

BUDGET COMMITTEE MEETING

Town Hall

November 18, 2015, 7:00 P.M.

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, Ellen Phillips, and David Shagoury, Dave Swenson, Selectmen Representative

Absent: James R. Jones, Copple Crow Representative, Anthony Bonnano

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

Call to Order: The Chair called the meeting to order at 7:10p.m.

Minutes Review: The minutes of November 4, 2015 were reviewed and minor edits were made. With respect to a question raised at that meeting, ITA Terenzini reported that the electricity at the cemetery (seemingly high in comparison to the budgeted amount) was coded wrongly but has now been corrected. **Mr. Shagoury moved to approve the minutes as amended. Seconded by Ms. Philips. Motion Passes 5-0-0.** The minutes of November 12, 2015 were reviewed and minor edits were made. **Mr. Shagoury moved to approve the minutes as amended. Seconded by Ms. Philips. Motion Passes 5-0-0.**

2016 Budget Review:

Account #4441 – Welfare: Laura Zuzgo, Administrative Assistant. It was noted that the salary default of \$4,000 needed to be corrected to \$4,183. It was asked where the revenues from ambulance billing go and it was learned that those go into the Ambulance Fund. With respect to the fuel account, the Chair asked if the proposed reduction in the budget is in gallons or price and learned it was both as with lower prices people can buy more within their budgets and then when we do need to assist them our price is lower. With respect to the medical line item it was learned that many people still are not insured, particularly with respect to prescriptions and dental services. **Mr. Shagoury moved to approve the budget at \$17,573. Seconded by Ms. Phillips Ellen Phillips. Unanimously approved. Motion Passes 5-0-0.**

Account #4152 – Assessing: Laura Zuzgo, Administrative Assistant (AA). There was a discussion of how many hours had been allocated to the AA position (22 hours), the proposal to physically move the Land Use downstairs to create a combined Office of Development Services and the proposed cross training of the two AAs in the mission critical functions of each. After discussion it was the consensus to move the added

assessing hours (#110 at \$1,000) to the contract account (#340). **Ms. Philips moved to approve the budget at \$41,522. Seconded by Mr. Shagoury. Motion Passes 5-0-0.**

Account #4140 – Elections & Registrations: Carole Ingham, Town Clerk/Tax Collector
The Town Administrator was asked to double check the default amount on #110. Mr. Shagoury asked about the postage account and learned it was based upon pre-payments actually made in a prior year but not charged into these accounts until this fiscal year. Ms. Ingham advised that the Dues and Fees line(s) were up as both employees needed to renew their Notary Public and Justice of the Peace in FY '16. Similarly training (meetings) is higher as both employees are due to renew certain certifications. Ms. Ingham also pointed out that office supplies (#620) were higher as the state no longer supplies a variety of forms and the Town now has to pay for the added paper, toner, etc. The ITA advised the Committee that the default budget needed to be revised to show the three extra elections. **Ms. Orlowicz moved to approve the budget at \$118,770. Seconded by Mr. Shagoury. Motion Passes 5-0-0.**

Account #4150 – Financial Administration: Carter Terenzini, ITA and Carole Ingham, Town Clerk/Tax Collector. There was a discussion of the proposed Administrative Assistant II position, the number of hours proposed for it (32), the reduction in the hours of the current Finance Director, and how the ITA came to recommend this staffing model Town had in the past. There was a discussion of there being no benefits for part-timers and Ms. Philips stated her opposition to this shift to a greater reliance on part-time personnel over full-time personnel as she believes it diminishes both the organization and the economic standing of the employees. **Ms. Orlowicz made a motion to approve the budget at \$111,050. Seconded by Mr. Shagoury. Motion Passes 5-0-0.**

Account #4153 - Legal: Carter Terenzini, ITA asked this item be held.

Account #4711 – Debt Service for Principal: Mr. Shagoury noted the legal obligation to pay for the Salt Shed and March's Pond Dam bonding. **Mr. Shagoury moved to approve the budget at \$60,647. Seconded by Ms. Philips. Motion Passes 5-0-0.**

Account #4721 – Debt Service for Interest: Mr. Shagoury pointed out this is a legal obligation. **Mr. Shagoury moved to approve the budget at \$10,647. Seconded by Ms. Philips. Motion Passes 5-0-0.**

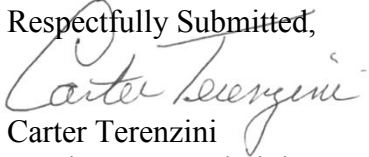
Account #4723 – Tax Anticipation Notes (TANs): Carter Terenzini, ITA explained how close the Town had come to running out of cash both in June, and potentially this coming December, to pay its bills. TANs might have be (have been) needed to bridge the gaps. There was a discussion over the events that may have contributed to this situation (the reassessment) and whether or not the delay in "pick-ups" this past June was a onetime event. There was also a discussion on how holding a higher fund balance for cash flow purposes might help reduce the potential need for TANs. **Ms. Philips moved to approve the budget at \$5,000. Seconded by Mr. Shagoury. Motion Passes 5-0-0.**

Account #4196 – Insurance: Carter Terenzini, ITA explained how the Insurance was estimated based upon the current cost of \$47k plus the maximum 8% cap (\$47k*1.08 equals \$50,700) plus \$2k in deductibles which he scaled back to \$52,000. **Mr. Shagoury moved to approve the budget at \$52,000. Seconded by Ms. Ellen Philips. Motion Passes 5-0-0.**

Mr. Shagoury moved to adjourn. Seconded by Ms. Philips. Motion Passes 5-0-0.

Meeting adjourned at 9:25pm.

Respectfully Submitted,



Carter Terenzini
Interim Town Administrator