

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2017**

**MEMBERS PRESENT:** Norm Langevin, Kevin Chamberlain, Jan Wilkins, Bob Schaumann, Jack Belletete, James Moore

**Staff:** Jo Anne Carr, Rob Deschenes, Dawn Oswalt, Linda Langille, Administrative Assistant Zola

**Guests:** Selectman MacIsaac, Gary Arceci

**Meeting opened:** 6:07 p.m.

Moore made a motion to accept the minutes of the BudCom's November 9th meeting, seconded by Schaumann. Vote was taken – all in favor.

**New Business:**

- Sue Greenough has stepped down. Norman has talked to Marc Tieger and they will try to find a replacement.
- John MacLean, Interim Town Manager, had a previous commitment for tonight. Linda Langille, Finance Director will fill in for him tonight. He will be able to attend all further meetings.
- Library will be reviewed on January 17<sup>th</sup> instead of January 10<sup>th</sup> due to the new director just starting. She wanted the extra time to familiarize herself with the budget.

**EXECUTIVE:** There was an increase to pay off the previous Town Manager's accrued vacation. There was discussion of decreasing the amount of the Town Manager's salary due to the new one won't be working a full 12 months. Linda Langille, Director of Finance explained that there would be a deficit if a new manager is not found in February and that the funds should remain until a solid start date can be determined as the funds would have to be used for the interim. There was also a request from Chamberlain for a breakdown of dues and memberships and a breakdown of staff salaries share with different departments, which Linda will provide. Linda will also be speaking with the new Town Manager about cost sharing regarding office supplies. A motion was made by Moore to tentatively accept the amount of \$ 263,933 seconded by Wilkins. Vote was taken – all in favor.

**ELECTION & REGISTRATION:** There were some salary changes in this area. There is one election in 2017 compared to four in 2016. A motion was made by Belletete to tentatively accept the amount of \$ 72,716 seconded by Schaumann. Vote was taken – all in favor.

**FINANCIAL ADMINISTRATION:** Dawn Oswalt, Tax Collector, approached the Committee with a request for coverage for the Tax Collector and Town Clerk Offices. In the past there has been budgeted an amount to allow for part time coverage for vacations & conferences. This was not included in this year's budget. TM Caron had planned on cross training to eliminate office closures, but by using other staff, that takes away from their own department duties. Linda

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2017**

Langille has looked into the cost of a 10-hour per week position and the cost would be approximately \$15,000 with benefits. Chamberlain suggested looking at other budgets that have revenue or are underspent to see if this would cover this cost. It was suggested that the Tax Collector and Town Clerk should bring this up to the new Town Manager. Norman Langevin, BudCom chair will also bring this up to the new Town Manager. A motion was made by Belletete to tentatively accept the amount of \$ 251,884 seconded by Wilkins. Vote was taken – all in favor.

**PROPERTY RECORDS:** A motion was made by Schaumann to tentatively accept the amount of \$ 69,733 seconded by Chamberlain. Vote was taken – all in favor.

**JUDICIAL & LEGAL:** A motion was made by Chamberlain to tentatively accept the amount of \$ 20,000 seconded by Moore. Vote was taken – all in favor.

**PERSONNEL ADMINISTRATION:** Included in this section is a family plan for insurance for the new Town Manager and the merit and COLA increases that were approved. A motion was made by Wilkins to tentatively accept the amount of \$ 625,442 seconded by Chamberlain. Vote was taken – all in favor.

**GENERAL GOVERNMENT BUILDINGS:** A motion was made by Moore to tentatively accept the amount of \$ 29,635 seconded by Schaumann. Vote was taken – all in favor.

**INSURANCE-PROPERTY & LIABILITY:** A motion was made by Belletete to tentatively accept the amount of \$ 49,979 seconded by Wilkins. Vote was taken – all in favor.

**BUILDING INSPECTION:** Robert Deschenes, Building Inspector presented to the Committee that he needed to adjust some line items in his budget as he doesn't have enough funds to cover. His stipend for mileage isn't covering what is spent. He does use his own vehicle, which was discussed if there were any Town vehicles available for him to use, this will be looked into. Also the line item for his training & certifications doesn't cover what he is required to do on a yearly basis. A motion made by Chamberlian, seconded by Wilkins, the following increases were tentatively accepted- Vote was taken – all in favor

Line 190 (Travel) increase of \$200 = \$2500

Line 240 (Ed./Training) increase of \$600 = \$ 1500

Line 550 (Printing) increase of \$ 99 = \$ 100

Line 610(General Supplies) increase of \$ 340 = \$500

A motion was made by Moore to tentatively accept the amount of \$ 76,821 seconded by Belletete. Vote was taken – all in favor.

**HEALTH:** A motion was made by Belletete to tentatively accept the amount of \$ 2,063 seconded by Wilkins. Vote was taken – all in favor.

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2017**

**WELFARE:** The only change from last year is the Welfare Director is now a contracted employee with a flat fee, no benefits. A motion was made by Belletete to tentatively accept the amount of \$ 144,950 seconded by Wilkins. Vote was taken – all in favor.

**PATRIOTIC PURPOSES:** A motion was made by Wilkins to tentatively accept the amount of \$ 2,300 seconded by Belletete. Vote was taken – all in favor.

**CONSERVATION COMMISSION:** A motion was made by Belletete to tentatively accept the amount of \$ 475 seconded by Wilkins. Vote was taken – all in favor.

**DEBT SERVICE:** A motion was made by Moore to tentatively accept the amount of \$ 404,009 seconded by Belletete. Vote was taken – all in favor.

Schaumann was excused at 7:50pm

**MEETING ADJOURNED:** On a Motion from Wilkins, seconded by Belletete, the meeting was adjourned at 8:11 p.m.

**NEXT MEETING SCHEDULED JANUARY 10, 2017 at the Jaffrey Fire Station**