

**BUDGET COMMITTEE MEETING**  
**October 27, 2015**

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

**ROLL CALL**

Present: Martha Sumner, *Chair*  
Dennis Heffernan, *Vice Chair*  
Tricia Holt  
David Gerns, *Excused*  
Dean Nifakos  
Sam Cafiso  
Laurie Milette  
Darrell Britton  
John Sherman, *Selectmen Ex-Officio*

Also Present: Sean Fitzgerald, Town Manager

The Pledge of Allegiance was led by Tim Moore, Planning Board Chair

**APPROVAL OF MINUTES**

*Approval of the November 20, 2015 minutes was deferred to the next meeting.*

**ROAD SURFACE MANAGEMENT SYSTEM (RSMS)**

Anthony Garro, Vice President of BETA and Dan Garlington, Highway Supervisor, gave a PowerPoint presentation on the RSMS plan. The RSMS is in place to allow the Town to manage maintenance of the roadways. The roadways is one of the greatest assets owned by the Town and plan provides costs savings and proper maintenance. The plan is updated every three (3) years. It was noted that the Town consistently receives higher than average ratings for its roadway maintenance since the implementation of the plan.

**CAPITAL IMPROVEMENT PLAN (CIP)**

Tim Moore, Planning Board Chair, gave a PowerPoint presentation on the CIP. The CIP is a planning tool used to project costs of needed capital improvements and level out those costs over time to reduce the impact to the tax payer.

T. Moore noted there was a spreadsheet document which gave an overview of the anticipated capital expenses. He added there was a corresponding word document that gave a detailed description of the capital projects and their costs. Draft language for associated Warrant Articles was included in the word document. Projects that are placed on the ballot as Warrant Articles are included in the CIP.

**BUDGET REVIEWS**

**Water Department – Sean Fitzgerald, Town Manager**

R. Bayek presented the proposed 2016 Tax Collector's Budget, noting the following:

**Level Funded Budget Items**

- Payroll Temporary	\$ 13,070.00
- Uniforms	\$ 925.00
- Engineering	\$ 6,000.00
- Telephone	\$ 660.00
- Electric	\$ 9,500.00
- General Supplies	\$ 200.00
- Mileage	\$ 250.00
- Waterline Repairs	\$ 4,500.00
- Equipment Repairs	\$ 500.00
- Equipment Maintenance	\$ 4,200.00
- Fuel	\$ 2,000.00
- Vehicle Maintenance	\$ 200.00
- Equipment Purchase	\$ 1,100.00

S. Fitzgerald noted that the bottom line Water Department 2016 budget request was \$43,105.00 (Level Funded).

*It was noted that this was the same amount approved by the Board of Selectmen.*

#### Discussion:

There was no discussion on this level funded budget.

***D. Nifakos moved, second by T. Holt, to take under consideration the Water Department Budget in the amount of \$43,105.00. There was no discussion on the motion. The vote was 8-0-0 U/A.***

#### **ACTION ITEMS**

There were no updates for the Action Item list at this meeting

#### **COMMITTEE REPORTS**

D. Heffernan noted that the Safety Complex Expansion Committee would be meeting the next week. D. Britton asked that the meeting information be forwarded to him.

#### **OLD BUSINESS**

J. Sherman noted that despite the fact that Jack Paone had resigned from the Budget Committee he wanted to answer his question regarding whether or not the Budget Committee could force the Board of Selectmen to spend on an approved budget line item. He noted that the answer was technically no, the Board of Selectmen are only beholding to the bottom line of the approved budget.

D. Heffernan offered that he wished that the Fire Department had put in again to fund a full time administrative assistant position.

#### **NEW BUSINESS**

M. Sumner noted that the Committee would be off for the next two (2) weeks making the next meeting November 17, 2015. At that meeting the Committee would be reviewing revenues through October.

It was requested that a meeting be focused on the Public Safety Expansion Project. It was noted that December 15 was available for that purpose.

J. Sherman reported that the Sandown Withdrawal Committee had determined that it was not feasible to withdraw from the Timberlane School District at this time.

It was noted that the school district was developing their own Capital Improvement Plan (CIP).

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

Respectfully Submitted:

Dee Voss  
Recording Secretary