

Budget Committee
Meeting Minutes
January 3, 2017

Present:

Chair- William Cote, Don Milbrand, John Sellers, Kevin MacCaffrie, Betsy Schneider, Ashley Dolloff, Scott Sanschagrin, Dave Carr, Tom Keegan, Rob Glassett, Wayne Anderson, Bob Emerson and Les Dion (Select Board Representative Alternate).

Absent: JP Morrison (Select Board Representative).

Others Present: Town Administrator Nicholas Coates, Finance Officer Cassandra Pearce, members of the Select Board, and members of the public.

Call to Order:

Committee Chair William Cote called the meeting to order and immediately moved to go into a non-public session pursuant to RSA 91-A:3, II(c). Betsy Schneider seconded the Motion. After a discussion relative to the precedence and need of going into non-public session, a Roll Call vote was held: Mr. Cote – yes; Ms. Dion – yes; Mr. Milbrand – yes; Mr. Sellers – yes; Ms. Schneider – yes; Mr. Sanschagrin – yes; Mr. Carr – yes; Mr. Glassett – yes; Mr. MacCaffrie – yes; Mr. Keegan – no. (Mrs. Dolloff had not yet arrived in the room for the roll call vote.) The vote was 9 in support and one opposed to going into non-public session. The room was vacated for an undetermined amount of time.

Following the non-public session, the Chair reopened the public meeting and Mr. Milbrand moved to seal the minutes from the non-public session. The Motion was seconded by Mr. Glassett. The vote to seal the minutes was 9 to 2 with two members abstaining.

Review of Minutes:

Mr. Keegan noted that while he was not present at the meeting of December 19th, he did watch the video and believes that the minutes should read a reduction in legal from \$90,000 to \$70,000 rather than the way it is reflected currently and thought that the numbers were accidentally transposed. Committee members were in agreement with this. Mr. Keegan also noted that when numerous members of the Committee speak at the same time, it becomes very difficult to follow what is being said and this makes it particularly difficult for those who wish to follow or need to write the minutes.

Mr. Sellers read a transcript of his comments from the last meeting and requested that they be included in their entirety. Mr. Glassett noted that while the Committee has been provided his comments in totality, other individuals had commented and those have not been provided. He suggested tabling the Minutes until all comments could be included. Ms. Schneider noted that there has been time to do this already prompting Mr. Glassett to withdraw his tabling Motion. Kevin MacCaffrie moved to adopt the Minutes as amended. Don Milbrand seconded the Motion. The Committee subsequently voted 8 in support of adopting with two members

abstaining (who had not been present at the meeting).

Correspondence:

The Chairman asked, since the Town Clerk/Tax Collector is present if we have approximately 2,100 taxpayers in Town. Ms. Simpson agreed that this is about correct.

Old Business:

None.

New Business:

The Committee then turned to the spreadsheet of the proposed budget and John Sellers made a motion that the Committee use the 2016 Town Meeting budget and go from them as the figures for the Budget Committee column. Ms. Schneider seconded the Motion. During discussion Mr. Keegan suggested that in past years on the committee that members have used the Selectmen's proposed numbers and compared them to the past year's adopted budget and come up with their own figures which were then reflected under the Budget Committee's column. Selectwoman Dion asked if they were suggesting that the 2016 numbers be included under the Budget Committee's column now? Ms. Schneider commented that it makes sense to start with the 2016 budget. Mr. Cote added that it gives a draft document for the committee to work with and provides a starting point and noted that he has his here already. Mr. Keegan asked when did he start this process. Mr. Sellers noted that it had been indicated that this started back in October. In calling the question of Mr. Sellers' Motion to include the 2016 figures into the Budget Committee column, the Motion failed 6 to 7 and the Committee members decided to leave that column blank for now.

The Chairman indicated that no comments will be allowed from the audience and that the Committee will begin their considerations with the Executive Department's requested budget.

Executive:

- John Sellers made a motion to change line 4130-110 for the Town Administrator to \$75,000, seconded by Ms. Schneider and why is this going up 12% in one year when the individual has barely worked for the Town for one year so far. Following a lengthy discussion regarding the Wage Study and when Merit increases were implemented, it was indicated that if this line is reduced, then the Town Administrator's pay is being cut. As shown, this is an increase of \$914.
- Mr. Cote clarified that he had called the NHMA and asked about the numbers. He said it was explained that the bottom line can be reduced but if you change specific numbers, then it can be interpreted as being "against" a specific individual.
- Mr. Sellers commented that overall, payroll for the town for next year has been increased by \$292,000 and if you include the Water and Sewer Department, then payroll increases \$364,000.
- The Town Administrator clarified that he did some research back to 2011 and how the

various committees got started with their deliberations and it appeared that the bottom lines were moved and things went from there. Mr. MacCaffrie agreed that the Budget Committee has done the bottom line before. Ms. Dion clarified that if the bottom lines are changed, then it is up to the Select Board to make it work. Mr. Cote agreed with this statement. Ms. Schneider noted that the Select Board had removed \$300.00 from the Budget Committee numbers for members to go to a class to learn how to be effective members. She felt that this was a worthy and needed expense and should be reinstated.

- Mr. Keegan moved to amend line 110 to be \$83,991. Mr. Glassett seconded the Motion in order to have this number reflect the Wage Study findings and recommendations. Ms. Schneider remarked that the wage study was not well looked into and she agrees with Mr. Sellers that this is a very large number. She said that for a town employee who has not even been here a year yet that this number does not make sense. Mr. Keegan commented that the wage study was done well and is fair. Mr. Carr noted that if you add all of the benefits an increase of \$291,000 increase over the previous year is a lot of money for a little town. The vote on the amendment to change this 110 line to read 83,991 was 7 in favor; 4 in opposition and 2 abstaining. The Motion was adopted.
- Mr. MacCaffrie moved \$217,362 as a total. Mr. Milbrand seconded the Motion. Kevin MacCaffrie explained that while this is still less than the Selectman's budget, this is a 2.5% increase over the 2016 budget. He looked at inflation and a COLA at 3.2 and CPI of 1.81 for a combination of 2.5%. He said that he is going to amend all lines at 2.5% based on a full budget that this town can afford and commented that the Committee is still waiting to receive revenue projections. He said that the bottom line of an increase of 5.62% is way too much for our taxpayers. Ms. Dion commented that she felt that Ms. Schneider had made a very good point about the Budget Committee numbers and asked if that should be changed. Ms. Schneider noted that there is a need to have new Budget Committee members attend the training session. Mr. Keegan commented that he will support Mr. MacCaffrie's Motion just in order to keep the Committee moving forward. Mr. Cote called for a vote on the Motion of \$217,62. The vote was 11 in support and 2 in opposition. The Motion carried.
- The final vote on \$217,361 was taken with 10 in support and 3 opposed. The motion was adopted.

Elections:

- Ms. Schneider asked the Town Clerk Tax Collection about the restoration of records. Ms. Simpson explained that the Profile individuals come in and find the worst records which are in need of restoration and then does those volumes. She said that with so many individuals doing records and genealogical research that the books can become

more worn from handling. She feels that this is an important function and therefore had encumbered funds from last year in order to get more volumes done.

- Mr. Carr commented that with a total figure in wages and benefits of \$291,000, that this is an increase of over one-quarter million dollars in just one year.
- Mr. Glassett asked about the \$93,492 and the proposal to work on restoration of the voting booths. He asked what condition are they in and wondered whether it makes sense to just have one Warrant Article and get them all done at once. Ms. Simpson responded that some of the voting booths are in very bad shape but they are useable.
- Mr. MacCaffrie motioned to amend budget to \$91,879. Mr. Milbrand seconded the motion. Mr. MacCaffrie said it takes the 2.5% and adds the \$2,000 for booths.
- Ms. Schneider asked if Mr. MacCaffrie is doing the 2.5% from the paperwork that the Town Administrator sent. Mr. MacCaffrie said he's working from the blue budget document that was provided to the committee by the Select Board during the Select Board presentation. Mr. Milbrand thinks there is some confusion. The document handed out tonight by the Finance Director have the numbers adopted by 2016 Town Meeting before the merit raises were put into effect. Ms. Schneider said Mr. MacCaffrie is not basing his 2.5% motions from what Town Meeting voted on. Mr. MacCaffrie said his intent was to go from the 2016 Town Meeting approved budget before merit raises were distributed. Mr. Glassett said 2.5% plus \$2,000 for the booths is \$91,389. Mr. MacCaffrie said that after he'll have to go back to the Executive budget.
- Mr. MacCaffrie revised his amendment to \$91,389. Mr. Milbrand seconded the motion. Mr. Keegan said he knew the Town Clerk has always been tight with her budget and he wouldn't support what Mr. MacCaffrie was proposing. Mr. Glassett concurred with Mr. Keegan, but is in support of an amendment because he would rather see a one-time purchase for the booths and because our election expenses won't be as high as 2016. Ms. Simpson said yes and she's reflected that in her budget. The rest of her budget is pretty bare bones and there are just some things that you have to do whether there's money or not. Mr. Coted called for a vote on the amendment of \$91,389. 5 voted yes; 8 voted no. Amendment fails. Mr. Cote moved the question on the original motion of \$93,492. 7 vote yes; 6 vote no. Motion passes.

Executive Revisited:

- Mr. MacCaffrie motioned to amend the bottom line of the Executive section to \$216,390. Seconded by Mr. Milbrand. Mr. Keegan thinks we should keep it what we voted for the first time. He's not in favor. Mr. Cote moved the question. 6 vote yes; 6 vote no; 1 abstention. Motion fails. Executive budget remains \$217,362.

Finance:

- Mr. Keegan motioned to move the Select Board amount of \$205,388. Seconded by Mr. Milbrand. Mr. MacCaffrie motioned to amend the motion to \$181,606. Seconded by Mr. Milbrand. Mr. Keegan is not in favor of the amendment because the Finance and Tax Collector part of the budget has always been very tight. They don't spend anything extra that they don't have to. Mr. Glassett agrees. He doesn't see anywhere where it could be reduced. Ms. Dolloff would be in favor of reducing it by \$7,500 for the accounting service. Ms. Dion said the \$7,500 was originally a \$10,000 request by the department and if you look back we spend almost \$28,000 because our finances have been difficult to get in a timely manner. That is because we are still sorting from people and the hope is that we will be clear of that shortly. The \$7,500 was to give us a little extra service in case it's needed in the coming year. We don't foresee that being ongoing after this. Mr. MacCaffrie said this has been going on long enough. If you haven't got it in order by now, all the help in the world isn't going to help. He understands that staff is swamped, but we hired people to do a job. Let the people we've hired do the job, we just have to wait a little longer. We've been waiting this long now, we can wait longer. So he doesn't think we need to spend the extra \$7,500. A vote on the amendment of \$181,606 was taken. 5 yes; 8 no. Amendment fails.
- Mr. Glassett made a motion to amend to \$197,888. Seconded by Mr. Milbrand. Mr. Glassett said that's that the Select Board recommendation less the \$7,500 for accounting services. Mr. Milbrand said if the department needs outside help, it's up to the Select Board to find the money for it. Vote on amendment of \$197,888 was taken. 6 yes; 7 no. Amendment fails.
- Mr. Sellers made a motion to amend to \$190,000. Seconded by Ms. Schneider. Mr. Sellers's reason is that it's a split down the middle. Vote on amendment of \$190,000 was taken. 6 yes; 7 no. Amendment fails.
- Mr. Keegan made a motion to amend to \$195,000. Seconded by Ms. Schneider. Mr. Keegan picked this number as a compromise. Vote on amendment of \$195,000 was taken. 7 yes; 6 no. Amendment passes.
- Mr. Keegan made a motion to make the Finance budget \$195,000. Seconded by Mr. Milbrand. 8 yes; 5 no. Motion passes.

Property:

- Mr. MacCaffrie motioned to move the bottom line of \$108,417. Seconded by Mr. Glassett. Mr. MacCaffrie said the number arrived at by taking the 2016 Town Meeting number before merit raises and adding 2.5%. The Town Administrator said this includes our contract services for ongoing yearly appraisal work with George Sansoucy. This is not for the Full Measure & List. There is a warrant article being proposed to put funds aside for that in the capital reserve fund. Ms. Schneider noted that the current expenditures for

2016 are \$23,187. The Town Administrator said that all bills are due Jan. 13. Ms. Schneider asked what the best guess is on for what the next bill will come in at. The Finance Director said that the committee will find it's going to be less this year because some of the work performed this year under the yearly contract was included in the reval. work they did this year. Next year, it will be back up again with the pickup work and the utility appraisals. Mr. Sellers said the history of the line includes: 2010 \$60,000 budgeted, \$53,000 spent; 2011 \$69,000 spent; 2012 spent \$48,000 budgeted, \$36,000 spent. Mr. Keegan asked if the budget is cut down to \$108,000, the department doesn't have many lines to make up the difference. And if you don't keep up on the contracted services for revaluation, we're maybe going to be paying a little more in taxes. He doesn't support the amendment. Vote on the motion of \$108,417 taken. 9 yes; 4 no. Motion passes.

Legal:

- Ms. Dolloff motioned to move the Select Board amount of \$70,000. Seconded by Mr. Keegan. Ms. Dolloff said it's what the Select Board proposed. In 2016, there was significantly more spent on that so she would support the \$70,000 with the hope that they keep it at \$70,000. Ms. Schneider noted that under the Planning Board budget there was at one time a legal line that is no longer in the budget and she's wondering about the 4191-XXX line in the Planning Board budget that says Engineering, etc. Us that supposed to include legal as well? The Town Administrator said a couple years ago there was a decision to bring the Planning Board legal line under the General Legal section. The 4191-XXX line does not include any legal expenses.
- Mr. Sellers asked for details on this line. The Town Administrator stated there are three broad categories: general legal, employment, and work related to utilities. In 2016, \$39,000 spent in general legal, our portion of the Fairpoint case \$1,700, our portion of Northern Pass \$19,600, our portion of the PSNH case \$6,125, the beach case \$180, Hemlock Brook Road \$1,200. Employment - general is \$10,500, personnel matters is \$13,500. Other include utility cases – Fairpoint \$1,300, Northern Pass \$7,500, PSNH \$350 and Electrical Cooperative \$100. Mr. Cote said he would like the documents ahead of time. Mr. Glassett motioned to table discussion until the committee can look at the details. Seconded by Mr. Sellers. 10 yes; 2 no; 1 abstention. Motion passes. Ms. Schneider said she thought the contract line in Property included George Sansoucy's work. The Finance Director said this section is strictly cases, not his utility appraisal work.

Personnel Administration:

- Mr. MacCaffrie motioned to move the Select Board bottom line of \$88,369. Seconded

by Mr. Glassett. Ms. Schneider asked for a breakdown of the 4155-265 line. The Town Administrator stated: alcohol test \$66, drug panel \$105, DMV record checks \$15, background checks \$25, FBI fingerprints \$43.50. The Finance Director said some of pre-hire. Alcohol and drug are quarterly random selection. You don't know if there's going to be 2 people or 6 people. DMV and background check is for new hires but also include people at the Library who volunteer. The can't work with kids unless they do the FBI check. Vote taken on the motion of \$88,369. 12 yes; 1 no. Motion passes.

Planning Board:

- Mr. MacCaffrie motioned to move the Select Board bottom line of \$15,283. Seconded by Mr. Milbrand. The Town Administrator clarified that there used to be two lines for the master plan. One in the capital section and one in the Planning Board section. But staff talked with the Planning Board and decided it made the most sense to have the master plan in just the Planning Board budget. The amount hasn't changed. Vote taken on the motion of \$15,283. 13 yes; 0 no. Motion passes.

Zoning Board:

- Mr. Glassett motioned to move the Select Board bottom line of \$5,673. Seconded by Mr. Milbrand. Ms. Schneider asked why only \$1 was spent out of the postage line. The Finance Director said it appears that the postage meter hasn't been read for the end of the year and posted in the actuals yet. She thinks it's only been done half a year and not second half of the year. Ms. Schneider: So in half a year, they only spent \$1? The Town Administrator said there wasn't much going on during the first half of the year with the Zoning Board. With a lot of these lines you're taking your best guess. One year you may have a lot of activity, and another year you may not. Mr. MacCaffrie said that postage expenses the last few years have ranged from a low of \$209 to a high of \$988. Vote taken on the motion of \$5,673. 13 yes; 0 no. Motion passes.

Tax Map:

- Mr. Milbrand motioned to move the Select Board bottom line of \$6,050. Seconded by Mr. Emerson. Mr. MacCaffrie asked if we were expecting another bill because he noticed not all of the budget has been spent this year. The Finance Director said yes it's a quarterly bill the staff is still waiting on the last quarter's bill. Vote taken on the motion of \$6,050. 13 yes; 0 no. Motion passes.

General Government and Buildings:

- Mr. MacCaffrie moved the bottom line of \$80,350. Seconded by Mr. Milbrand. Mr. MacCaffrie said the number reflects a reduction of \$5,000 requested by the Space

Needs committee. They did a great job and can continue as a great volunteer organization, but don't need the \$5,000. Ms. Dolloff asked what the \$5,000 was for. The Town Administrator said the committee wants to stay engaged in the work they started and they want to continue to look at some of the other buildings other than the Town Office and Police Department. They may want to bring someone in to take minutes if needed or things like hiring or architect. For example, the Fire Department has identified a pretty significant crack in one of the walls. Mr. Cote said the warrant article says their work ends in December. If the Selectmen want to reappoint them, that's great, but he sees no need for them to have money. They've done their job, time to move on.

- Ms. Schneider asked what \$7,000 line item in the budget was for. The Town Administrator said it was for port-a-potties at the bike path and two projects, one of which is the AC unit at the town office that flooded this year and needs repairs. Vote taken on the motion of \$80,350. 11 yes; 2 no. Motion passes.

Cemeteries:

- Ron Preble from the Cemetery Committee stated that the committee is recommending their budget be reduced to \$6,500 because the new maintenance employee in the Highway Department will be taking over maintenance responsibilities previously handled by the maintenance custodian. Mr. Keegan motioned to reduce the budget to \$6,500. Seconded by Mr. Milbrand. Mr. Keegan added that the reduction also reflects that he thinks the Homeland Cemetery budget can be reduced because they have built up enough reserves now and they can start charging people not from Bristol a little more. Vote taken on the motion of \$6,500. 13 yes; 0 no. Motion passes.

Insurance:

- Mr. Glassett motioned to move the Select Board bottom line of \$48,400. Seconded by Mr. Emerson. The Town Administrator said the bill is in and the number being recommended reflects the amount on the bill. Ms. Schneider said she knows of at least accident and we haven't used the deductible. It doesn't look like the deductible has been used in five years. Ms. Schneider made a motion to amend the bottom line to \$47,900. Seconded by Mr. Sellers. Mr. Sellers asked why the cost has increased \$15,000. The Town Administrator stated that a couple years ago, the Town had a couple incidents and there's always a lag. It takes a couple years to come through. Plus we've added the Smith Lot to the list of properties owned by the town. Vote taken on the amendment of \$47,900. 13 yes; 0 no. Amendment passes. Vote taken on the motion of \$47,900. 13 yes; 0 no. Motion passes.

Regional Associations:

- Mr. Carr said he never remembered the Lakes Region Planning Commission charging anything for their services. The Town Administrator said they have. The amount used to be in the Executive budget, but it was moved this year to be in Regional Associations to be more clear with everyone so they could see the number.
- Ms. Schneider asked what is the additional amount for training in the 4130-560 line. The Town Administrator said it was training for the Town Administrator, Executive Assistant/Bookkeeper, Select Board and Town Moderator. Ms. Schneider asked if there was a dollar amount associated. The Town Administrator said it is typically for annual conferences for the NH Municipal Association and similar. The Finance Director added that there is more training planned this year especially since the \$7,500 from the Finance budget was removed. Ms. Schneider said the number in budget was \$6,300 and she was under the assumption that training was being done for the new Town Administrator, but instead it looks like it was for the NH Municipal Association. Very disappointing. The Town Administrator said he did go to trainings and they were free.
- Mr. Glassett asked what the increase is for Newfound Lake Region Association. The Town Administrator said every year they've asked for \$3,000 and they've received \$1,500. This year they are asking for \$4,000. Mr. Cote and Mr. Milbrand said it was for the milfoil removal at the lake and the lake host program.
- Mr. Sellers made a motion to move the budget to \$9,909. Seconded by Mr. MacCaffrie.
- Ms. Dion: Full disclosure, she's on the NLRA board but what she's say is that they are protecting our biggest resource, the lake. Mr. Keegan said the money is for the lake host program and also for mitigation of water runoff. Ms. Dion added that they have a landowner program and there are costs to the NLRA for materials. Mr. Glassett asked if the funds have to do with the bacteria levels at the lake for the beaches. The Town Administrator said, no there is a beach testing program in the beach budget.
- Mr. Glassett motioned to amend the motion to the amount of \$10,909. Mr. Milbrand seconded. 8 yes; 4 no; 1 abstention. Motion passes. Mr. Glassett motioned to move the budget to \$10,909. Mr. Milbrand seconded. 11 yes; 2 no. Motion passes.

Police:

- There was discussion about whether to take a break or to keep going. There was a discussion regarding whether to table the Police Department deliberations. No vote taken.
- Tom Keegan wanted to make a motion to ask if the Chief would like to present tonight. Chief Lewis said he would, he's prepared to answer any questions. Ms. Schneider asked if the committee can get the answers to the questions from the committee in an email so they can review it. The Town Administrator said the Department Heads have been

provided the requests and are working on them and are planning to answer the questions for the committee. Ms. Schneider said there are two for the Police Department: Civic events and breath test. Chief Lewis said he is prepared to answer questions now. Ms. Schneider said she'd prefer them in an email.

- Mr. Cote said there are a couple others coming. Last year there was a problem with the prosecutor line and another line being reversed. Has that been fixed? That would be one he would like Chief Lewis to get back to him on for next week. He also read that the Plymouth PD made a \$460 donation to the K-9 program. Chief Lewis is said that is correct. Does Mr. Cote want him to answer the questions now? Mr. Keegan asked if he could amend his motion to allow the chief to take questions while he's here? Mr. Milbrand said the motion is start next week. We should do that. We have a comment section you could do that then probably. Motion by Tom Keegan to stop the deliberation. Seconded by Kevin MacCaffrie. 10 yes; 3 no. Motion passes.

Member Comments:

- Mr. Glassett would like to bring up the email that was distributed by a member of the community. Mr. Cote said no, he doesn't think he can. The minutes were closed. Mr. Glassett said he's not talking about "that" issue. He's talking about the one that was sent to the Town Administrator from a member of the community to be distributed. Mr. Cote said he didn't know anything about that. Sorry. Mr. Glassett said it was in the newspaper and it was distributed. He personally felt it was inappropriate for that to be distributed to both the Budget Committee and the Selectmen. That person could be here and bring up his comments to the board in a public meeting. Mr. Sanchagrin said it was the email that the Town Administrator forwarded to the Budget Committee. Mr. Glassett said he isn't saying whether he agrees with it or not. He just thought that it was inappropriate. If every time a member of the community has a comment or concern, he didn't see where it was appropriate. The Town Administrator asked if this was the letter from Mr. Simard. Mr. Glassett: Yes. Mr. Sellers said the community member is a taxpayer, so what's the problem? Mr. Glassett said he didn't understand why the community member couldn't come to the meeting and address the Budget Committee on his own. Mr. Sellers said it's his right. He can come or not come. Mr. MacCaffrie thought the problem is that the email wasn't sent directly to the committee. It was resubmitted through the Town Administrator. The Town Administrator said the community member forwarded it to him and asked him to forward it to the committee and the Select Board. Mr. Sellers said he didn't understand what the problem is. Mr. Glassett said he can read it in the paper. He didn't need to read it in an email or he can come to the committee and address the committee himself. Mr. Sellers said not all of us read the paper. Mr. Sanchagrin: We just write to them. Mr. Sellers: Well, I got that from

Mr. Alpers. Not all of us read the papers.

- Mr. Anderson said he would be interested in the revenue projections. Mr. Cote said he received an email back from the Town Administrator that he would talk to the Finance Director to get an ETA. He's making the request now that he wants them by this Friday. He's looking for 2015-2017. The Town Administrator said yes. The primary focus right now has been trying to get the committee the information it needs to be prepared for the meetings and trying to close out 2016.
- Mr. Sellers said the committee is waiting for the police detail account information. He wants to look at all of the debits and credits of that fund to verify all the debits and credits are there and all the numbers are there correctly. The Town Administrator stated the report has already been provided twice. Mr. Cote asked Mr. Sellers if he can write out exactly what he's looking for. Mr. Sellers said he would send his request by Friday.
- Mr. MacCaffrie said he didn't know there was an alternate to the Selectmen. The rep has almost been out four meetings and the committee had no alternate here. Someone needs to talk to the Select Board members. Ms. Dion said she's been in audience. Mr. MacCaffrie said he understood, but when Ms. Dion comes as an alternate you come as a voting member. The three times Ms. Dion was out there, he felt she never once came up to the tables to vote. The committee needs people to vote. At one point the committee was almost not a quorum because the committee had no representation from the Select Board. Ms. Dion said that should have been communicated that there was an alternate and who it was. Mr. MacCaffrie said Mr. Morrison should have communicated with Ms. Dion when he's not going to show up. Ms. Dion said she thought he might have been here tonight. That's why there was a delay before she said anything because she thought he was here. She'll ask him to communicate with her when he cannot make it.
- Mr. Keegan said he would like to hear from Police Chief. Chief Lewis said that he'll confirm this in an email but the first question was civic events. They are all the parades that the town has. It's to cover the expense for the officers to be there. Off the top of his head: Memorial Day, 4th of July, Veterans Day. It accounts for all payroll during the Old Home Day event. When Santa Clause comes to Town. Halloween. Any voting that an officer is at, not the Chief of Police. The NH Marathon. For 2017, the Thursday night concerts. Mr. Cote: Not the fireworks. The Finance Director said that the fireworks line is for the fireworks themselves.
- Chief Lewis: Breath test. That is for supplies that our intox machine needs when DWI arrest is made. Supplies include: the tubes, the paper product that goes into the machine. We haven't expended any money out of that because although the quantity of tubes and paper produce is low, the state has changed the law regarding those capture sample tubing. So we have not replenished that until that law is finalized so that

something isn't purchased that ultimately we're not going to utilize.

- Mr. Cote asked if the officer lines were correct. Chief Lewis said he repeatedly asked the Finance officer to make that correction. Mr. Cote asked if they have not been. Chief Lewis states that he hasn't seen a document is either for or against that. But to Mr. Cote's point, there was one line item that was taking up to personnel and there was another line that was taking up zero personnel. In support of the new individual in the Finance role, obviously, she has a lot on her plate right now. Mr. Cote asked if the budget a dollar value and a line nobody was in. Chief Lewis states the appropriate line items in the 2016 operating budget, although not accurately placed at the public hearing for the budget committee, there are appropriate funding in each of those line items. What was occurring was two individuals were being pulled out of one line item. So you saw an over-expenditure in one line item and then another line item was not having any funding pulled from it. Therefore, you say, well why didn't you spend. Say there was \$40,000 in one line item and \$0 was spent out of that \$40,000. But another line item had \$40,000 in it and \$80,000 spent out of it. So two individuals were being pulled from one line one line was not having any funding as payroll came through the course of the year being pulled out of that line item. Chief Lewis said he observed that at a point in the 2016 calendar year and brought it to the attention to the individual that was working in the Finance office at the time, but it was not corrected. Mr. Cote had made an inquiry at the time that it was being pulled from both. So at that time, he reiterated to the person in the Finance office to double check. They checked payroll last names, which line items were being pulled in the payroll system and ultimately determined at that time that in fact two people were being pulled from one and nobody was being pulled another. Chief Lewis advised the person in the Finance office to make the correction. At this time, Chief Lewis said he was unaware presently if that correction has been made or not. He said he would look into it.

Requests for Information:

- Nothing further at this time.

Select Board Comments:

- None

Town Administrator Comments:

- None

Adjournment:

- Mr. MacCaffrie motioned to adjourn. Seconded by Ms. Dolloff. 13 yes; 0 no. Motion

passes.

Respectfully submitted,

Nicholas J. Coates, Town Administrator