1 2 3 4 5	APPROVED TOWN OF PELHAM BUDGET COMMITTEE - MEETING MINUTES Thursday, October 10, 2019 APPROVED – October 17, 2019		
6 7	<u>CALL TO ORDER</u> – at approximately 7:30pm		
8	PRESENT:	Ms. Amber Capone, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Dave Cate, Ms. Meg Bressette, Mr. Eduardo Martony, Mr. Kannan Sasi, Selectmen Representative Heather Forde (arrived after the meeting commenced), School Board Representative Deb Ryan	
	ABSENT:	Mr. David Cronin (excused), Mr. Jas Moorjani (excused)	
9	PLEDGE OF ALLEGIANCE		
10 11			
12 13	MEETING M	<u>IINUTES</u>	
14	September 26, 2019		
15	MOTION:	(Cate/Martony) To approve the September 26, 2019 meeting minutes as written.	
16	VOTE:	(7-0-1) The motion carried. Mr. Sherman abstained.	
17 18 19	NEW BUSIN	ESS / OLD BUSINESS	
20	Nothing was brought forward.		
21 22 23	Ms. Capone informed Mr. Cronin requested a leave of absence for approximately 30-days, during which time she will continue as acting Chair.		
2425	2020 BUDGET REVIEW		
26 27 28 29	Town Administrator Brian McCarthy, Town Accountant Jean Olsen and IT Administrator Brian Demers came forward for the discussion and to answer questions.		
30 31 32 33	Assessing 2019 Operatin 2020 Request:	g Budget: \$224,647 \$206,640	
34 35 36 37 38 39 40 41	budget given f replied they ha how insurance wanted to kno there would be calculations (i	uestion, Mr. Sherman inquired how salaries would be dealt with throughout the fiscal year 2020 has 53 pay periods versus the usual 52 pay periods. Mr. McCarthy ad already made the adjustments for the 53 pay period weeks. Mr. Sherman asked was paid. Mr. McCarthy replied the deduction was done weekly. Mr. Sherman whow a weekly deduction would affect hourly employees (their premiums) since an extra week. Mr. McCarthy stated they had already adjusted all the salary insurance, retirement etc.). Ms. Capone asked if the payment was based on the Ms. Olsen replied the pay would be similar to when there were five weeks in some	

42 months. She said there was a weekly deduction. Ms. Capone asked for clarification of the deductions. Ms. Olsen replied she would ask the Human Services Administrator to provide the 43 44 Board with clarification. 45 Budget Committee 46 47 2019 Operating Budget: \$162 48 2020 Request: \$1 49 50 Cable Department 2019 Operating Budget: \$136,829 51 52 2020 Request: \$145,873 53 54 Cemetery 2019 Operating Budget: \$148,539 55 2020 Request: \$152,793 56 57 58 Conservation Commission 2019 Operating Budget: \$7,947 59 2020 Request: \$5,989 60 61 62 **Debt Service Interest** 63 2019 Operating Budget: \$113,477 2020 Request: \$96,999 64 65 Debt Service Principal 66 67 2019 Operating Budget: \$710,714 2020 Request: \$649,037 68 69 Elections 70 71 2019 Operating Budget: \$11,427 72 2020 Request: \$30,779 73 74 Ms. Hillsgrove noted the increase was solely due to the number of elections during 2020. 75 76 Town Clerk / Tax Collector 77 2019 Operating Budget: \$247,983 78 2020 Request: \$266,846 79 80 Emergency Management 81 2019 Operating Budget: \$8,644 82 2020 Request: \$8,644 (*level funded*) 83 84 Fire Department 85 2019 Operating Budget: \$2,357,054 2020 Request: \$2,429,224 86 87 88 Mr. Cate stated he wouldn't be present for the Board's next meeting and asked that they consider increasing the line for Cooper's Test by two for an increase of \$1,600. He recalled the Fire Chief 89 90 indicating the budget was short. Fire Chief James Midgley came forward. He told the Board 91 there were thirteen in 2019 and expected the same for 2020.

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Health Officer 93 94 2019 Operating Budget: \$45,766 2020 Request: \$45,766 (level funded) 95 96 97 Health Services 98 2019 Operating Budget: \$73,500 99 2020 Request: \$73,500 (*level funded*) 100 101 Ms. Hillsgrove asked what had been spent during the last three years under 'substance abuse'. 102 Mr. McCarthy replied there hadn't been any money spent out of that line. 103 104 Highway Department 2019 Operating Budget: \$1,553,811 105 2020 Request: \$1.704.518 106 107 108 Mr. Sherman raised a topic that was discussed during a Selectmen's meeting regarding plowing 109 private roads. He told the Board that the Road Agent suggested to the Selectmen that the per mile cost for plowing private roads be increased from \$6,000 to \$7,000 to cover (actual) costs better. 110 He stated the majority of the Selectmen did not go along with that request. Mr. Sherman wanted 111 112 to know if the fee only covered the upcoming spring or if it included the fall (in 2020). He wanted to know if the Selectmen decide (after further discussion) not to plow when it would go 113 114 into effect. Mr. McCarthy stated he couldn't speak for the Board of Selectmen; however, he believed in the spring (2020) the Selectmen would evaluate whether to abolish the program or to 115 increase the fee and leave program as it was. Road Agent Frank Ferreira came forward and 116 117 clarified the plowing contracts began in the fall 2019 and ended in spring (May) 2020. Mr. 118 Sherman understood plowing 'private roads' was the roads included development roads. He said the ballot usually included roads requesting acceptance. Mr. Ferreira informed the Board of 119 120 Selectmen had the authority to accept Town roads; it was no longer through warrant article. Mr. Cate questioned if the developers had to apply for their project roads to be accepted. Mr. Ferreira 121 answered yes; they were required to first meet specific standards. 122 123 Transfer Station 124 125 2019 Operating Budget: \$722,701 126 2020 Request: \$861,154 127 128 Mr. Cate noticed during rainy days water collecting in the area at the bottom of the steep drive under the trailer. He asked if they had a pump for that water. Mr. Ferreira answered yes; they 129 130 currently had a small pump were in the process of changing it out to a hard-wired larger pump. Mr. Cate asked if there was enough funding to cover it. Mr. Ferreira answered yes; it would be 131 132 done during 2019. 133 134 Human Services 2019 Operating Budget: \$93,040 135 2020 Request: \$93,290 136 137 138 Ms. Capone noted the Board previously discussed decreasing expenses by \$20,000 and would 139 have further discussion prior to voting. 140 141 Insurance 2019 Operating Budget: \$2,590,049 142 2020 Request: \$2,579,929 (placeholder – final number by reconsideration) 143

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       Legal
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       2019 Operating Budget: $97,500
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       2020 Request: $96,000
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       Library
150
       2019 Operating Budget: $450,356
       2020 Request: $527,953
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       Park & Recreation
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       2019 Operating Budget: $254,706
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       2020 Request: $263,261
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       Planning Department
       2019 Operating Budget: $412,162
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       2020 Request: $459,131
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       Police Department
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       2019 Operating Budget: $3,076,071
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163
       2020 Request: $3,373,951
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165
       Retirement
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       2019 Operating Budget: $1,757,919
       2020 Request: $1,909,846
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       Mr. Sherman questioned if the figure needed to be adjusted given there would be 53 pay weeks in
170
       2020. Mr. McCarthy replied the figures were already calculated in.
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       Selectmen
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       2019 Operating Budget: $520,366
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       2020 Request: $524,699
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       Senior Center
       2019 Operating Budget: $136,773
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       2020 Request: $146,643
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       Technology
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       2020 Request: $151,912 (new budget for 2020)
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       Ms. Capone noted most of the budget consisted of items moved from other areas in the budget.
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       Ms. Forde arrived.
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       Town Buildings
       2019 Operating Budget: $717,578
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       2020 Request: $650,021
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190
       Town Celebrations
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192
       2019 Operating Budget: $9,261
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       2020 Request: $9,260
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195	Treasurer			
196	2019 Operating Budget: \$21,176			
197	2020 Request: \$15,249			
198	2020 11040000	4-10-10		
199	Trust Funds			
200	2019 Operating Budget: \$150			
201	2020 Request: \$150 (level funded)			
202	2020 Request.	\$150 (teveryanteen)		
203	Ms. Capone asked Board members to email any suggested adjustments by close of business			
204	Tuesday.			
205	ruesday.			
206	Mr McCarthy	informed the Fire Department contract negotiations have concluded. The contract		
207	is currently being reviewed by Town Counsel. It will be forwarded to the Board as soon as			
208	possible.			
209	possible.			
210	The Roard wil	ll conduct their walk through of the schools beginning at 9am in Pelham Memorial		
210	School on October 19, 2019.			
211	School on Oct	00el 19, 2019.		
212	Mr Charman	noted the Board's By Laws needed to be 'cleaned un' He offered to begin that		
213	Mr. Sherman noted the Board's ByLaws needed to be 'cleaned up'. He offered to begin that process. Ms. Capone had the most recent version and would forward a Word version copy to Mr			
214	Sherman.			
	Silemian.			
216 217	The Doord's n	avt masting will be October 17, 2010 at Delham Flamentery Media Center		
217	The Board's next meeting will be October 17, 2019 at Pelham Elementary Media Center			
	(Library).			
219	NIEW DIIGINI	ECC / OLD DISCINECC		
220	NEW BUSINESS / OLD BUSINESS			
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222	ADIOLIDANA	DENTO.		
223	<u>ADJOURNMENT</u>			
224	MOTION:	(Sherman/Cate) To adjourn the meeting.		
	VOTE:	(9-0-0) The motion carried.		
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226	The meeting v	vas adjourned at approximately 8:15pm.		
227				
228		Respectfully submitted,		
229		Charity Landry		
230		Recording Secretary		