

Advisory Budget Committee  
Meeting Minutes  
Wednesday, January 13, 2016

The following members were present: Howard Hatch, Dick Guy, Darwin Clogston, Dan Brady, Chris Luurtsema, Barb Dutile and Jon Hobbs

Selectboard members: Tom Friel

Town Manager: Glenn English

Finance Officer: Jo Lacaillade

Clerk: Karen Hyde

Others Present: Sherri Sargent, Rec Director, Lynn Wheeler, Jim Marshall, IT Director, and Amanda Marshall

Chris Luurtsema called the meeting to order at 6:02 pm.

Chairman Luurtsema noted that the Committee would be looking at HARP, IT and the Airport budgets. He asked if there were representatives from each department and was told there were. Howard Hatch asked Dick Guy if he had a meeting at 7:00 and Dick responded that he wanted to be at this meeting really bad. Chairman Luurtsema stated that they would start with the IT folks.

TM English stated that before Jim Marshall started, he wanted to draw the Committee's attention to the budget numbers. The first subdivision under IT is software support and most of that is what Jim is proposing for the various computer systems but also includes our major software suppliers, BMSI and Avitar. The professional services line is what Jim is paid and what the Town pays other vendors for IT services. The last line is equipment and is what Jim recommends the Town buys for hardware this year. With that all added together, the budget is up approximately 3%. Chairman Luurtsema stated that the Committee had approved an increase in 2015 and wanted to know where they were as far as what they had invested in last period, such as the dual server at the Armory. TM English stated that Jim would give them an update on where the two-year program is at. Jim stated that originally in 2010, the Town went to a server-based network and the one server was hosting all the data, such as file storage, BMSI and Avitar. What Jim has done is take one server, virtualized it so that there are multiple servers built onto one box platform, which allocates the required resources to each server to run optimally. Last year, he completed that project by adding another one at the Armory, which allows him to migrate all the servers to another location so if anything happens, it would help in the recovery process. Jim stated that offsite backup has been added to the Armory so that there is a local backup to that building and to the Morrill Building.

In the IT software support, the backup software that he had originally gone with is falling short. It's getting expensive to renew the license every year. He had to pose new software that was 1,085 per socket and reduce that down, which isn't reflected in the numbers. That would be approximately \$500. Chairman Luurtsema asked if per socket meant per terminal or computer and Jim said no. Each physical server has two CPU sockets; each socket houses their own physical CPU. If there is one CPU you will be paying \$1,000 and if there are two, you will be paying \$2,000. FO Lacaillade commented that they had it had \$2170 for two and asked if they would be going down to \$2,000. Jim stated that he had looked at other software but what they had in front of them was what he was proposing in software. What that software does is it allows Jim to make a virtual environment within a virtual environment so he can test backups without affecting the live production. Basically, a backup is great but if it's not tested and not working, you don't know until something breaks and you don't have that data. You can test and pull that data out, but it still won't be a 100% test. Having that virtual environment in there and actually being able to play and make sure it's working and manipulate it, you can be sure you are covered. Dan Brady asked if this would be another piece of hardware and Jim stated that it was software that sits on the single piece of hardware. If a failure happens within a backup, he will know about it by testing. Jon Hobbs asked Jim if he understood that Jim had found a lower cost option and Jim stated that he had. Jon asked if that number was reflected in the number in front of them. Jim stated that it was not reflected. Jon wanted to know where the \$2170 was and FO Lacaillade stated that it was in the detail. Jon asked if the \$22,403 that they had would be lower and Jim stated that was right. TM English noted that \$17,728 was his recommendation and includes that \$2170. TM English also noted that there had been a request from the Town Clerk for a 3-year, \$4,000/year software program to do what she already does and he said there was no way they were going to support that. This request had nothing to do with Jim's budget. Chairman Luurtsema asked if the Internet had been removed from other line items and FO Lacaillade commented that the Internet was moved into IT Professional Services. Chairman Luurtsema stated that the increase of \$4,000 from \$25,960 to \$29,605 and how much alone is the Internet and FO Lacaillade stated it was \$3,865. TM English stated that if they go back to Jon's question, and Jon's point was the \$2,170 expenditure was now \$500, would that be cut. FO Lacaillade asked if that would be \$500 times 2 (\$1,000) and Jim said no. This software license is different; the software that he went back and revisited after the one that he had in his line item was per machine. It doesn't matter how many sockets or CPUs there are; it's per physical machine. TM English asked if that number could be reduced by \$1500 and Jon then asked if that number was \$17,728 and TM English stated that was so. FO Lacaillade stated that the number would be \$16,058 under software support. Jon asked how Jim found the lower number and Jim stated it was "sharpening the pencil".

Darwin Clogston asked if Professional Services was Jim fixing, repairing and installing. Jim commented that it was also maintaining and monitoring the entire network. Darwin stated that

Professional Services was a “ton of money”. FO Lacaillade stated that Jim’s portion of the budget was \$19,500. TM English stated that the Town has a full-time IT person for \$19,500 and that person is always available. The rest of Professional Services was for Cartographics, GovOffice for the website, Cartographics again and Fairpoint Internet, which is \$3,865 per year. FO Lacaillade explained about the change in Internet providers from Charter, which kept going down, to Fairpoint. Jim commented that since the changeover in December, there has not been one issue with either the telephones or the Internet. FO Lacaillade reiterated on Jim for Darwin. Jim does all of the updates, checks and does the backups. He also has something on his phone to let him know whenever the machines are down. TM English stated that we get a break on hardware because Jim can build hardware. He buys components wholesale and puts them together and saves the markup on hardware. Dan Brady had two quick questions. His first question was the Highway Department and whether they did their work there or had to come into the office and Jim told him that they have a single machine with Internet service and are able to do e-mail. Dan asked Jim if he serviced their machine and Jim said he did if there was a problem. The next question Dan asked was whether Jim had backup for himself and Jim pointed to his wife, Amanda. FO Lacaillade stated that Jim could come into the machines electronically from wherever he is. Chairman Luurtsema asked what was being spent in the IT Equipment line item. Jim stated that he wanted to upgrade the label printer in the Police Department with a network label printer that he can better control. Also, in the Equipment line item, there is a 40” inch monitor that the PD requested to have on their wall in order to have all of the camera systems displayed to all officers. The cell phone booster that was installed a couple of years ago at the Armory is working, but not well. Jim is looking to upgrade that and half of that cost will be consumed by an outside vendor who uses that location. Howard asked if it was a Verizon booster and Jim told him it was a universal booster. Howard asked if it was off the Internet and Jim stated that it was. Howard then stated that Verizon supplied his booster free and it covered all of his buildings. Jim said that he would look into that, but the problem was if someone had an AT&T phone, Verizon only supports their phones. Dan Brady asked if the booster made the building more rentable and Jim stated that it did. Chris wanted to know what they were looking at for the network printer, the 40” monitor and the cell phone booster. Jim stated that the monitor was \$350; the wall mount was \$50, and a \$50 HDMI cable. The network label printer is \$374. The cell phone booster is approximately \$940. There are also other miscellaneous items, such as cables and server memory upgrades. There was also a Dell tablet for the Prosecutor to go to court with. Chris asked what they used now and Jim told him paper. The price for that is \$1500 with a carry case and stylus. Jon made the motion to approve the amended budget of \$53,595, if his math was correct by reducing the software support by \$16,728; seconded by Barb Dutile. Darwin asked about the cell phone booster being under \$1,000 and commenting that the building generated about \$9,000 in revenue. Barb stated that without it, they would be making less. TM English commented that the person paying for half of the booster also has five

(5) auctions a year at \$400 per auction. The original cell phone booster that they looked at was \$1800 and would cover 50,000 square feet. The cell phone booster in the budget is \$940 and covers 10,000 square feet. Jim explained how the booster worked. There is an antenna on the outside of the building and that antenna is directional towards the strongest point of service in any direction. It comes down through a cable into the booster where it takes whatever that antenna is getting and amplifies that through the building. It does not use the Internet; it is carrier and service independent and a true booster. Barb asked what happens to the booster that is already there; would this be an upgrade in addition to that. Jim stated that there had been discussion of moving it to the pool to add more revenue there. Barb commented that she would just like to see it used and Jim and FO Lacaillade said that it would be. FO Lacaillade stated that the total she got for IT was \$52,924 and Chris also said that was in his math. Jon made the motion to approve the amended amount of \$52,924; seconded by Barb Dutile. Howard commented that he can't add a lot to any of this budget, but he had questions. One question that was asked last year was when building systems, it's like having an employee that you can't get along without and then they are gone, who can figure it out. To vote on something, he needs to feel real comfortable about it and he would like to bring in an independent person to analyze what they have and tell them what they need or don't need without being biased or selling equipment. It doesn't need to be this year, but he would like to see it in the future. TM English stated that Jim does not sell equipment; he buys equipment for the Town. He provides equipment at a wholesale rate and he can buy it at that rate. Howard had further questions about Avitar and the tax software and TM English explained that that was how these businesses made money. Chris's concern is not what is being spent for the support of maintaining the system, but he's seeing that they are spending \$7,200 on supplies this year and he thought that amount would be going down. Chris also noted that he was well aware that the cost of IT is increasing every year exponentially, but would like to watch what they are spending for the services and equipment. TM English commented that they would not get an independent person to come in for free and do an analysis of the IT program. TM English also commented that there was much more in that budget, but he cut them, such as a new phone system. Jon commented that with IT, you stay on top of it and maintain what you have. It becomes obsolete very quickly so you have to do some replacing. If you choose not to do that, you end up with a highway situation like there is in Town, where the majority of the roads are falling apart. Instead of spending \$5,000 to \$7,000 to maintain and keep the systems flowing, you would spend \$30,000. The second comment is if Jon goes back to one of Howard's points is if Jim is building a lot of the hardware, and if Jim were to resign from his position, would somebody else be able to step in and maintain the system. Jim said that any experienced IT professional could come in and take over right away. Dan Brady stated that he agreed with Jon on the comment about the systems becoming obsolete quickly and he moved that they take the vote. Dick Guy didn't understand about the monitor and the tablet for the Police

Department not being in the Police budget. TM English stated that they consolidated all IT for all the departments into the one unit. The vote was taken. Howard Hatch abstained and all others approved the motion. Dan Brady asked if North Country Council would have a resource person to come in pro bono and assess what the Town has. TM English responded that North Country Council has gone through a very difficult period because they didn't have an IT program and have just established one for themselves. They have to straighten out their mess.

Chairman Luurtsema stated that they would move on to Recreation and asked who was there to represent Rec. Sherri Sargent, Haverhill Recreation, noted that Barb Dutile was on the Haverhill Recreation Commission along with Jo Lacaillade and Lynn Wheeler. Chris then asked for an annual update. Sherri stated that the Rec Department was going very well and they have a really solid year. They have been doing more to bring in revenue for Rec; they had a solid pool season. They are still dealing with some maintenance issues at the pool, such as finding a leak. Summer camp was attended as well as last year. There seems to be a new batch of children coming into the program. They are still maintaining the same programs as in years past, such as Youth Basketball, Youth Soccer, baseball clinics and softball clinics. They have winter activities going on. They will be having a Valentine's Day dance and Winterfest activities at Mountain Lakes. Haverhill Rec is working together much more with Mountain Lakes. They had a movie night at Mountain Lakes over the holidays. They had a very successful 1<sup>st</sup> Annual Turkey Plunge, which brought in approximately \$6,450. They hope to do this again this year. They will be having their annual Penny Sale in March, which usually brings in between \$1,000-\$1,300. They are still pushing to get the revenue up there and adding as many programs as she can. They are still doing exercise programs for seniors and children. There is also a cardio-exercise, Drums Alive, which is still going strong. Things are going well in the Rec Department. They see an increase every year. Chris looked at the Revenue page for HARP. He was looking at the revenue budget of \$22,032, which is a reduction of the 2015 budget; it is slightly higher than projected for 2015. Sherri commented that she was hoping to get in 6-8 more children in the HARP program and it has been flat-lined. Some weeks they were overcapacity and some weeks they were undercapacity. She believes that parents are planning around their own vacations, so she is not getting as many parents dropping their children off for whole days. This year, she tried to be more realistic in keeping her numbers real. Howard asked if all the charges were on a daily basis and Sherri stated that they were. They tried to encourage weeks at a time. There is a reduction for parents who pay for the whole summer by a specific date, usually during tax time. Howard stated that if they were looking at flattening out the revenue, they need to get a certain amount. Barb stated that the Rec Commission's concern is that there are a lot of children sitting at home on the couch watching tv and these kids are probably 10 year olds and not really old enough to be home alone. The parents probably don't have a lot of funds. Howard commented that the libraries are going to be in and they will use that same excuse of having children sitting at home. Barb was just concerned about the 10 year olds being home

alone. TM English stated that since Sherri has been with them, things have changed because the HARP program and the pool have become popular and they are drawing in more middle- and higher-income families. Howard is trying to say that more programs should be as self-sustaining as possible. TM English stated that there wouldn't be a Recreation program that would make money. It would be very difficult to get this tax neutral and provide the services that people say they want. Barb commented that the pool building last year was in dire need of roof repairs and the Lions Club stepped in and provided \$1,900 to do those repairs, along with volunteers to do the actual work. Chris asked Sherri if the Committee could get a sheet with the actual number of enrollees in the HARP program and Sherri provided him with those numbers. She also commented that the Rec Commission has added a non-resident fee of \$10 to the HARP program. Chris asked if that meant people from Bath and FO Lacaillade stated that it meant her when she had her grandchildren in the program. Non-resident fees were for Bath, Benton, Piermont, Ryegate and Wells River; anyone who didn't live in Haverhill. Sherri didn't believe that Haverhill taxpayers should pay for nonresidents. TM English commented that he had hammered on that issue for a number of years because Haverhill taxpayers shouldn't pick up the tab for nonresidents. He would like to see those numbers increased. Chris asked if they could go to the various nonresident towns and have them help out with the programs that they attend here. TM English stated that they would have to be very careful how they pitched that idea. Lynn Wheeler stated that Rec Departments anywhere did not make money. FO Lacaillade commented that the revenue from the Turkey Plunge went into a special revenue fund created especially for Rec maintenance projects. Barb commented that the Rec Commission had actually dropped a few programs that didn't work. Dan Brady moved the issue to vote. TM English commented that \$87,000 of tax dollars is 25 cents on the tax rate for Rec and considered that minor. Darwin Clogston commented that the Rec Commission was charging nonresidents extra and what was that amount and was told it was 10%. Also, in perspective, it's Recreation and he wondered how much taxpayers should cover what he considers to be parental expenses. He wasn't sure how much money, as a taxpayer, he wanted to pitch in for Recreation. Dan Brady made the motion to approve the Rec budget; seconded by Howard Hatch. Dick Guy was unsure of what the difference was between resident and nonresident rates. Sherri explained that it was \$98 per week for residents and \$108 for nonresidents. The vote was taken and Darwin Clogston voted in the negative and all others approved the motion. Dick Guy wanted to commend the Recreation Department. Dan Brady asked about the leaks in the pool and a company was going to be brought in to look at it. Sherri explained the Schofield's had scoped the pool and they had found an area of concern. The area has been exposed and no visible cracks could be seen in the PVC. The next step is going to be to run the pool, increase the water level and see if they can see the leak. They also had found blueprints of the pool, which would help.

The Committee then moved on to the Airport budget. Chairman Luurtsema commented that the Committee wanted to speak with the Airport people because even though, the Airport was self-sustaining, there were more expenditures coming through this year and they wanted to understand what was happening between this year and last year. Dick Guy commented that the sheet he had and the one he had received from the Town were in different formats. Barb commented that there was an increase in revenue and Dick explained that it was an increase in rents. TM English commented that the other big increase was there was an opportunity to get “free money” from the FAA for another airport restoration project at the Concord Airport. Dick explained that the FAA sets aside \$250,000 a year and the Airport either uses it or loses it. Concord needed money and NH DOT brokered a deal to take money which was allocated to Haverhill and paying Haverhill the 5% fee, which is \$8,950. This will go into the Aero fund, which is outside of the budget which reimburses the Town on the expenditure side and makes it tax neutral. TM English stated to stay tax neutral, there should be a reduction on the expenditure side also. Dick stated the expenditure side should be \$84,925 based on the sheet he was given. FO Lacaillade stated that the expenditure total is \$87,244. TM English asked if any of the project numbers had been changed. Dick stated that maintenance and repair should be \$7,250. Dick stated that there were a couple of projects that he wasn’t sure would be done. Chris commented that no matter what happened, the Airport would be tax neutral and Dick told him yes. TM English stated that all of the expenditures were offset by the revenues. Howard asked at what time would they learn from the Selectboard whether the Town needs all of this “stuff”. The plan goes for 15 years and has the same number of planes housed there. He commented about the cracks in the runway. He thought that some of the members of the Airport Commission were not residents of Haverhill. He was told that everyone on the Commission were residents. There may be friends that weren’t residents, but the members were. He talked about the Minutes of the Airport and how edited they were. Dick commented that the Airport didn’t cost the taxpayers anything and wanted to know what Howard’s point was. Darwin commented that there was a big runway project coming up and the town would have to pay for some of it. Dick commented that when the Airport wasn’t tax neutral, that would be it. TM English clarified that any big project requiring a Town match would have to go to Town Meeting for a vote. Dan Brady asked about the Taxiway Paving and Dick explained that that was what they were going to use the money from Concord for. Howard was confused about the Taxiway Paving project and Dick explained there was also an apron paving project that had been done that Russ Haney and others had donated to. Darwin asked how the Airport resolved the issue of Airport Road and Dick explained that it wasn’t resolved and if they wanted money for any big projects the safety issue would have to be resolved. TM English commented that it was a little tiresome to hear every year how the Airport guys are accused of cheating this way or that way. He went on to say: “Let’s talk about the money and projects in the budget. It’s a legitimate Commission of the Town appointed by the Selectmen; they take minutes of meetings. It’s not a

club.” He went on to say that that was all he had heard. Dick stated that the bottom line was that the Airport didn’t cost the Town anything. TM English then went on to say that the Airport wouldn’t get FAA money unless they resolve the safety issue. Dan Brady made the motion to adopt the Airport budget, which was not funded with tax revenue; seconded by Barb Dutile. Chris commented that there was an amended amount and wanted to know what that was. TM English stated that they disagreed with the bottom line, but their numbers were right. Dick commented that the expenditure number should be changed from \$87,244 to \$85,252. FO Lacaillade asked what line item he was cutting that from and Dick said it was maintenance and repair, which was \$9,550 and changed to \$7,250. There were several numbers thrown about. Howard commented that he wanted to see the Airport Minutes more open and wanted the Minutes of the meeting between TM English and the Airport people. TM English stated that that was not a public meeting; it was a meeting with a Department head and there are no minutes. TM English explained the process to the Committee. The Department heads come to him with their budget requests, he reviews them and makes changes. He then brings the original requests and his changes to the Committee and that is how the process works. Dan Brady made an amended motion that TM English and the Airport Commission representative will agree on the final net neutral budget for submission to Town meeting not to exceed \$85,000; seconded by Barb Dutile. Jon stated that he understands the tax neutral, but he is uncomfortable with not having a final budgetary number and if they can’t come up with that, he thinks that there will be no discussion at the next meeting. Without a number, he is uncomfortable voting for any portion of the budget. Howard talked about the Airport house and the condition it was in. He felt it was in poor condition. Dan Brady withdrew his motion. Jon Hobbs made the motion to table the Airport budget until next meeting when there is a specific bottom line number; seconded by Barb Dutile; all were in favor and Dick Guy abstained.

Howard asked what the annual percent increase was. TM English stated that the general increase was 2%. Howard commented that they had been talking about the effect of the budget on taxes and it was all from the school. It has nearly doubled since 2004. It was just a statement that the school tax had gone down. FO Lacaillade asked Howard if the rate he had included the local and state rate of the school. TM English stated that you had to add the two rates together. FO Lacaillade commented that all of the Town’s revenue was set by statute. TM English also stated that all of the budgets had gone through the Budget Committee. TM English commented that he was proud of his financial operation and Jo Lacaillade and their numbers were right.

**Town Administration:** This was tabled at the last meeting because they wanted a better understanding of what the Selectboard was proposing to do for their Town Manager. Howard stated that the Selectboard had made the motion to stay with the Town Manager form of government. Barb Dutile made the motion to approve the Town Administration budget; seconded by Darwin Clogston and all approved.

**Accounting and Auditing** – This budget was also tabled at the last meeting for the same reason as the Town Administrator budget. Jon Hobbs made the motion to approve the Accounting and Auditing budget; seconded by Barb Dutile and all approved.

**Tax Collection** – This budget was only up 1.61% due to the 2% salary increase. Dan Brady made the motion to approve the Tax Collection budget as proposed; seconded by Barb Dutile and carried unanimously.

**Treasurer** – The Treasurer was down slightly due to bank fees being lower. Barb Dutile made the motion to approve the Treasurer budget; seconded by Dan Brady and all approved. Jon Hobbs abstained. Barb commented that it was a good time to remember Bob Miller, the Town's long-time Treasurer.

**Revaluation of Property** – FO Lacaillade stated that they were in the final year of a Reval. This budget was down 11.34%. Jon Hobbs made the motion to approve the Revaluation of Property budget; seconded by Dick Guy and carried unanimously.

**Legal Expense** – Chairman Luurtsema stated that they set money aside every year because they never know when or if they will need it. Last year, there was a concern about fighting the utilities and TM English stated that it was the same this year. He also explained that the Town had spent quite a bit in legal this year due to the Mountain Lakes lot and junk cars and other issues. The Town uses the Mitchell Group. One of the utilities is going to Supreme Court. Chris commented that less was being budgeted and TM English explained that there was carryover. Chris Luurtsema made the motion to approve the Legal Expense budget; seconded by Dan Brady and carried unanimously.

**Planning Board** – Chris noted that there was a marked decrease in Planning Board. FO Lacaillade stated that it was due to Professional Services being decreased because there were no court cases pending. Jon asked how the sparseness of the Planning Board and if the salary was for the Clerk and was told that it was. Howard asked about the Postage line item. FO Lacaillade stated that it was down \$200 and didn't know how many certified letters would have to be sent out. Jon Hobbs made the motion to approve the Planning Board budget; seconded by Dick Guy and carried unanimously.

**Zoning Board of Adjustment** – The Zoning Board Clerk was the same person as the Planning Board Clerk. Barb Dutile made the motion to approve the Zoning Board of Adjustment budget; seconded by Dan Brady and carried unanimously.

**Robert E. Clifford Memorial Building** – Chris commented that some of the expenditures were being offset by the revenue coming in for the auctions held here. FO Lacaillade stated that there were 5 weddings planned this year. There was also the Ammonoosuc Rod and Gun Club in there. Chris asked about the salaries and TM English stated that the salaries had been reallocated between the Clifford Building and the Morrill Building. Barb asked if there were any improvements scheduled and TM English said there were no major improvements. Howard asked what the status was on the oil. TM English stated that the price of oil was \$1.51 and he had met with Wayne Presby from Biodiesel and he had offered \$1.31 for biodiesel and was seriously considering a transfer to biodiesel. Howard asked what was done with the fuel tanks and TM English stated that there were now 2 fuel tanks. Howard commented that propane was \$.919. TM English commented that propane was half the BTUs and Howard said no. Howard yelled at TM English that he didn't know and to not question if he didn't know. TM English stated that he did not want to fight. Howard stated that he wanted a reason to stay on the Committee. Chris noted that the Repairs & Maintenance line item was less and TM English explained that there were only a few repairs to be made. Darwin commented that he had the Town of Haverhill Capital budget and there were projects for the Clifford Building in that budget for 2018 and 2019. TM English stated that there was nothing in this budget for the building. It was Darwin's thought that they shouldn't have this building. Chris stated that the building was originally granted to them for \$1. TM English stated there was a lot of community use in that building. Dan Brady made the motion to approve the Robert E. Clifford Memorial Building budget as proposed; seconded by Barb Dutile. The vote was taken and all approved except for Darwin Clogston and Howard Hatch who opposed.

**JRM Building** – Chris commented that the salary increase had already been discussed above. FO Lacaillade commented that the Town had switched to a new health insurance plan this year. The premium for the new plan is lower than the old plan. Chris asked what the deductible was and FO Lacaillade stated that it was \$1,000/\$3,000. Jon asked about the Repairs & Maintenance line item. TM English explained that there were some physical security repairs made to the Welfare office based on clientele. He has also budgeted \$8,000 for physical repairs to the Selectboard office, the meeting room and the Town Clerk's office to make them more physically secure, which has been a recommendation of the Department of Labor and the insurance carrier. Howard Hatch made the motion to approve the JRM Building budget; seconded by Barb Dutile and carried unanimously.

**Haverhill/Bath Covered Bridge** – This budget was up approximately 9% and TM English explained that there were some boards that needed to be replaced and he wanted to put it out to bid again. The Repairs & Maintenance line item also included the mowing at the bridge. Howard asked how much Bath put in and TM English explained that they pay the electric bill.

Jon Hobbs made the motion to approve the Haverhill/Bath Covered Bridge budget; seconded by Barb Dutile and carried unanimously.

**Cemeteries** – This budget remains the same. Dan Brady made the motion, but was told he could not vote as he was on the Commission. Howard Hatch made the motion to approve the Cemeteries budget; seconded by Barb Dutile. The vote was taken and all approved; Dan Brady abstained.

**Insurance Not Otherwise Allocated** – This budget also remains the same. Barb Dutile made the motion to approve the budget as proposed; seconded by Dan Brady and carried unanimously.

**Regional Associations** – This includes North Country Council and NHMA. TM English disclosed that he was a member of the North Country Council Board. Dick Guy made the motion to approve the Regional Associations budget; seconded by Barb Dutile and carried unanimously.

**Sewer/Business Park** – The Sewer/Business Park budget is up 24.68%. Dick Guy asked what the source of revenue is to offset the expenditures. TM English stated that it was hook-up fees. Howard asked about the breaks in the lines last year and TM English stated that he expected a couple of breaks this year and had budgeted for them. TM English commented that they had a big paper allocation but the actual allocation was much less. Chris asked what was in the BP utilities and TM English explained that it was the electric to run the pump station. There is a diesel powered backup generator and there was maintenance on that. He did put pump replacement in his Capital budget plan. Dan Brady asked about potential tenants and TM English stated that there weren't any right now. Dan Brady made the motion to approve the Sewer/Business Park budget as proposed; seconded by Barb Dutile and carried unanimously. The Committee suggested that there be a renegotiation between the Selectboard and the Woodsville Commissioners sometime in the future. Howard stated that there used to be a page in the Town Report for suggestions from the Advisory Budget Committee.

Howard then wanted to discuss the Animal Control budget. He was concerned about the mileage and thought that it was extensive. TM English explained that there were many calls where they did not find any animals. There is also some mileage reimbursement for the Assistant Animal Control Officer. TM English commented that it was state mandated that there be set hours at the kennel whether there were dogs there or not. The kennel had to have set hours. Darwin asked if Linda kept logs and was told that she did. TM English stated that the logs were in the Selectboard office.

Dan Brady made the motion to accept the Minutes of the 1/8/2016 Advisory Budget Committee Meeting; seconded by Barb Dutile and all approved.

A motion was made to adjourn by Chris Luurtsema, seconded by Dan Brady and carried unanimously. The meeting was adjourned at 9:05 pm.

Minutes transcribed by Karen Hyde