

Budget Committee
November 25, 2019
Meeting Minutes

Present:

Chair Joe Caristi, Vice Chair Dave Carr, Walter Waring, Charles Therriault, Tom Kaempfer, Janet Cavanagh, and Select Board Representative Les Dion

Others Present:

Don Milbrand, CIP Committee Representative, Bob Blanchette, Town Finance/HR Director, Nik Coates, Town Administrator

Call to Order:

Chair Joe Caristi called the meeting to order at 6:07PM.

Review and Approval of Minutes:

Motion to amend November 18, 2019 minutes by Ms. Cavanagh to strike out description of cell phones in Highway Department and adopt minutes as amended, seconded by Mr. Waring. Motion passed 7-0-0.

Correspondence:

None

Old Business:

None

New Business:

Don Milbrand from the Capital Improvements Program Committee (CIP) stated its purpose is to level out capital spending in order to stop the fluctuation of the town's tax rate. They are an advisory only committee; meaning they take requests and then plan them out over a 10-year span and the plans must be approved by the Planning Board. The spreadsheet goes back two years and goes ahead 10 years; currently focusing on 2020 and broken up into departments: Police Department, Public Works, Fire Department, and Town General, Kelley Park. They also look at debt service and offsetting revenues. Mr. Milbrand pointed out an error in the Police Department section, stating that Cruiser 7 and 8 will be replaced and will be removed from the sheet. The Highway Department has a Capital Reserve Fund that comes from a cash flow analysis which helps to calculate and figure out the amount of funds that accrue or are obtained during a fiscal year and are carried over through each year to provide the scheduled replacements. In 2020, the most in spending will be for the front-end loader. The Fire Department also has a Capital Reserve Fund for some upcoming scheduled replacements. Mr. Milbrand spoke to Ms. Dion about having a further discussion to find out how far out Kelley Park Improvements should go. The Police Department and Fire Department are discussing getting their own building and have worked in the figures for what a possible payment would be, including a \$150,000 note payment depending upon the term that is taken out. The Highway Department Garage is to add a Women's bathroom upstairs

since there is only one bathroom in the garage. Also, it was noted that in 2018, there was no spending on pavement and in 2019 there was regular spending on pavement and that is reflected in the budget spreadsheet.

Mr. Coates informed the committee of the current revenues for 2019 and projected revenues for 2020. The tax rate components are assessed value, revenues, and expenditures. For revenues, there was an increase in building starting in 2017. In the Executive line of the budget, the rooms and meals tax number will be added in December. Ms. Cavanagh asked why there were no numbers projected for sales of town property. Mr. Coates stated that even though a property is deeded, it does not mean it will be sold. The ambulance fees that are collected have grown as well. The Fire Department has been stagnant in staffing for 30 years and as the services have grown, therefore the for the additional firefighter came about. The Police Department is another revenue generator due to overtime details. Motor vehicle permits have been at a steady growth and exceeding the projected numbers.

Mr. Coates also represented the Select Board Budget to the committee. There have been some changes made to the 2020 section of the budget. The Department Heads were asked to tighten up their budgets so there were some reductions made and are reflected. The Highway Department did reduce highway projects as they were in the proposal stages. The Fire Chief proposed a \$7,500 reduction in the Department budget which was also approved. Mr. Carr inquired on the Police Department Civic Events line and asked why it was not included in the wages. Mr. Coates and Ms. Dion explained that it is for the overtime of police officers during the 4th of July, Fireworks, Halloween, and other community events. It is not regular pay as these Town events are not scheduled in to the officers' regular hours.

Member Comments:

Mr. Therriault asked for clarification on the reason for additional meetings for deliberations. Mr. Coates stated that the additional meetings for deliberations are to help members of the committee to ask questions and get answers before a vote to approve the budget takes place.

Select Board Comments:

None.

Staff Comments:

Mr. Coates reminded the committee that if members are contacted by individuals, that member should contact the rest of the committee and the chair, and the topic needs to be deliberated as a committee. One person cannot make group decisions.

Adjournment:

Motion to adjourn meeting made by Ms. Cavanagh, seconded by Mr. Waring. Motion passed 7-0-0.

Respectfully Submitted,
Shannon Wharton