifakos moved, second by T. Holt to accept for consideration the proposed Cultural 2016 budget in the amount of \$28,100. There was no discussion on the motion. The vote was 8-0-0 U/A.***

**Finance Administration – Sean Fitzgerald, Town Manager**

S. Fitzgerald noted that Greg Colby, Acting Finance Director, was unable to be at this meeting.

S. Fitzgerald explained the Finance Administration Department Budget proposed line items for the 2016 budget:

**Level Funded Budget Line Items:**

- Data Processing \$ 4,500.00
- Training \$ 1,000.00
- Office Supplies \$ 1,000.00
- Mileage/Reimbursement \$ 350.00
- Telephone \$ 900.00

#### Increased Budget Line Items

- Salaries/Accounting (+\$1,439) \$ 86,260.00

#### Decreased Budget Line Items

- Professional Audit (-\$1,500) \$ 18,500.00

T. Moore offered that the bottom line budget request for the Finance Administration Department 2016 budget is \$111,619.00 (increase of \$61).

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

Discussion:

It was noted that the changes in the salary line reflect additional hours in the Accounts Payable/Payroll clerk. It was further noted that salary costs were very close to having an accountant from Coppola Associates act as the Finance Director. It was noted that the audit was completed on time, and there was a reduction in the auditing costs. It was also noted that there were monies included for GASB45, which resulted in a cleaner audit.

***D. Heffernan moved, second by D. Gerns to accept for consideration the proposed Finance Administration 2016 budget in the amount of \$111,610. There was no discussion on the motion. The vote was 8-0-0 U/A.***

#### **OLD BUSINESS**

J. Sherman noted that he had forwarded a copy of a reconciliation report he had done that showed all requests of the Budget Committee in the previous year had been addressed. He offered copies to anyone who would like one.

There was a discussion regarding the best way to track action items. It was noted that it will become an agenda item on each meeting's agenda.

#### **NEW BUSINESS**

M. Sumner asked for a complete year-to-date expenditures report by Department. (Action Item)

M. Sumner asked that the budget not be duplexed and that each department have its own page.

#### **Action Items from 9/29/15 Meeting:**

- Update YTD numbers in all budgets
- Correct YTD column in the Government Buildings Budget (it repeats the 2016 BOS approved column)
- Explanation of new phone systems including costs
- More detailed explanation of Town Clerk Salary lines
- Copy of changes to Federal Overtime Regulations/Laws
- Old Home Day Expenditures Report (John Sherman, due by December 01, 2015)

Updated list of all town-owned vehicles

YTD Expenditures Report (BMSI) by Department

It was noted that there will be a Public Hearing on 10/13 at the Timberlane Performing Arts Center regarding the Sandown plan to leave the Timberlane Regional School District. The meeting was adjourned at 8:16 p.m.

Respectfully Submitted:

Dee Voss  
Recording Secretary