

Budget Committee
December 13, 2022
Meeting Minutes

Present:

Chair Paul Regan, Vice Chair Rob Glassett, Charlie Therriault, Walter Waring, Sue Sodano, and Select Board Representative Carroll Brown, Jr.

Absent:

Janet Cavanagh

Others Present:

Christina Goodwin, Interim Deputy Town Administrator; Bob Blanchette, Finance/Human Resources Director; Raymah Simpson, Town Clerk/Tax Collector; Jennifer Davis, Library Director, and the Library Board of Trustees members Rosemary D'Arcy, Karen Boyd, Patricia Durgin, Nancy Dowey, Suzanne Nieman and Lucille Keegan.

Call to Order:

Mr. Regan called the meeting to order at 6:00pm.

Executive #4130

Motion to move the bottom line #4130 in the amount of \$255,226 by Mr. Therriault, second by Mr. Regan. Ms. Goodwin stated line #312 Project Manager-EDC is budgeted for work on the Business Development Website and another project for the Economic Development Committee. Motion to amend line #312 Project Manager to the amount of \$10,000 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Mr. Glassett asked about the wage lines. Ms. Goodwin noted that lines #115 Executive/Financial Assistant and #120 Minute Takers were not budgeted correctly and have been adjusted accordingly. Vote to approve the amended bottom line of #4130 Executive in the amount of \$235,226 passed, 5-0-1.

Tax/Town Clerk #4140

Motion to move the bottom line of #4140 in the amount of \$178,058 by Mr. Therriault, second by Mrs. Sodano. Ms. Simpson stated the clerk's office has seen an increase in traffic in the office. Ms. Simpson noted line #120 PT Clerk Position 20-hrs. This new position will keep the office staffed on certain days of the week that are currently unstaffed along with assisting with the increased workload. Motion to amend line #120 PT Clerk Position to the amount of \$0 by Mr. Therriault, second by Mrs. Sodano. Mr. Therriault would like the Select Board to consider adding this position as a Warrant Article and let taxpayers vote on the position. Discussion from the Committee Members continued. Motion failed, 1-3-2. Vote to approve the bottom line of #4140 Tax/Town Clerk in the amount of \$178,058 passed, 5-1-0.

Finance Administration #4150

Motion to move the bottom line of #4150 in the amount of \$108,838 by Mr. Therriault, second by Mrs. Sodano. Mr. Blanchette stated lines #211 and #212 should be amended. Motion to amend line #211 to the amount of \$333 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Motion to amend line #212 to the amount of \$42 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Mr. Therriault asked if line #131 Treasurer is an elected position. Ms. Goodwin and Mr. Blanchette stated it is an elected position and is paid from a quarterly stipend. The Treasurer oversees the town's funds, revolving funds, and reconciles accounts each month. Line #301 Annual Audit is for payment of an

outside agency, budgeted for a three-year deal. A new contract will be signed in 2023. Vote to approve the amended bottom line of #4150 Finance Administration in the amount of \$108,546 passed, 6-0-0.

Legal #4153

Motion to move the bottom line of #4153 in the amount of \$100,000 by Mr. Therriault, second by Mr. Glassett. Ms. Goodwin stated the budget may not be accurate as bills are coming in. Vote to approve the bottom line of #4153 Legal in the amount of \$100,000 passed, 6-0-0.

Personnel Admin #4155

Motion to move the bottom line of #4155 in the amount of \$751,407 by Mr. Therriault, second by Mr. Brown. Ms. Goodwin stated line #192 COLA/Step Increases reflects a 1% COLA increase and 1 step increase on the salary chart based on performance for full-time and part-time employees. Line #210 Health Insurance has also increased for full time employees. Vote to approve the bottom line of #4155 Personnel Administration in the amount of \$751,407 passed 6-0-0.

General Government Buildings #4194

Motion to move the bottom line of #4194 in the amount of \$428,430 by Mr. Therriault, second by Mr. Regan. Ms. Goodwin stated that line #340 Engineering/Surveying has not been spent until Surveys are taken to identify road problems. Line #342 Technology and Communication Management has increased. The town has signed a new IT company whose task is to initiate back up servers. The line also covers Office 365 licenses for all employees, software costs and computer purchases for all departments, and a \$75,000 cyber security agreement. Ms. Goodwin also noted line #433 Town Signage has increased for sign repair or replacement and is working with three different companies, awaiting quotes. Motion to amend line #433 Town Signage to the amount of \$2,000 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Ms. Goodwin will clarify the purpose of line #435 Security System at the next meeting. Vote to approve the amended bottom line of #4194 General Government Buildings in the amount of \$418,430 passed, 6-0-0.

Cemeteries #4195

Motion to move the bottom line of #4195 in the amount of \$1,200 by Mr. Therriault, second by Mr. Glassett. Ms. Goodwin noted the budget reflects funds for graveyard preservation and repair of five stones. Vote to approve the bottom line of #4195 Cemeteries in the amount of \$1,200 passed, 6-0-0.

Insurance #4196

Motion to move the bottom line of #4196 in the amount of \$59,879 by Mr. Therriault, second by Mrs. Sodano. Vote to approve the bottom line of #4196 Insurance in the amount of \$59,879 passed, 6-0-0.

Economic Development Committee #4651

Motion to move the bottom line of #4651 in the amount of \$5,000 by Mr. Regan, second by Mr. Brown. Ms. Goodwin noted the Select Board has approved a sub-committee of the EDC; the Pemi Path Planning Committee whose purpose is to extend the path from River Falls to Profile Falls. Motion to table discussion until next meeting by Mr. Glassett, second by Mr. Regan. Motion passed, 6-0-0.

Principal L/T Debt #4711

Motion to move the bottom line of #4711 in the amount of \$324,683 by Mr. Regan, second by Mr. Therriault. Vote to approve the bottom line of #4711 Principal L/T Debt in the amount of \$324,683 passed, 6-0-0.

Interest L/T Debt #4721

Motion to move the bottom line of #4721 in the amount of \$180,449 by Mr. Regan, second by Mr. Glassett. Vote to approve the bottom line of #4721 Interest L/T Debt in the amount of \$180,449 passed, 6-0-0.

Interest TAN #4723

Motion to move the bottom line of #4123 in the amount of \$1,500 by Mr. Glassett, second by Mr. Regan. Mr. Blanchette stated this line is used as a placeholder in the event the town needs to borrow money and needs cash flow. Vote to approve the bottom line of #4723 Interest TAN in the amount of \$1,500 passed, 6-0-0.

Library #4550

Motion to move the bottom line of #4550 in the amount of \$241,307 by Mr. Therriault, second by Mr. Glassett. Mrs. Davis stated line #230 Retirement is incorrect and can be decreased by \$3,000. Motion to amend line #230 Retirement to the amount of \$13,984 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Mr. Glassett commented on line #240 being underspent. Mrs. Davis stated she planned to attend a conference but was ill and unable to attend. Mr. Therriault asked about the increase of line #191 P/T Assistants/Substitutes. Mrs. Davis stated the increase is for a 10-hour page position that is filled. Mr. Therriault asked if line #342 Computer Support is budgeted for the hot spots. Mrs. Davis confirmed the line is budgeted for five hot spots. Mr. Glassett asked if the town offers programs for school aged kids. Ms. Goodwin stated that the Welfare office does assist with utility bills for those who qualify. The library has computers free of use and has seen an increase in adult needs along with children. Mrs. Davis stated that the library provides programs such as friends group, book groups, children's programs and more with circulation numbers increasing. Mrs. Sodano inquired why line #430 Maintenance increased. Mrs. Davis stated that the maintenance line covers lawn care treatment, fire equipment inspection, security inspections, AC tune ups, pest services, annual inspection, and cleaning of three furnaces, along with other miscellaneous items. Motion to amend line #342 Computer Support to \$3,000 by Mr. Glassett, second by Mrs. Sodano. Rosemary D'Arcy, Chair of the Board of Trustees, stated she understood the Committee's reasoning to decrease the line, however the Trustees controls how the budget is spent after the bottom line of the budget is approved. Patricia Durgin, Board of Trustees member, stated the library offers much to the Town with the help of the approved budget which funds these much-needed services. Motion passed, 3-2-1. Vote to approve the amended bottom line of #4550 Library in the amount of \$235,924 passed, 5-0-1.

Budget Lines Regional Associations #4197, Health Agencies #4415, Beaches #4521, & Economic Development Committee #4651 will be discussed at the next meeting.

Old Business:**Historic District Commission #4612**

Motion to move the bottom line of #4612 in the amount of \$1,800 by Mr. Therriault, second by Mr. Regan. Ms. Goodwin stated a sign will be purchased for the Historic Town Hall using funds in the 2022 budget. The library sign will not be purchased at this time. Motion to amend line #620 Supplies to the amount of \$250 by Mr. Glassett, second by Mr. Therriault. Motion passed, 6-0-0. Vote to approve the amended bottom line of #4612 Historic District Commission in the amount of \$800 passed, 6-0-0

Reopening of line #4522 Kelley Park

Motion to reopen discussion on #4522 Kelley Park by Mr. Regan, second by Mr. Therriault. Motion to amend line #120 Seasonal Employee to the amount of \$0 by Mr. Therriault, second by Mrs. Sodano. Mr. Waring shared his concerns about cutting the position as the care of Kelley Park is essential. Discussion continued to table discussion of Kelley Park until more information becomes available. Mrs. Sodano supported Mr. Therriault's withdrawal of amending line #120. Discussion continued further on Kelley Park. Second motion to amend line #120 Seasonal Employee to the amount of \$0 by Mr. Therriault, second by Mrs. Sodano. Motion failed, 2-4-0. Motion to closes discussion of #4522 Kelley Park by Mr. Glassett, second by Mr. Waring. Motion passed, 6-0-0.

CIP Presentation

Mr. Millbrand was not able to attend the meeting to discuss the CIP presentation.

Minutes

Motion to approve November 29, 2022, amended minutes by Mr. Glassett, second by Mr. Waring. Motion passed, 6-0-0.

Correspondence:

Mr. Regan informed the committee that Mrs. Cavanagh was not able to attend the meeting tonight.

Mr. Regan brought up an article in a local paper expressing the Energy Committee's support for a Property Tax Exemption for Residential Solar. He stated that since it will reduce revenues it affects town finances, and he expects the Budget Committee will be able to vote on its recommendation if it becomes a warrant article. Ms. Goodwin stated she thought that was correct. Mr. Glassett disagreed. Ms. Goodwin will bring this question to the town attorney. Mr. Brown informed the committee that the Select Board does not support this proposal. Ms. Goodwin shared that it is expected that a petition will be raised to put this proposal on the town warrant. Ms. Goodwin also noted the article was printed prior to the topic being brought up at the Select Board meeting. Mr. Brown informed the Committee that an individual can comment and speak on subjects but are not allowed to use their town position in notation unless approved by the Select Board.

Member Comments/Select Board Comments

None

Staff Comments:

Ms. Goodwin received correspondence from Police Chief McIntire regarding construction questions posed by the Committee at the last meeting. The construction company will cover electricity costs while

constructing the Public Safety building until construction is finished and electricity is maintained in the new building. Once that occurs, electricity costs will be paid from the Police Department's budget.

Adjournment:

Motion to adjourn meeting at 9:35pm by Mr. Regan, second by Mrs. Sodano. Motion passed, 6-0-0.

Next Meeting

The next meeting is scheduled for December 20th, 2022, at 6pm in Town Office Meeting Room A. The following items are scheduled: Highway Department, Highway Projects, Streets/Bridges, Solid Waste, Fire Betterment, Sewer Surplus Transfer, Sewer Capital Projects, Sewer Operations, Sewer Principal L/T Debt, Sewer Interest L/T Debt, Water Surplus Transfer, Water Operations, Water Capital Projects, Water Principal L/T Debt, Water Interest L/T Debt

Respectfully Submitted,

Shannon Wharton