

Budget Committee  
Meeting Minutes  
January 9, 2017

**Present:**

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

**Absent:**

**Others Present:** Finance Officer Cassandra Pearce, Department Heads, Members of the Select Board, and members of the public.

**Call to Order:**

Committee Chair William Cote called the meeting to order at 6:30pm.

**Review of Minutes:** Betsy Schneider made a motion to approve the minutes of January 3, 2107, seconded by John Sellers. Several amendments were made to the minutes. Don Milbrand made a motion to approve the January 3, 2017 minutes as amended, seconded by Kevin MacCaffrie. The motion passed 11-0-1.

**Correspondence:**

John Sellers commented that he sent a request for the Police detail Wednesday night and Mr. Coates said he did provide the information and due to privacy of employees he cannot give the details we want. Mr. Sellers commented that he has received two different reports with different figures and he is trying to figure out which account is accurate. Cassandra Pearce replied that the spreadsheet that Nik sent is the one used when auditing the funds. Bill Cote commented that he has talked to the town counsel and they told him they didn't see why the committee couldn't see the ins and outs with patrolman 1, 2,3... listed and not names. John Sellers commented that he wants to see everything in the accounts in 2015 to include revenues and expenses. Cassandra Pearce commented that she will see what is in the account.

**Old Business:**

Bill Cote asked how the numbers get filled in to the Budget Committee column as they voted on department bottom lines. Ms. Pearce replied that she will go back and do 2.5% per line. Bill Cote commented that the committee did vote on line 110 in Executive. Ms. Pearce informed the committee that the numbers will be filled in before the Public Hearing so the Committee can review them.

Cassandra Pearce asked the chair when the non-public minutes from January 3<sup>rd</sup> will be addressed. Mr. Cote replied that town counsel suggested that the non-public minutes be approved in a non-public session and then unsealed.

Don Milbrand made a motion to consider the Legal line which had been tabled, seconded by Scott Sanschagrin. The motion passed with a 13-0 vote. Betsy Schneider commented that the numbers in the spreadsheet do not match the actual expense in the budget and she would like to see a detailed expense report. Ms. Pearce replied that she will update the expenses and verify the numbers for the next meeting. Don Milbrand made a motion to approve the Legal line 4153-320 for \$70,000, seconded by Wayne Anderson. The Committee voted 13-0 in favor of the motion.

### **New Business:**

#### Police Department deliberations:

Rob Glassett made a motion to approve the Select Board recommendation of \$1,123, 293, seconded by Don Milbrand. Mr. Glassett commented that he believes that the town would be getting into a public safety issue if cuts are made. Dave Carr made a motion to amend the Police Department budget to \$1,049,722, seconded by Betsy Schneider. Mr. Carr commented that the wages and benefits are the same and the cuts are in the operational lines of the budget. The Committee discussed the Police department budget. Kevin MacCaffrie made a motion to end discussion, seconded by Don Milbrand. The Committee voted 13-0 to end discussion. The Committee voted 4-8-1 on the amendment and the amendment fails. Kevin MacCaffrie made a motion to approve the Police Department budget at \$1,057,474, seconded by John Sellers. Mr. MacCaffrie commented that this is a 2.5% increase over the 2016 budget. The Committee voted 6-7 and the motion fails. Scott Sanschagrin made a motion to approve the Police Department budget at \$1,118,293, seconded by Bob Emerson. John Sellers made a motion to amend the Police Department budget to \$1,060,000, seconded by Betsy Schneider. The Committee voted 6-7 and the amendment fails. The Committee discussed the committee's role and responsibilities. Betsy Schneider made a motion to amend the Police Department budget to \$1,104,000, seconded by Rob Glassett. The Committee voted 9-3-1 and the amendment passes. The Committee voted 9-3-1 to approve the Police Department budget at \$1,104,000.

#### Fire Department deliberations:

Don Milbrand made a motion to approve the Fire Department budget at \$1,023,070, seconded by Bob Emerson. Kevin MacCaffrie informed the Committee that he was abstaining from the discussion. Fire Chief LaRoche offered an amended department budget amount of \$1,016,035 due to changes in personnel lines and other changes. The warrant article for protective gear is being replaced with \$10,000 in the operational budget for the replacement of four sets of gear and to get caught up with the ten year replacement cycle. Don Milbrand made a motion to amend the Fire Department budget to \$1,016,035, seconded by Bob Emerson. The Committee voted 7-4-2 in favor of the amendment. John Sellers made a motion to amend the Fire Department budget to \$950, 843, seconded by Betsy Schneider. John Sellers commented that this is a 2.5% increase over the 2016 budget. The committee voted 5-6-2 and the amendment fails. The Committee voted 8-4-1 in favor of the bottom line of the Fire Department budget at \$1,016,035.

#### Forestry deliberations:

Don Milbrand made a motion to approve the Forestry budget at \$5,450, seconded by Bob Emerson. The Committee voted 12-0-1 in favor of the motion.

#### Crossing Guard deliberations:

Don Milbrand made a motion to approve the Crossing Guard budget at \$5,483, seconded by Bob Emerson. The Committee voted 13-0 in favor of the motion.

#### Emergency Management deliberations:

Don Milbrand made a motion to approve the Emergency Management budget at \$1,500, seconded by Bob Emerson. The Committee voted 12-0-1 in favor of the motion.

#### Highway Department deliberations:

Rob Glassett made a motion to approve the Highway Department budget at \$563,977, seconded by Don Milbrand. Mr. Glassett withdrew his motion and Mr. Milbrand withdrew his second. Rob Glassett made a motion to approve the Highway Department budget at \$558,977, seconded by Don Milbrand. Kevin

MacCaffrie made a motion to amend the Highway budget to \$539,100, seconded by Betsy Schneider. Mr. MacCaffrie commented that this amount is 2.5% over the 2016 budget plus the extra laborer position. The Committee voted 7-6 in favor of the amendment. The Committee voted 7-6 in favor of the bottom line of the Highway Department budget at \$539,100.

#### Highway Projects deliberations:

John Sellers made a motion to decrease line 4312-390 to \$0, seconded by Betsy Schneider. Mr. Sellers commented that this line gets underspent every year and it should be a warrant article with exactly what's going to be paid. After discussion, John Sellers withdrew his motion and Betsy Schneider withdrew her second. Rob Glassett made a motion to table the discussion of the Highway Projects budget, seconded by John Sellers. The Committee voted 11-0-2 in favor of the motion.

#### Street/Bridges deliberations:

Don Milbrand made a motion to approve the Streets/Bridges budget at \$35,500, seconded by Betsy Schneider. After discussion Mr. Milbrand withdrew his motion and Ms. Schneider withdrew her second.

#### Fire Betterment deliberations:

Don Milbrand made a motion to approve the Fire Betterment budget at \$10,000, seconded by John Sellers. Don Milbrand explained that this is to pay for the maintenance of the hydrants by the Water/Sewer Department. The Committee voted 13-0 in favor of the motion.

#### Library deliberations:

Library Director, Brittany Overton requested that Line 191 be changed to \$36,402, line 220 be changed to \$7,440 and Line 225 changed to \$1,848. Don Milbrand made a motion to approve the Library budget at \$205,211, seconded by Rob Glassett. The Committee voted 7-3-3 in favor of the motion.

#### Land Use/ Health Office deliberations:

Don Milbrand made a motion to approve the Land Use/ Health Office budget at \$64,219, seconded by John Sellers. Kevin MacCaffrie made a motion to amend the budget to \$28,000, seconded by Betsy Schneider. The Committee voted 9-3-1 in favor of the amendment. The Committee voted 9-3-1 in favor of the bottom line of the Land Use/ Health Office budget at \$28,000.

#### Animal Welfare deliberations:

Don Milbrand made a motion to approve the Animal Welfare budget at \$750, seconded by Betsy Schneider. John Sellers made a motion to amend the Animal Welfare budget to \$500. Seconded by Don Milbrand. The Committee voted 5-7-1 and the amendment fails. The Committee voted 10-3 in favor of the bottom line of the Animal Welfare budget at \$750.

#### Health Agencies deliberations:

Don Milbrand made a motion to approve the Health Agencies budget at \$33,400, seconded by Ashley Dolloff. The Committee voted 12-1 in favor of the motion.

#### Welfare Administration deliberations:

Don Milbrand made a motion to approve the Welfare Administration budget at \$ 11,984, seconded by Ashley Dolloff. The Committee voted 13-0 in favor of the motion.

#### Welfare Services deliberations:

Don Milbrand made a motion to approve the Welfare Services budget at \$35,600, seconded by Bob

Emerson. The Committee voted 12-1 in favor of the motion.

**Recreation deliberations:**

Don Milbrand made a motion to approve the Recreation budget at \$103,803, seconded by Scott Sanschagrin. The Committee voted 11-1-1 in favor of the motion.

**Beaches deliberations:**

Don Milbrand made a motion to approve the Beaches budget at \$20,841, seconded by Wayne Anderson. The Committee voted 13-0 in favor of the motion.

**Kelley Park deliberations:**

Don Milbrand made a motion to approve the Kelley Park budget at \$35,500, seconded by Rob Glassett. Betsy Schneider asked what the \$8,000 on the revenue sheet was from. Les Dion replied that the school district pays \$8,000 to use the fields. The Committee voted 13-0 in favor of the motion.

**Member Comments:**

Betsy Schneider asked if any budget transfers need to be done. Cassandra Pearce replied that there are no transfers for 2016 and as long as the bottom line of a department doesn't go over funds do not need to be transferred.

Ashley Dolloff commented that a recording secretary needs to be at the meetings to help record votes so the Chair does not have to. Cassandra Pearce replied that they are trying to find someone to do the minutes. Don Milbrand volunteered to record the votes for the Chair.

**Requests for Information:**

**Select Board Comments:**

**Administrator's Comments:**

**Non-Public Session:**

Bill Cote made a motion to go into non-public session under RSA 91-A: 3 II (c), seconded by Don Milbrand. A roll call vote was held: William Cote-yes, Don Milbrand-yes, Wayne Anderson-yes, David Carr-yes, Rob Glassett-yes, Scott Sanschagrin-no, Bob Emerson-abstain, Tom Keegan-no, Kevin MacCaffrie-yes, John Sellers-yes, Betsy Schneider-yes, Ashley Dolloff-abstain, JP Morrison-yes. The non-public session started at 9:25 PM.

The Committee returned to public session at ?? (the non-public minutes state 7:10PM, but this will need to be amended).

Don Milbrand made a motion to unseal the minutes from the January 3, 2017 non-public session as amended and approved, seconded by Rob Glassett. The Committee voted 13-0 in favor of the motion.

**Adjournment:**

Kevin MacCaffrie made a motion to adjourn, seconded by Betsy Schneider. The motion passed with a vote 11-2.

Respectfully submitted,  
Wendy Costigan, Secretary

