

TOWN OF DEEP RIVER
Board of Finance
Regular Meeting Minutes
Tuesday March 28, 2017

The Board of Finance convened its Regular Meeting at the Deep River Town Hall on Tuesday March 28, 2017. Meeting called to order by George Eckenroth, Chairman, at 7:30 PM. Members present: Carmela Balducci, Bill Ballsieper, Lori Guerette, Russ Marth, John Wichtowski. Also present: Angus McDonald, Dave Oliveria, Duane Gates.

Approval of Minutes: on MOTION made by J. Wichtowski, seconded by R. Marth, to approve Regular Meeting Minutes of February 2017. Motion CARRIED unanimously.

Audience of Citizens: M. Hilfinger requested an update on the proposed budget for fiscal year 2017-2018. A. McDonald and G. Eckenroth noted that the budget is still being prepared at workshops and meetings, it is too soon to project a mill rate or expenditures amount, encouraged the town residents to attend the school budget hearing on April 3 at 7:00 pm and the referendum for the school budget on May 2, that the school budget figures largely in the Town budget, and that the anticipated State budget increase may be approximately \$800,000. It is noted the current budget 1 mill equals \$490,476.

Treasurer's report: Town Deposits Report received for review.

Recommendation of Selectmen: A. McDonald presented information concerning the current budget 2016-2017, request to separate current, existing expenditures within departments' lines and salary adjustments to indicate actual salaries which are currently being paid:

10101-51001 Selectmen \$645
10145-51051 Public Health Nursing Services - Social Service Person Salary \$646
10104-51052 Town Clerk - Assistant's Salary \$635
10110-51032 Planning & Zoning - Enforcement Officer Salary \$1,090
10110-**new line** Planning & Zoning - Enforcement Officer Stipend \$1,500
10145-53024 **line name change** Public Health Nursing Services - Stipend \$1,200
Total \$5,716

On MOTION made by J. Wichtowski, seconded by B. Ballsieper, to approve adjustments to the current budget to accurately reflect current expenditures which had previously been approved by the Boards of Selectmen and Finance, to create a Stipend line for P&Z Enforcement Officer and line name change to Stipend for PHNS, totaling \$5,716, appropriation from the Unappropriated General Fund (UGF.) Discussion concerning current contracts which include the stipends. Motion CARRIED unanimously.

A. McDonald requested authorization for \$11,000 to be applied to the following lines:
10190-54503 Fire Marshal Equipment & Software with \$1,500 for Personal Protective Gear and \$500 for Laptop, and
10190-54150 Computer Upgrade Project Server Replacement for Town Hall \$8,000 and \$1,000 Registrars Computer

Discussion noted that the Fire Marshal requests had been previously approved for personal protective gear, but the appropriation was inappropriately used to purchase necessary computer equipment, the Marshal's department requirements do not come from the fire departments' budget lines, the laptop is for use with new/existing building fire inspection report/permits and approvals and the tablet is for active fire investigations. The recommendation is to make an expenditure in this current year budget from the UGF. On MOTION made by L. Guerette, seconded by B. Ballsieper, to appropriate \$2,000 for Fire Marshal line 10190-54503. Discussion concerning current budget expenditure line which will not be funded in the next budget, noted that the laptop and tablet belong to the Town and is not the personal property of the Fire Marshal, uncertain if the protective equipment is personalized for the Marshal. Motion CARRIED unanimously.

Discussion concerning the Town Hall computer server, noted the line has \$5,000 in the current budget, to enter into a lease would have to include \$500 interest for three years verses outright purchase at this time, server cost of \$12,500 with additional for protective equipment. Noted registrars computer is outdated, currently running on Windows XP which is no longer supported, the office is being moved within the Library building. On MOTION made by R. Marth, seconded by L. Guerette, to approve \$9,000 for line 10190-54150 Computer Upgrade Project Server Replacement for Town Hall \$8,000 and \$1,000 Registrars Computer. Motion CARRIED unanimously.

Correspondence: none

Monthly Budget Report Review: monthly report received for review, discussion of various lines which have not been expended at this point will remain in the UGF. The 2014-2015 and 2015-2016 Annual Reports were not printed and will have to be, they are kept at Town Hall for public review, information included in the Annual report include the Auditors report and town meetings, and the 2016-2017 and 2017-2018 will be published next year. Discussion concerning fire department volunteer tax relief, who qualifies for the benefit and how it is determined.

Other Business: Discussion to encourage the town residents to attend the school budget hearing on April 3 at 7:00 pm and the referendum for the school budget on May 2, that the school budgets have a great impact on the town budget.

Adjournment: on MOTION made by R. Marth, seconded by C. Balducci, to adjourn at 8:46 PM. Motion CARRIED unanimously.

Respectfully submitted:

Lori J. Guerette, CRA COA OCT-C
Vice-Chairman, Secretary
Board of Finance