

**OFFICE OF SELECTMEN  
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MOULTONBOROUGH, NH 03254**

Selectmen's Budget Work Session

December 4, 2015

**MINUTES**

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator

Advisory Budget Committee: Cody Gray and Linda Murray.

**I. CALL TO ORDER:** Chairman Shipp called the meeting to Order at 8:30 A.M.

**II. DISCUSSION ITEMS:**

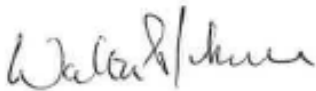
- ❖ **Town Administrator's Budget Presentation:** Walter addressed the Board with a summary of the budget preparation process that included a PowerPoint presentation. The presentation included a summary of thoughts regarding the budget and capital budget proposals. The gross operating budget is down slightly over FY15 and the capital budget is up significantly due to some proposed outright purchases versus lease purchasing and some increased funding to capital reserves. Walter explained his objective to lower the fund balance which exceeds the current policy amount by funding a significant amount of the capital budget with fund balance dollars including the new \$400,000 fire truck. Purchasing the fire truck outright will save approximately \$50,000 in interest costs over the term of the lease. Other capital recommendations include creating a new expendable capital reserve fund for technology hardware replacement for all departments. A new replacement plan and schedule has been developed to provide guidance for funding this reserve in the amount of \$30,000 in FY16. Operating budget cost drivers and savers were noted as well as projects and initiatives that are recommended for FY16.
- ❖ **Town Officers:** Walter presented the budget for Town officers which includes the Town Administrator's salary and benefits, the Select Board members' stipend, etc. This budget is down due to the change in salary and benefits and a significant reduction in the proposed legal budget. The lower legal budget should cover anticipated legal needs. The contingency line item amount is level and will cover all wage adjustments, separation benefits, and emergency needs that may arise.
- ❖ **Human Services:** Rae Marie Davis discussed the proposed budget for Human Services which assists qualified individuals with financial needs for food, housing, utilities, etc., typically on a short term basis. This year's request is down \$26,006 as the requests for assistance are down significantly in FY15. The need for affordable housing and zoning changes was also discussed.
- ❖ **Assessing:** Gary Karp presented the proposed assessing budget, which is up significantly to accommodate a reassignment in personnel from Administration to Assessing to reflect the current percentage of Assessing work done by Carol. Gary also explained the need to

increase a cost from Vision for improved utilization of the property record cards on line. The balance of the budget items are mostly level funded from FY15.

- ❖ **Finance/Administration:** Heidi Davis presented the finance budget and noted the reduction due to the reassignment of Carol to the Assessing Department. All other lines are mostly level funded from FY15. Josh asked about maintaining the mailing list of voters and taxpayers that was developed a couple of years ago. Walter and Heidi will look into this question.
- ❖ **Tax Collector:** Susette Remson discussed the changes in the budget for the Tax Collector's office. One full time position was reduced to a part-time position and a reduction in health insurance coverage for one. Also discussed was the mailing list updating.
- ❖ **Town Clerk:** Barbara Wakefield reported the budget is up slightly due to some salary adjustments and increase benefit costs. The election budget is up significantly due to the fact that there are four elections including town meeting resulting in a \$17,000 increase. Some issues with the voting machines may require purchasing a replacement in the near future. The topic of the location of the Federal election in November was also discussed and it was agreed to keep the elections at the Public Safety Building and not pursue the school option further. Barbara strongly encouraged the Board members to attend an upcoming Select Board election training.
- ❖ **Public Works:** Scott Kinmond presented the Public Works budget with a PowerPoint presentation. Scott highlighted several major initiatives proposed for FY16 including \$825,000 in road projects, \$18,000 in weatherization improvement to Town Hall and Public Safety Building, and \$30,000 in energy improvements to Town facilities. Capital equipment: \$54,000 to replace a Highway one ton truck and \$100,000 to fit up the 10 wheeled surplus truck purchased this year. Scott also explained the department operating budgets are down slightly except for the cemetery budget, and his overall DPW budget is down roughly \$5,000 (\$2,586,741 vs. \$2,577,778). The proposed FY16 road projects and treatment methods were discussed in detail. Also looked at were 2017 and 2018 projects and how attrition will eventually lead to a reduction in staff at the transfer station without impacting service due to the change to single stream recycling. Discussion occurred on how the water quality at the Highway Garage still needs to be resolved and what methods may be applied to do so, and the plans being finalized to convert to single stream recycling in early 2016 with improvements needed coming from unexpended FY15 funds.

Session concluded at 2.05 p.m.

Respectfully submitted,



Walter Johnson  
Town Administrator

Final