

Minutes of Budget Committee
Monday, January 28th, 2019 6:00 P.M.

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

Committee Members Present: Chairman Doug Dutile, Howard Hatch, David Robinson, Donny Hammond, Dick Fabrizio.

Members of the Public Present: Jim Marshall, Darwin Clogston, Phil Blanchard, Jeff Robbins, Brandon Ailing

ITM Town Manager: Excused

Finance Officer/Administrative Assistant: Jennifer Collins

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

Jim Marshall – I.T.: Jim Marshall explained that he'd like to put in some new computers in the Recreation office and the welfare office. Other expenses included in the budget are firewall updates, licensing, backup software, remote software and inventory. Jim answered several questions about the network, Microsoft Office updates and how he keeps track of his worked hours. It was asked why the Town is going with an LED screen after putting \$10,000 into two monitor screens before. Jim stated the initial vendor that provided the LED screens will return the LED screens to the manufacturer and there is a possibility that the Town could still be refunded for them. Darwin Clogston mentioned that the Selectboard voted (not unanimously) to approve the additional funds for the new sign, not knowing whether the funds would be refunded for the first two signs. The Budget Committee recommended Jim try cutting out the middle man and dealing directly with the manufacturer, as it may be more cost efficient. There was discussion about paper/hand-written records downstairs of the JRM Building and that they should be kept in water-tight containers.

Jennifer Collins updated the operating budget with figures that represent the 2% employee pay increase the Committee voted on at the previous meeting. Howard Hatch stated he recommends a line-item budget showing transfers.

Executive Budget: The bottom line is \$41,355. Dick made a motion to approve the figure. Don seconded the motion and it carried unanimously.

Town Administration: \$101,422 is the total and Jennifer Collins stated she did not adjust this figure, as the salary for the new Town Manager is still unknown. The amount budgeted for the Town Manager salary provides the Selectboard with "wiggle room" when negotiating.

Town Meeting: This budget is a total of \$319. Howard Hatch made a motion to approve this budget. Donny seconded the motion and it carried unanimously.

Trustees of the Trust Fund: Dick made a motion to approve the \$327 budget. Howard seconded the motion and it carried unanimously.

Town Clerk: Dick made a motion to approve the \$70,088 budget. Dave seconded the motion and it carried unanimously.

Elections: The total for this budget is \$1,102. Don made a motion to approve and Doug seconded it. The budget was approved unanimously.

Accounting and Auditing: Chairman Doug made a motion to pass the \$129,827 budget. The motion was seconded by Donny and it carried unanimously.

Tax Collector: Dave made a motion to approve the \$52,058 budget. Donny seconded the motion and it carried unanimously.

Treasurer: Donny made a motion to approve the \$2,974 budget. Howard seconded the motion and it carried unanimously.

Information Technology: Donny made a motion to approve the \$85,246 budget. Chairman Doug seconded the motion. Dave stated that he believes if the Town provides information to an outside company and identify how the product would be used, the outside company should be providing the Town with what it needs. It was mentioned that it is rare that an independent contractor is paid a salary and it was stated that there isn't any oversight on I.T.'s hours worked. Jim's proposed salary in this budget is \$23,400, which is the same as last year. Dave would like his hours logged, as he is a contracted employee. The budget was approved unanimously. Dave made a motion to have hours worked and details of services documented from the I.T. contractor. Howard seconded the motion and it carried by a vote of 4-1.

Revaluation of Property: Dick made a motion to approve the \$80,160 budget. Dave seconded the motion and it carried unanimously.

Legal Expense: Chairman Doug made a motion to accept the \$25,000 budget. Dick seconded the motion and it carried unanimously.

Benefits Not Otherwise Allocated: \$269,116 is the proposed line item, which is an increase of \$14,000 from last year. Chairman Doug made a recommendation to approve the \$269,116. Dave seconded the motion and it carried unanimously. Howard Hatch made a motion that the Town Manager look into employee contributions towards health insurance. Chairman Doug seconded the motion and it carried unanimously.

Planning Board: Dick made a motion to approve the \$3,769 budget. Chairman Doug seconded the motion and it carried unanimously.

Zoning Board: Dick made a motion to approve the \$899 budget. Chairman Doug seconded the motion and it carried unanimously.

Robert E. Clifford Memorial Building: Howard Hatch stated there is a management issue with the maintenance of buildings. It was discussed that despite there being cameras outside of the Police Department, nobody is monitoring the footage. Howard stated that when nobody is in the Clifford building the heat should be turned down. A motion was made to approve the \$48,203

budget. The motion was seconded, and it carried. Dave stated that he recommends that the new Town Manager to look into ways to make the buildings more efficient and for accountability to be improved. The motion carried unanimously.

James R Morrill Building: Chairman Doug made a motion to approve the \$141,123 figure. Dave seconded the motion. Howard stated the building has a lot of inefficiencies, especially the heating system and the repayment for a new system would be around five years. Howard added this is another management issue. Howard stated he'd like to see enough money in the Capital Reserve to upgrade the heating system. The motion carried unanimously.

Haverhill/Bath Covered Bridge: Donny made a motion to approve the \$9,568 budget. Dick seconded the motion and it carried unanimously.

Cemeteries: Dick made a motion to approve the \$43,168 figure. Donny seconded the motion and it carried unanimously.

Insurance Not Otherwise Allocated: Donny made a motion to approve the \$2,000 budget. Dick seconded the motion. Howard stated if it's needed, the money should be used. He mentioned truck repairs and wrecker costs to which Chairman Doug stated it's another management issue. The motion carried unanimously.

Regional Associations: Chairman Doug approved the \$3,680 figure. Donny seconded the motion and it carried unanimously.

Business Park: \$58,500 includes two anticipated sewer hook-ups in 2019. Donny made a motion to approve the budget. Chairman Doug seconded the motion and it carried unanimously.

Police Department: \$893,401 is the total proposed budget for the P.D. including their cruisers. Dick made a motion to approve the budget and Chairman Doug seconded it. The motion carried unanimously.

Ambulance: Donny made a motion to approve the \$92,547 figure. Chairman Doug seconded the motion and it carried unanimously.

Fire Department: Chairman Dutile reiterated that Woodsville's budget is the same as last year's, Haverhill Corner had a slight reduction and North Haverhill had an increase. The total proposed budget is \$408,204. It was stated that the Mutual Aid line item may be higher than what's on the proposed budget. Dick made a motion to approve the total budget amount. Chairman Doug seconded the motion. Dave asked for clarification on some of the budget increases for NHFD and Chief Blanchard stated it is based on projections of how many turn out to each call and pay increases. When asked, Chief Robbins stated that call volumes for the last 3-5 years have gone down for Woodsville Fire Department. Currently WFD has room for 25 Aipeople on their roster and they currently have 19 fire fighters. Haverhill Corner Fire Department had around 100 calls last year, which has been a consistent number for the past few years. The motion carried unanimously.

Emergency Management: Dick made a motion to approve the \$11,907 figure. Donny seconded the motion and it carried unanimously.

Airport: Donny made a motion to approve the \$33,902. Chairman Doug Dutile seconded the motion. The Airport Manager's proposed salary is \$15,000 with no stipend pay for maintenance duties, as he had before. The motion carried unanimously. Abstaining from vote was Howard Hatch.

Highway Department Capital Outlay: Dick made a motion to approve the \$1,010,048 figure. Dave seconded the motion. Howard suggests having surveillance and a timecard system for the Highway employees. Howard recommends increasing this budget by \$2,500 to be used on a timeclock management system and for surveillance cameras to be installed. Dick and Donny withdrew their initial motion. Dick made a motion to add \$2,500 for a timeclock system and surveillance cameras. Donny seconded the motion and it carried unanimously. Dick made a motion to approve the new bottom line budget of \$1,012,548. Donny seconded the motion and it carried unanimously.

Sanitation: Dick made a motion to approve the \$3,001 budget for Special Events Day. Chairman Dutile seconded the motion. Jennifer stated that the \$1 on the line item for recycling can be removed for next year, as it is no longer required to keep the line item open. The motion carried unanimously.

Health Officer: Chairman Dutile made a motion to approve the \$4,033 budget. The increase in this budget is due to the new Deputy Health Officer position that ITM English suggested be paid half of the Health Officer's stipend. Dave seconded the motion and it carried by a vote of 3-2.

Animal Control: Dave made a motion to approve the \$16,294 figure and Chairman Dutile seconded the motion. Howard Hatch expressed concerns with keeping the shelter opened for two days a week, as he feels like it's a waste. Police Chief Ailing stated he believes the State requires the kennel to be opened for eight hours a week. The budget was carried unanimously.

General Assistance: Chairman Dutile approved the \$87,730 figure. Donny seconded the motion and the motion carried unanimously. Dave abstained from voting.

Recreation Department: Dick made a motion to approve the \$147,869 figure. Chairman Dutile seconded the motion and it carried unanimously.

Libraries: Dick made a motion to approve the proposed budget of \$47,649. Chairman Dutile seconded the motion and it carried unanimously.

_____: A motion was made to approve the \$2,200 figure. Chairman Dutile seconded the motion and it carried unanimously.

Cultural and Heritage: Chairman Dutile made a motion to approve the \$1,500 figure. Donny seconded the motion. Howard questioned the budget, as the Heritage Commission only has two active members and they're holding meetings without having a quorum. Jennifer stated ITM

English is creating a policy regarding this issue. The motion failed, and all committee members voted in opposition.

Conservation Commission: Dick made a motion to approve the \$100 budget. Donny seconded the motion and it carried unanimously.

Economic Development – Lower Cohase Region Chamber: Dick made a motion to approve the \$1,198 figure. Howard seconded the motion. Dave suggests getting involved in another chamber to encourage people from the outside area to come to our area. Dave stated the Western White Mountain may be a good choice. The motion carried unanimously.

Debt Services: Donny made a motion to approve the \$49,889. Dave seconded the motion and it carried unanimously.

Warrant Articles: Donny made a motion to increase the CASA line item by \$500 to \$1,000. Chairman Dutile seconded the motion and it carried unanimously.

Howard Hatch stated he believes Court Street Arts/Alumni Hall should be self-sufficient.

Howard recommends changing line item 40-960, Capital Reserve Buildings, from \$20,000 to \$40,000. Chairman Dutile seconded the motion and it carried unanimously.

Darwin Clogston stated that the Woodsville Fire Chief asked him to remind the Committee that he can for \$75,000 in the Capital Reserve Fire Vehicles instead of the \$60,000.

Donny made a motion to approve the bottom line of \$462,638. Chairman Dutile seconded the motion and it carried unanimously.

Town Administration: Chairman Dutile made a motion to approve the \$101,422. Dave seconded the motion. Dave stated the Committee discussed a lot of management issues and with the amount of money in the budget, the right manager should be able attainable. The motion carried unanimously.

Meeting Minutes:

- **1/10/19:** The Committee expressed they'd like more detail in recommendations made by Committee members in the members. Chairman Dutile stated the Town should look into having an I.T. employee rather than hiring out an independent contractor. Dave mentioned I.T. should be dealing more directly with manufacturers rather than an outside vendor. The Committee discussed the basement and shelving that will be ordered to help with inventory. Attendance records for the meeting were not accurate, as the transcriptionist did not receive a copy of the attendance sheet. The Committee members provided the spelling of their names for the transcriptionist. There was a motion made to approve the minutes with the condition that the transcriptionist will correct the attendance list and spelling of Chairman Dutile's name. Chairman Dutile seconded the motion and it carried unanimously.
- **1/12/19:** Committee members need to be updated and Dutile needs to be spelled correctly. The Transcriptionist will review the tape to ensure wording for Howard Hatch's motion regarding surveillance is accurate, as his intentions were to have the surveillance go into effect this year, not next year. There was a motion made to approve

the minutes with the above corrections. Chairman Dutile seconded the motion and it carried unanimously.

- **1/14/19:** Committee members present needs to be corrected, as the transcriptionist did not receive an attendance sheet and did not know the last names of some of the members. The spelling of Dutile needs to be corrected as well. A motion was made to approve the minutes with said changes. Chairman Dutile seconded the motion and it carried unanimously.
- **1/15/19:** Committee members present will need to be corrected and Dutile's name needs to be corrected. Chairman Dutile made a motion to approve the minutes with corrections. Howard Hatch seconded the motion and it carried unanimously.

Chairman Dutile will write up an explanation for the Town Report to clarify some of the decisions made by the Committee. Dutile will send this to all Committee members for feedback. There was discussion about the Committee's vote on salaries for Town employees that differed than the ITM's recommendation.

Meeting Adjourn: The meeting was adjourned at 8:53 P.M.

Meeting minutes produced by Katie J. Williams.