



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, March 12, 2015
Selectmen's Meeting Room

7:30 pm

Present: Chairman, Elaine Kelly
Janice Hight
Dan McInnis
Rick Nieber
Tony Poteete
Bob D'Amico

Also present: John Coderre, Town Administrator
Jean Langley, Library
David Durgin, Fire Chief

The meeting was called to order at 7:30 pm by Ms. Kelly.

APPROVAL OF MEETING MINUTES

Mr. Nieber moved approval of the March 5, 2015 minutes, Ms. Hight seconded. Motion approved unanimously.

PRESENTATION: LIBRARY, JEAN LANGLEY, LIBRARY

Ms. Langley distributed information regarding the library's annual report with circulation statistics. Although circulation statistics are down, library foot traffic appears to be increasing.

Overall, the FY2016 Library Budget is up just 0.89%, or \$6,503 compared to FY2015. The budget includes a general wage increase of 2% per the collective bargaining contract, but is offset by anticipated savings due to staffing changes, including a new director. As part of the FY2016 budget a new 8 hour per week Library Page was added back into the budget and the Substitute Librarian was increased from 13 to 19 hours per week for enhanced coverage. An additional \$4,665 was also added to the books, supplies and non-print media budgets to keep our materials budget in line with State requirements.

The Committee thanked Ms. Langley for her thirty-eight years of service to the Town and wished her well in retirement.

PRESENTATION: FIRE DEPARTMENT – DAVID DURGIN, FIRE CHIEF

The Fire Chief distributed the departmental goals and objectives and discussed the significant budget changes for FY16. As presented, the FY2016 Fire Department Budget reflects an increase of \$14,007, or 0.83% in the General Fund appropriation. The budget maintains the current level of services but anticipates some cost savings due to ongoing recruitments, including a new Fire Chief. In addition to the General Fund appropriation of \$1,705,826 (which includes a transfer in of \$303,257 from the EMS Revolving Fund under Article 4 of the Town Meeting Warrant) the departmental budget also receives

\$371,351 in planned expenses that are charged directly to the EMS Revolving Fund. The EMS Revolving Fund is supported by fee charges for ambulance services.

The total FY2016 budget that supports the Fire/EMS services is \$2,077,177 (\$1,705,826 plus the EMS Revolving Fund direct charges of \$371,351). The direct Revolving Fund charges include ambulance billing services, overtime wages, call firefighter supplies and equipment, licensing fees, related maintenance and operational expenses of the ambulances and related equipment. The account also pays for the debt service associated with the purchase of ambulances.

The Chief reviewed his FY2016 capital requests as follows:

Engine 2 Replacement	688,000
Ambulance Replacement	280,000
SCBA Bottle Replacement	45,000
Fire Subtotal	\$1,013,000

The Engine and SCBA replacement will be funded with Free Cash and the ambulance will be financed with ambulance services fees. No additional tax impact will result from approval of these capital projects. The Committee thanked Chief Durgin for his seventeen years of service and wished him well in retirement. The Committee thanks Chief Durgin for his seventeen years of service and wished him well in his retirement.

NEXT MEETING DATE AND COMMITTEE MEETING SCHEDULE

The Committee meets next on Thursday, March 19, 2015 at 7:30 p.m. DPW will present the Highway and Parks Division as well as the Water and Sewer Enterprise funds.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE

None.

ADJOURNMENT

Ms. Hight moved to adjourn; Mr. McInnis seconded; motion was unanimous.

8:55 pm – adjourned.

Respectfully submitted,

June Hubbard Ward, Finance Director

Documents used during meeting:

1. March 5, 2015 Meeting Minutes
2. Library Department Budget
3. Library Statistics
4. Fire Department Budget
5. Fire FY2016 Capital Project Detail Sheets
6. CPC memo

