

MINUTES OF ADVISORY BUDGET COMMITTEE
Tuesday, January 31, 2017
Draft Subject to Review, Correction and Approval at Following Meeting

Advisory Budget Committee Members Present: Howard Hatch, Peter Conrad, David Joslin, Barbara Dutile and Daniel Brady (Jon Hobbs was excused)

Selectboard: Darwin Clogston, Tom Friel and Mike Bonanno

Town Manager: Jo Lacaillade

Non Profits: Sarah Young-Xu and Jill Kimball-Ammonoosuc Community Health Center

Libraries: Christina Hebert, Debbie English, Audrey Clough, Eleanor Ingbreton, Sandy Knapp, Carol Kendall, Patricia Roy, Joe Kirkpatrick, and Mary Ellen Kirkpatrick.

Airport: Dennis Cunningham-Airport Manager and Mike Roberts

Call Hearing to Order: Chairman Brady called the meeting to order at 7 pm.

Ammonoosuc Community Health Center: Dr. Sarah Young-Xu and Jill Kimball were in attendance representing ACHC. After a brief overview of their services Barb Dutile made a motion to approve the budget as presented; seconded by Peter Conrad. Voting yes was Barb Dutile, David Joslin, Peter Conrad and Dan Brady. Voting no was Howard Hatch.

Libraries: TM Lacaillade stated that she wanted to point out that the libraries had requested more money than she has in the budget. She had reviewed their requests and felt that a 10% increase over the previous year appropriation was warranted but she did not put in the full amount that was requested. Debi English gave an overview of the programs and hours offered at the Patten Library. A suggestion was made that the Patten Library should look at their propane costs and see if they can find it cheaper; they are under a contract currently but will look at options. Tina Hebert said that the libraries in North Haverhill had not had a raise in many years and the request that they submitted to the Town would have allowed for a small increase. Joe Kirkpatrick gave an overview of the Haverhill Corner Library including new programs that they have instituted including books online. There was some discussion about the amount of funds that Haverhill Corner Library Association has in trust funds. It was also suggested that they ask the Precinct voters for an increase. Howard asked if there has been any talk about consolidating the 3 libraries. The representatives for the libraries felt that the citizens do not want one central library but they are working together in many ways. Patricia Roy spoke for the Woodsville Library. Barb Dutile made a motion to approve the combined Library budgets as recommended by the Town Manager; seconded by David Joslin and carried unanimously.

Airport: Dennis Cunningham was present as Airport Manager. The discussion revolved around the purchase of snow plowing equipment and lawn mowing equipment and Dennis gave an overview of what the airport plans on getting rid of and what they are purchasing in its place. Howard felt that the equipment that is being proposed is not going to meet their needs and suggested contracting out the plowing and mowing, he thought the budget would be much lower. Dennis stated that there are many lights along the runway that would be more likely to be destroyed by plowing with a truck and plow as opposed to a snow blower that would direct the snow over the lights. David Joslin made a motion to approve the Town Manager budget for the airport; seconded by Barb Dutile. Voting yes was David Joslin, Peter Conrad, Barb Dutile and Dan Brady. Voting no was Howard Hatch.

JRM & Clifford Building: TM Lacaillade said that she had reached out to the company that had done the energy audit to see if they could give an estimate of what the costs may have gone up by since the audit was

done but had not heard back from them as of this meeting. There was discussion about whether to budget money in 2017 to move forward with energy measures for the JRM building and how much money is available in the capital reserve fund. TM Lacaillade said that Sandi Howe in her office is researching what grants are available for projects but they really need to know the scope of the project to find what is out there. There was discussion about whether the advisory budget committee was exceeding their authority to add a large amount of money into the budget for this type of project. There was discussion that the TM budget has \$5000 budgeted to go into the Capital Reserve account for buildings. TM Lacaillade stated that her office would take the time over the next year to look at the projects, look into grants and have something in the 2018 budget. Peter Conrad suggested a warrant article to deal with it. There was more discussion about the cost savings payback. There was more discussion about the request from Rich Clifford to be paid a \$6000 stipend for use of his equipment to plow the parking lots at the CMB, JRM and Railroad Park. Howard felt it was a lot more cut and dry to hire a separate person and not using an employee. There was discussion that it is put out for bid in future years and whether the number could be changed. Barb Dutile made a motion to approve the budget for both buildings as presented; seconded by Peter Conrad and carried unanimously.

Capital Reserves: TM Lacaillade stated there is no change in the amount budget for 2017. Barb Dutile made a motion to approve the budget as presented; seconded by David Joslin and carried unanimously.

TM Lacaillade referred to the pay schedule that was provided to the budget committee. They will note that there are 2 lines for potentially 2 employees retiring from the police department. One amount is carried into the full budget and the second amount is in there but not in the totals. TM Lacaillade said that both employees could leave this year but there is nothing for sure that both will. End of service payouts are calculated on the maximum amount of leave an employee could have on the books by the date projected for retirement and both could use some of that time in the interim that could change those numbers. She felt that allowing for one end of service payment and holding off on the second one being added should be okay because there will more than likely be some time when the positions go unfilled that can help offset the cost of the end of service payout but she wanted the budget committee to be clear on why that was in the schedule the way it was. The committee felt that only budgeting for one employee in the final budget should be adequate.

Revenues: TM Lacaillade reviewed the proposed revenue numbers. There was a brief discussion about the increase noted to be received from Benton's fire coverage. Barb Dutile made a motion to approve the revenues as presented; seconded by David Joslin and carried unanimously.

Minutes from the 1/24/17 and 1/26/17 Meeting: Barb Dutile made a motion to approve the minutes as written; seconded by David Joslin and carried unanimously.

Dan Brady asked the committee what they would like to see addressed in the letter that will go in the Town Report from the Advisory Budget Committee. After a brief discussion Dan said that he would draft the letter and the Committee will review it before it goes into the Town Report.

TM Lacaillade wanted to address a question that was asked at a meeting the other night about what happens if we incur some expense for recycling before Town Meeting and then the voters say no what would it mean for the money that is already spent. The Department of Revenue Administration said that the Town needs to have a line item in the general fund budget for \$1 for solid waste disposal and if the warrant article fails, any money already spent would be charged that that number and any overage from the \$1 would have to be absorbed from other areas of the budget. On a warrant article, no means no and you could not spend any money out of that line.

Barb Dutile made a motion to adjourn the meeting at 8:50 pm; the motion was seconded by David Joslin and carried unanimously.

Minutes transcribed by Jo Lacaillade