

APPROVED

Budget Committee
Meeting Minutes
August 12, 2013

Present:

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

Absent: Mark Chevalier

Others Present:

Michael Capone- Town Administrator, Steve Yannuzzi- Fire Chief, Jeff Chartier-Water & Sewer Superintendent

Call to Order:

Committee Chair, Kerrin Rounds called the meeting to order at 7:02pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from June 10, 2013. Barbara Greenwood made a motion to accept the minutes as written, seconded by Betsy Schneider. All were in favor.

Correspondence:

Kerrin Rounds received a letter from Charles Carpenter regarding tax rates. The letter will be available for committee members to read.

Old Business:

Kerrin Rounds thanked Shaun Lagueux for his service on the budget committee.

The open committee seat had four applicants. Two of the applicants were disallowed as the directions for applying were not followed. The two full applicants are Rick Alpers and Kevin MacCaffrie. Rick Alpers was not present, but Barbara Greenwood spoke on his behalf regarding Mr. Alpers experience. Mr. MacCaffrie introduced himself and gave the committee some background information about his work experience. Kerrin Rounds called for a vote: Rick Alpers received 3 votes in favor, Kevin MacCaffrie received 7 votes in favor, and the chair abstained from voting. Mr. MacCaffrie is the new budget committee member.

New Business:

Jeff Chartier gave updates on the Water Department: It has been a busy year with the downtown project. There is a punch list that is been completed before the project is finalized. The new meters have been purchased. This is a five year plan, with 280 meters purchased each year. Funding is from the Water Department and Sewer Department combined. The rate increases for both projects have already been implemented on January 1st. 25-30 meters have been installed so far. Residents can opt of having a new meter installed. A new office manager, Audrey Landry, has started full time in the Water/Sewer office. The position is paid 2/3 from the water department budget and 1/3 from the sewer department budget. The river crossing work has been completed.

Sewer Department updates: There were a few unanticipated expenses. A pump needed to be replaced at a cost of \$5,400. This was purchased under the Maintenance line. A composite sink was purchased for \$5,400 from the Maintenance line also. The cost for replacement manhole covers and frames for the section of Summer Street that will be repaved by the State is \$6,700. This maybe paid out of the capital reserve if the expense cannot be covered.

Paul Manganiello had a question on the Revenue line 518, Seasonal Customers. The seasonal bills just went out. They are billed twice a year. The revenue is just starting to come in.

Jeff mentioned that the annual tour will be sometime this fall, possibly on a Saturday.

Chief Yannuzzi gave updates on the Fire Department: The department is running at 44% left, and the budget is right on target. On the revenue side, \$212,000 has been collected. There is still half a year to go. There are a few budget issues. Line 662: Engine 2 is overspent with another bill coming in for major pump work that had to be done. A full pump rebuild is needed that will cost \$6,000-\$7,000. This will be put in the budget next year. Line 665: Ambulance 2 (back up ambulance) had service done on the brakes. There are no more anticipated problems. An overhead door at the station needed repair. The vent system also needed repair, will only be charged for labor. There will be some savings in the Personnel lines. Captain Mike Goss retired. There will an internal promotion and a firefighter will be hired, both of these will be at lower rates. A long range cost analysis study for vehicle replacement was done by Chief Yannuzzi. This planning compares vehicle maintenance expense vs. cost of a new vehicle. A new vehicle would be purchase when maintenance costs reach 60% of the purchase price for a new vehicle, the older vehicle would then be put into a reserve role.

Chief Yannuzzi will send out a copy of last year's ambulance service contract for the fees paid by other towns.

CIP future visits: The CIP Committee will be making their presentation in October. Kerrin Rounds attended a CIP meeting. The committee told her that they are looking for more input from the department heads regarding the capital projects. The CIP committee needs more department support regarding the reasons the items are needed. This will make presenting the projects to the budget committee more effective and informative. Kerrin Rounds would like the CIP to be called back during the deliberative sessions in regards to the consideration of capital items.

September new business agenda ideas: possibly reschedule the police department tour, look at any existing by-laws or create new by-laws for the committee, discuss creating goals for the committee for the upcoming budget committee cycle.

Member Comments:

Kevin MacCaffrie asked if the Select Board charges the budget committee with goals. The Select Board does not do this. William Cote asked about the police cruiser outfitting costs, which seem to be more than expected. Town Administrator Capone said that the expense lines can be looked at and a discussion can be had regarding the labeling and reporting of expenses and what is happening in these lines. Ernie Richards asked about updates on the Affordable Care Act. Town Administrator Capone has been to workshops regarding this issue. Information is changing all the time, and it is too preliminary to comment on with any certainty at this time. Kelly Lacasse will soon be sending out to various providers requests for pricing regarding healthcare plans.

Kerrin Rounds received information regarding a Budget and Finance workshop. The information will be sent to budget committee members.

Administrator's Report:

The downtown project should be wrapped up this week. The sidewalks, landscaping, and paving should be completed. Next week the striping will be done and the punch list completed. The deadline for the bids for the window replacement, furnace upgrade and heating zone replacement is Friday, August 16th. The bids will be opened at the Select Board meeting on August 19th.

Adjournment:

Ron Preble made a motion to adjourn, seconded by Paul Manganiello, passed with all in favor. The meeting was adjourned at 8:34pm.

Respectfully submitted,
Wendy Costigan, Secretary