

BUDGET COMMITTEE MINUTES

Town Hall

November 4, 2015

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present: David Curry, Chair; Catherine Orlowicz, Anthony Bonanno, and James R. Jones , Ellen Phillips, David Shagoury, and David Swenson (BoS Representative)

Absent: Copple Crown Representative

Also Present: Carter Terenzini, Interim Town Administrator (ITA)

Call to Order: The Chair called the meeting to order at 7:00p.m.

Review of Minutes: Meeting of October 14, 2015 – Edits were made. **Ellen Phillips made a motion to approve the minutes as amended. Dave Shagoury seconded the motion. Motion passed unanimously** (Note: J.R. Jones Abstained as he was not present for that meeting).

Quarterly Reports of 10/14/15: The Chair spoke to the fact that not all departments are submitting their quarterly reports. In the most recent instance, 11 of 25 account reports were provided. He felt strongly that this must improve in order to help the Budget Committee guide their planning. (See Table Attached)

Overview of Town Administrator's Recommended Budget: The ITA, working from handouts of the slides of a power point presentation he had made to the BoS on 10/12, gave an overview of the budget recommendations he had made to the BoS. He said that they were now going through their review and pointed out that their submission to the Budget Committee may vary. FY 2016 Budget Reviews were then commenced.

Account #4520 – Parks and Recreation - Kristyn Bernier, P&R Commission Chair, Nichole Hunter, Director were present. Ms. Bernier spoke to the vacancies and hold-overs amongst the current commission membership and a shortage of volunteers. This means that they need to lean on the Director more. She also spoke to programming beyond sports (backpacking program, bingo, arts and crafts) and trying to reach a broad cross-section of people. They are looking to carry a salary adjustment within the budget (#110) at \$29,564. This had not been recommended by the BoS saying it needed to await the normal process of approval and then a transfer from the Personnel Administration account. Ellen Phillips stated she heard this same explanation last year and we are in the same place again. Selectman Swenson asked if Interim Town Administrator Carter Terenzini carried these dollars elsewhere and learned he had not. Dave Curry asked if there had been any action on this in the five months since it had been submitted to the BoS and Interim Town Administrator Carter Terenzini said no. Dave Curry suggested the Committee may need to consider a set aside for the raise for this position within the Personnel

Administration account. The Consensus of the Budget Committee was to seek comment from the Board of Selectmen as to why this raise hasn't been acted upon. Dave Curry asked why contracted services was at a low expenditure YTD and learned most vendors were paid toward the end of the year. The Commission expected to be close to budget. Dave Curry similarly asked about the YTD expenditure for the ballfield and learned of various items were yet to be purchased and services to be paid for which would bring them close to budget. There was a similar discussion on dues/fees. Ellen Phillips asked about the BoS reduction of sports equipment (#801) from \$1,200 to \$0 and learned the majority of the Board of Selectmen believed this should come from the Sports Fees and the Revolving Fund. There was discussion of the purpose of the Revolving Fund, fundraising and the need to raise the sports fees if this cut holds. Cathy Orlowicz asked for a list of the "major" equipment, when it needs to be replaced, and what was planned for next year. Dave Shagoury thought the arbitrary cut may not make sense at this time and while "expendables" might be picked up larger items might not be able to.

David Shagoury made a motion to approve \$53,736 for the Parks and Recreation budget which includes the reversing of the Board of Selectmen recommended cut of \$1,200 to Sports Equipment. Ellen Phillips seconded the motion. Motion passed unanimously.

Account #4589 – Meetinghouse – Cathy Allyn, Chair of the Committee. The Chair asked about the FY '15 \$227 YTD for advertising versus the \$50 budgeted and learned this expense had been to advertise for bids on the foundation work. There was discussion of future bidding and the LCHIP grant extension through the end of 2016. The Chair asked Ms. Allyn if she felt the budget met her needs (having been reduced by \$100 from their request by the BoS). After a brief discussion; **James Jones made a motion to approve the Meetinghouse budget at \$515. Dave Shagoury seconded the motion. Motion passed unanimously.**

Account #4612 – Conservation Commission – Ron Gehl, Chair. Mr. Shagoury asked why meetings and conferences and mileage accounts were not being expended and learned members had (a) been paying for things on their own and (b) been limited in their ability to attend. There was discussion of training fees prices (\$30 to \$100) and locations. **James Jones made a motion to approve the Conservation Commission budget at \$1,816- Ellen Phillips seconded the motion. Motion passed unanimously.**

Account #0419 – Planning Board – Scott Drummey, Chair. Mr. Drummey stated the primary difference from FY2015 to FY 2016 (down \$2,500) is in contracted services given the completion of a mapping project this year. There was discussion of training and levels from "beginners" to more advanced and the benefits in terms of technical competency and the process. **Dave Shagoury made a motion to approve \$4,711 for the Planning Board budget. James Jones seconded the motion. Motion passed unanimously.**

Account \$4130 – Ethics Committee – Dot Veisel, Chair. After a brief discussion of the request and FY '15 YTD expenditures; **James Jones made a motion to approve \$200 for the Ethics Committee budget. Tony Bonanno seconded the motion. Motion passed unanimously.**

Account #4192 – Zoning Board of Adjustment – Joan Swenson, Chair. There was discussion of an increase in needed training for new members and the fact that now that we have withdrawn

from the Strafford Regional Planning Commission we have to buy various books on the statute and case law. **Dave Shagoury made a motion to approve \$1,276 for the Zoning Board of Adjustment budget. James Jones seconded the motion. Motion passed unanimously.**

Account #4195 – Cemeteries – Interim Town Administrator Carter Terenzini. There was a brief discussion of when the labor and supply charge backs were made and the need for work orders and more timely charge backs so that the Budget Committee can see how the account trends throughout the course of the year. The ITA was asked to check on the electricity usage for the water pump. **Dave Shagoury made a motion to approve \$3,115 for the Cemeteries budget. Ellen Phillips seconded the motion. Motion passed unanimously.**

Account #4583 – Town Historian – Cathy Orlowicz, Chair (Recused herself from the Budget Committee and moved to the audience). After a brief discussion of the increase for this year for flag markers; **Ellen Phillips made a motion to approve \$550 for the Town Historian budget. Dave Shagoury seconded the motion. Motion passed unanimously, 6-0-1 abstention.**

Account #4130 – Boodey House – Cathy Orlowicz, Chair (remained recused in the audience). After a brief discussion of the status of the stored timbers and future plans; **Dave Shagoury made a motion to approve \$3 for the Boodey House budget. James Jones seconded the motion. Motion passed unanimously. 6-0-1 abstention.**

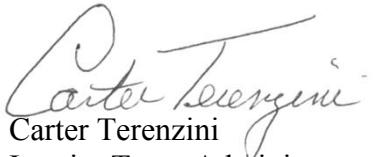
Cathy Orlowicz rejoined the Budget Committee.

Adjourn

Cathy Orlowicz made a motion to adjourn. James Jones seconded the motion. Motion passed unanimously.

The meeting was adjourned at 9:10p.m.

Respectfully Submitted,


Carter Terenzini
Interim Town Administrator

These Minutes were approved on TBD