

**APPROVED**

Budget Committee  
Meeting Minutes  
June 10, 2013

**Present:**

Mark Chevalier-Vice-Chair, Ron Preble, Dave Carr, William Cote, Paul Manganiello, Ashley Dolloff, Tom Keegan, Barbara Greenwood, Ernie Richards, Kerrin Rounds, Carol Huber, and Betsy Schneider.

**Absent:** None

**Others Present:**

Michael Capone- Town Administrator, Mark Bucklin, Chief Michael Lewis.

**Call to Order:**

Vice-Chairman Chevalier called the meeting to order at 7:00pm.

**Review of Minutes:**

Vice-Chairman Chevalier asked the members to review the minutes from April 8th. Paul Manganiello made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor.

**Old Business:**

None

**New Business:**

Mark Bucklin presented highlights from the current year Highway Department operating budget:

- Line 120 (Part-time Operators) is over budget, mainly due to winter operations.
- Line 662 (Kubota Tractor): repair work needed to fix a broken axle.
- Line 664 (2008 F550) needed to replace some parts. The total expense did not make the deductible.
- Line 665 (2009 Freightliner) repair expense on the rear end of the vehicle.
- Sweepers are pretty much done for the year.
- Overall the department operating budget is close to where it should be for this time of year.
- Line 117 (Foreman) position is open and a search is underway done for a new Foreman.
- Line 140 (Overtime) this line is used mostly for snowstorms and used very little in the summer.
- Highway projects: receiving quotes for paving. Paving should take place in July and August.
- The Sidewalk Tractor is on the CIP schedule for replacement at an estimated cost of \$140,000 for a new purpose built machine that has multiple attachments. A new machine has a 20 year life. A factory reconditioned unit has a 10 year life but does not include attachments. They generally sell for ½ the cost of a new tractor.

Chief Michael Lewis presented highlights from the current year Police Department operation budget:

- 3 of the 5 cruisers are over the budgeted expenditures due to various repairs.
- Line 395 (Franklin Dispatch) is a yearly purchase that runs July 1<sup>st</sup> to June 30<sup>th</sup>. The bill has been paid for the year. The extra funds are due to a negotiated reduction in the contract.

- Line 350 (Medical Expense) is used for required exams for employees. There has been more than one exam this year.
- Line 142 (Investigations) this line has been overspent due to increased activity.
- Line 810 (New Equipment) The motorcycle lease has been paid through this line. This is a 50/50 grant paid once a year. The police department has the motorcycle until May of 2014. The police department gets approval for the next grant before March of the following year.
- Line 141 (Outside details) an outside company contracts with the police department for traffic control. Other town departments are not billed for services. The School District does get billed for outside details.
- Kerrin Rounds asked if the camera/audio systems are completed. They are complete. One cell is out of service due to damage caused by a detainee.
- Line 340 (Dispatch Telephone) is used to pay for several special lines.
- Line 347 (Pagers) all pagers have been returned, two are damaged. Instead of using the pagers, a small monetary payment is made to department employees for cellphones. They are required to answer police cell phone calls.
- Line 346 (Cell Phone) there are 8 cellphones, one in each car including the Chief's and Lieutenant's car.
- Capital Equipment Line 760 (Police Cruiser/Vehicle) this cruiser is fully equipped.

#### Election of New Committee Chair:

- Paul Manganiello moved to nominate Kerrin Rounds as committee Chair, seconded by Ernie Richards.
- Kerrin Rounds moved to nominate Mark Chevalier as committee Chair, seconded by Barbara Greenwood.
- Carol Huber moved to nominate Paul Manganiello as committee Chair, seconded by Dave Carr.
- Ron Preble moved to close nominations, seconded by Betsy Schneider.  
**Vote: Kerrin Rounds as Chair 8 In Favor 4 Opposed. Motion Passes.**
- Mark Chevalier made a motion to accept the resignation of Shaun Lagueux from the budget committee, seconded by Ron Preble.  
**Vote: 12 In Favor 0 Opposed Motion Passes**
- The vacant committee seat will be advertised on the town website and cable channel.
- Kerrin Rounds made a motion to require candidates for the vacant committee seat to fill out the volunteer application by August 1<sup>st</sup> and to attend the August 12<sup>th</sup> budget committee meeting, seconded by Mark Chevalier.

#### **Member Comments:**

Betsy Schneider asked to have a committee member email list distributed.

Kerrin Rounds inquired into the status of the remaining library project money. There is approximately \$24,000 not fully expended. The money will be used to pay for the cost of tip downs that is included in the downtown project expenses. The parking lots need to be paved. This work will be included in the town's paving quotes in order to receive a better rate.

Ernie Richards asked when the downtown project will be completed. The project will be completed roughly around July 19<sup>th</sup>.

William Cote asked for an update on the Fire Department heating zone work. And RFP needs to be written for the furnace and windows, etc. and will be ready in June. The work will be done in July and August, no later than September.

William Cote also asked about the Old Town hall work. CCI received 3 bids on the metal roof. The bids

are all a little more than what was approved at town meeting. This money can be encumbered until next year. The Old Town Hall committee will meet and have further discussions concerning the scope of work. Kerrin Rounds asked what amount of money department heads can spend without the Select Board's approval. Any expense \$5,000 or over needs the Board's approval.

**Administrator's Report:**

None

**Adjournment:**

Mark Chevalier made a motion to adjourn, seconded by Betsy Schneider, passed with all in favor. The meeting was adjourned at 8:29pm.

Respectfully submitted,  
Wendy Costigan, Secretary