

Budget Committee
Meeting Minutes
November 14, 2016

Present:

Chair- William Cote, Tom Keegan, Dave Carr, Bob Emerson, Kevin MacCaffrie , Scott Sanschagrin, Betsy Schneider, Don Milbrand, Wayne Anderson, and John Sellers.

Absent: Ashley Dolloff, JP Morrison, and Rob Glassett.

Others Present: Town Administrator Nicholas Coates and members of the public.

Call to Order:

Committee Chair William Cote called the meeting to order at 6:33pm.

Review of Minutes:

William Cote asked the committee to review the minutes from October 24, 2016. Kevin MacCaffrie made a motion to accept the minutes from October 24, 2016 as written, seconded by Bob Emerson. The Committee voted 9-0-1 in favor of the motion.

Correspondence:

Max Stamp sent an apology to the Committee in regards to his presentation at the last meeting and getting off track with Northern Pass. Mr. Cote commented that there is no apology necessary.

Old Business:

New Business:

Don Milbrand, Chair of the CIP, presented the CIP report to the Committee. Mr. Milbrand informed the Committee that the CIP is a sub-committee of the Planning Board. The purpose of the CIP is to look at the history and future capital needs of the town and to make recommendations for the Select Board and Budget Committee for budgeting purposes. The report includes prior capital spending, long term debt, and offsetting revenues such as grants and capital reserve accounts.

Police:

- There is a five year rotation on police vehicles with one new vehicle purchased each year.
- There is a request of \$25,188 for radio replacements.
- The CIP recommends that a capital reserve account be started for purchasing cruisers to offer flexibility in the timing of purchases. \$50,000 is being requested by the CIP to be placed in this capital reserve account.

Public Works:

- Last year the town voted to place \$90,000 in a capital reserve account for public works equipment. The CIP recommends that \$140,000 be placed in this account in 2017.
- The F550 truck needs to be replaced at a cost of \$120,000.
- The vacuum truck needs to be replaced and the cost of a used one is estimated at \$50,000.
- Road Paving is budgeted at \$250,000.

Fire:

- The CIP recommends placing \$25,000 in the existing FD Equipment Reserve Fund.
- The ambulances are funded out of an enterprise fund with proceeds coming from ambulance services. Ambulance 2 is due to be replaced. The existing box will be placed on a new chassis.

Town General:

- CIP recommends that \$10,000 be placed in the Town Building Maintenance fund.
- The Water Street Recreational Facility funding is recommended at \$60,000. There is a 50/50 grant with \$30,000 in offsetting revenues.

Parks:

- CIP recommends \$10,000 for the update to the Kelley Park Master Plan.

The total capital spending is \$866,188 with \$326,000 coming out of capital reserves. The actual projected spending is \$540,188.

The year total appropriations, including debt, are \$892,685 and the projected capital portion of the tax rate is \$1.91. This figure could change as the town valuation gets finalized.

Committee questions:

- John Sellers asked if there are five or six cruisers. Mr. Milbrand replied that he was told five but if there are six CIP can add another line and rework the numbers.
- Dave Carr asked if the radios for the police department are for the cruisers or people. Mr. Milbrand replied that Chief Lewis needs to replace five portable radios and repair parts are not available. This is a priority 1 item. Kevin MacCaffrie commented that the six cruisers should be listed for CIP purposes and these are capital items currently owned at this time. Bill Cote commented that he thought the idea was to purchase cruisers with drug forfeiture money. Mr. Milbrand replied that this will show as offsetting revenue.
- Dave Carr asked if the town has looked at bringing in an outfit to do the work of the vacuum truck and if this would be cheaper than replacing the truck.
- Betsy Schneider asked if a capital fund is not approved at town meeting will it just be added to the budget. Mr. Milbrand replied that the CIP report is a recommendation only and is used by the Select Board and the Budget Committee to decide how to implement.

Mr. Cote thanked Mr. Milbrand and the CIP for all their work on the report.

Member Comments:

Tom Keegan thanked Bill Cote for putting together the budget spreadsheet that the Committee will be using this year.

Requests for Information:

Bill Cote read a response from Bridge House to the Committee regarding questions that the Committee asked during the presentation.

Bill Cote informed the Committee that there has been no response from Homeland Cemetery regarding request for more information.

John Sellers commented that he is still waiting on the police details report.

Bill Cote asked if Committee members were interested in visiting the different town departments. Members were interested and Mr. Cote will set up dates and times for the visits.

Select Board Comments:

Administrator's Comments:

Mr. Coates informed the Committee that he will forward the questions from the CIP presentation to the department heads. John Sellers asked for a list of encumbrances from 2015 that are being brought forward. Betsy Schneider commented that there are two encumbered items that were warrant articles, \$60,000 for a dump truck and \$26,000 for the generator. Ms. Schneider commented that there are two that were not warrant articles, \$77,000 from paving and \$9,400 for the library for three building maintenance items. Mr. Coates replied that he will ask the Finance Officer about the encumbrances and that the discussion about encumbrances will be in the Select Board minutes. Ms. Schneider asked how the town clock, which was a warrant article, got in the budget. Mr. Coates replied that the former Finance Officer would put approved warrant articles in the budget for tracking purposes. Mr. Cote will change the amount of the budget line for Town Clock to \$500.

Adjournment:

Wayne Anderson made a motion to adjourn, seconded by Don Milbrand. The motion passed with all in favor.

Respectfully submitted,
Wendy Costigan, Secretary