

Minutes of Budget Committee
Tuesday, January 15th, 2019 6:00 P.M.

Draft subject to review, correction and approval at the next meeting.

Committee Members Present: Doug Dutille, Howard Hatch, David, Donny,

Members of the Public Present: Darwin Clogston,

ITM Town Manager: Glenn English

Finance Officer/Administrative Assistant: Jennifer Collins

Welfare Administrator: Leslie Ramsay

Road Agent: Stuart MacDanolds

Call Meeting to Order: The meeting was called to order by Doug Dutille at 6:00 P.M.

Welfare Department: Leslie Ramsay explained she has a current case load of four and her biggest challenge is assisting people finding a home when they need help. David recused himself from voting on the welfare budget, as his hotel receives monies each year to support this cause.

Highway Department: Stuart stated the Highway Department accomplished most of their goals. Stuart was asked what responsibilities he will have with the new bridge project and he stated he believes he won't have many. Howard Hatch asked Stuart what "fell apart" on the Lily Pond Road project and he replied that it was a consensus that the paving company was qualified to pave so Steve Tegu would not be needed to oversee it any further. Howard brought up the shoulder issue on the first part of the road and the road grade. Howard stated he'd like a time clock and surveillance at the Town shed along with better employee management in the morning. Hatch mentioned that some Highway employees may have issues getting their health cards. ITM English stated there is no major paving project scheduled for next year; however, there is money in the proposed budget for crack sealing. There was discussion about putting down more gravel in 2019, since distribution was low in 2018 due to "distractions." Doug stated that two years in a row, the Highway Department has gone over their maintenance repair budget. Doug asked questions regarding the Cold Patch and Culverts budgets as well.

Moderator: ITM English stated that there are two elections next year for the Moderator.

Trustees/Trust Funds: Howard Hatch asked questions about monies moved to the General Fund and Jennifer Collins explained her process. Howard asked for suggestions on how to close out accounts with low balances. Jennifer explained that the town has one audit and each precinct has their own as well.

Town Clerk: There was discussion on the bullet-proof walls for the Town Clerk office.

Elections: This figure is dependent on the number of elections held. This year is a "light" election year so the costs are down.

Accounting and Auditing: Most of this figure is composed of the cost of Sandi and Jennifer's audit.

Tax Collector: ITM English stated that Belinda is doing a great job and that this is money well spent. It was suggested to find envelopes that fit the tax-stubs better and Jennifer stated she could look into this.

Treasurer: It was noted that Jon Hobbs is doing a great job.

Revaluation of Property: ITM English stated this item is our contract appraiser which is a contract.

Legal Expenses: Jennifer stated unexpended funds always get carried over into the next year and an additional \$25,000 is always budgeted largely due to the utility appeals. The Town's Attorney is Walter Mitchell.

Benefits not otherwise Allocated: This figure is the cost of health insurance and other benefits.

Planning Board: Howard Hatch stated that the Clerk came in twice a week for about a month and now they aren't sure when the Clerk will show up. Jennifer stated he needs to come in more often.

Zoning Board: ITM English stated that this budget is pretty level-funded.

Haverhill/Bath Covered Bridge: It was note that the insurance seems pricey; however, ITM English stated it is a valuable structure.

Cemeteries: This is a bid 3-year contract and it's been consistent.

Insurance not otherwise Allocated: This figure is the insurance deductible on any claims where a deductible comes into play.

Business Park: This budget is composed of hook-up fees, maintenance and utilities for the pump station.

Ambulance: This budget is the same contract as last year with Woodsville Ambulance.

Emergency Management: The Chapel Street house in Woodsville was taken for taxes and is currently being cleaned up. There were funds carried over from last year as well.

Airport: There were no representatives from the Airport present despite being asked to attend the meeting. Jennifer will contact the Airport Manager and Airport Commission members and request they attend the 1/25/19 meeting at 7:00 P.M to discuss their budget.

Sanitation: This budget includes an electronics collection and a charge for items depending on items and their size.

Health Officer: Steve Robbins is the current Health Officer with Sandi Pierce serving as his Deputy.

Libraries: This is a level-funded budget.

Heritage: Howard asked if the Heritage Commission does not have a quorum, do they need a budget? ITM English stated this is an annual budget and the Selectboard is going to discuss commissions and committees at their next meeting.

Conservation Commission: ITM English stated this is an annual budget but they rarely spend it.

Economic Development: This budget is composed of a donation to the Chamber of Commerce, which is \$0.25 per capita.

Interest on TAN's: ITM English does not anticipate any Tax Anticipation Notes this year.

Warrant Articles: This budget includes North County Council dues and non-profit's. Donny made a motion was made to increase CASA's funding from \$500 to \$1,000 per their request. The motion was seconded, and it was carried unanimously.

Salaries: The Committee will discuss salaries at the 1/25/19 meeting.

Meeting Adjourn: Doug made a motion to adjourn. The motion was seconded and carried unanimously. The meeting was adjourned at 7:47 P.M.

Meeting minutes produced by Katie Williams.