

**Town of Farmington
BUDGET COMMITTEE
Meeting Minutes
Wednesday, November 30, 2011
356 Main Street – Farmington, NH**

Members Present: Arthur Capello, Neil Johnson, Brian St.Onge, Sam Cataldo, Mike Morin and Ann Titus

Members Absent: Steve Henry (excused), Cindy Snowdon and Chris Somma

Selectman's Rep: Paula Proulx

School Board Rep: Joe Pitre

Public Present: Interim School Administrator Mike O'Neil

Chairman Arthur Capello opened the meeting at 7:00pm.

1. Review of Minutes:

Neil Johnson motioned to accept the minutes of 10-26-11 as amended, 2nd Sam Cataldo. Motion carried with Joe Pitre, Arthur Capello and Mike Morin abstaining.

2. Review of Town Budstats:

- A. Paula reported that the EMS service is for the service that collects the fire/ambulance income. The funds are collected and then the town remits a check to the service for a percentage of the amount collected. Arthur asked if it is a percentage of what is collected or a set amount each month and Paula said she believes it is a percentage but she would double check with the finance administrator.
- B. Paula reported that the Interim Town Administrator is working on getting the break down of the Revolving Fund for the Budget Committee.
- C. Brian asked what the highway uniform line pays for and Paula said the employees of the highway department get stipends for boots and there is also a service for highway uniforms and towels. She then added that the water/sewer crew also gets a stipend for clothing.
- D. Joe asked what ICMA is and Arthur explained it is the retirement fund. Mike asked if the staff contribute to this and Paula said she is not sure if they do or even if they can.
- E. Arthur asked what the town bought for new highway equipment and Paula said a number of chainsaws were purchased last spring during the ice storm.
- F. Arthur asked why the street sweeping line was overspent and Paula explained that there was an extensive amount of winter sand that needed to be cleaned up last spring.
- G. Brian asked what the civil defense line is for and Paula explained it is for the stipend that is paid to the Emergency Operations Center director.
- H. Arthur asked why the per-diem line for the fire department is overspent by \$26,000 and questioned if this line should be a more fixed number since they know what they would need for coverage. Paula replied that she would do some further research into this line

but she feels the reason the line is overspent is because of an increased call volume and more serious (longer) calls. Mike asked why the per-diem people don't pay their own taxes and such and get a 10-99; Paula replied she doesn't think that ever came up.

- I. Arthur asked when the sewer bond is going to come up and rates will go up. Paula said the Board just started that discussion on Monday and the rates will go up starting in 2012.
- J. Arthur asked if any of the highway overtime will be reimbursed from FEMA and Paula said some of it should be reimbursed because of the late snow/ice storms last winter.
- K. Mike asked for a year to date remittance report for the next meeting and then get on a schedule of monthly reports with year to date reports quarterly.
- L. Brian stated that he researched the RSAs and there is a statute that says the town must spend a quarter of 1% of the town budget on highway roads but it does not say the town has to spend more than \$50,000.

3. Review of School Reports:

- a. Neil pointed out the questions recorded in the minutes that need to be answered and Joe took note and will bring the answers back to the next meeting on the 10th of December.
- b. Arthur asked why the computer leases are all over budget because if it is a lease then it should be for a certain amount. Joe will check.
- c. Paula asked why line 10-1100-56104-12-33 supplies, eng/lang. art HW 4-6 is overspent and Joe said he would check.
- d. Arthur asked why the textbooks line for the high school and valley view are overspent; shouldn't those be expected and therefore budgeted costs. Joe will check.
- e. Neil asked why the contracted services lines 10-1200-53308-00-20 and 10-1200-53308-14-20 are overspent.
- f. Neil asked why line 10-1491-51120-30-00, salaries reading specialist FHS is overspent by \$28,154 when nothing was budgeted.
- g. Arthur questioned why standardized testing at the HS was not budgeted for but money was spent.
- h. Arthur asked why the contracted services line for speech 10-2150-53308-00-20 is overspent.
- i. Arthur asked why line 10-2220-56400-14-33 library books is overspent.
- j. Arthur asked why line 10-2332-56500-00-28 software, Medicaid billing is overspent even though nothing was budgeted. Joe explained that the school was made aware of a more complete Medicaid billing system that will bring in more revenue.
- k. Joe will look into the telephone lines for the learning academy and the HWMS 4-6 though he knows there was an accounting problem that is being fixed.
- l. Brian asked who does the snow removal and how is the billing set up. Joe said they have a contracted service and he believes it is for a set yearly rate.
- m. Neil asked why the repairs/paving lines are all overspent and Joe replied he is not sure because all the paving was supposed to be paved out of last year's budget. Joe added that it is recommended that the HWMS back lot be sealed next year and Joe said the school wanted to turn back as much money as possible. Arthur stated he doesn't understand why this lot wasn't sealed when the money was "extra" and available rather than have to budget for it.

- n. Ann asked if the policy of not accepting grants that require new positions is still being followed and Arthur stated it is a policy so they should be following it.

4. Other:

- A. Arthur reminded the Committee that the school budget reviews are scheduled for Saturday, December 10th starting at 9am. Joe said the budgets will not be to the Committee members by 12/1. Arthur asked who from the school will be delivering the budgets to the Committee member's homes at a minimum by Thursday. Joe then said the warrants will not be ready for the scheduled January 7th meeting; the Committee rescheduled the meeting for January 12, 2012 at 6pm at FHS, with snow/continuation date of January 14, 2012 at 1pm at FHS and another snow date of January 17, 2012 at 6pm at FHS. Joe will make the arrangements for these meetings. All information for this meeting should be to the Committee by January 4, 2012.

At 8:47pm, *Neil Johnson motioned to adjourn, 2nd Sam Cataldo. Motion carried with all in favor.*

Respectfully Submitted,

Brandy Sanger
Recording Secretary