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MOTION: (Sherman/Hillsgrove) To accept Proposal #2 amendment of the ByLaws as presented.

VOTE: (8-0-1) The motion carried. Ms. Gibbons abstained.

40

41 Proposal #3

42 Section VI, D

43

44 Change From:

45 *A quorum shall consist of a majority of six members of the Budget Committee Including the*
46 *appointed members from the Board of Selectmen and the School Board as provided by RSA*
47 *21:15.*

48 Change To:

49 *A quorum shall consist of at least six members of the Budget Committee inclusive of the*
50 *appointed members from the Board of Selectmen and the School Board as provided by RSA 32:15*

51

52 Mr. Cronin stated he inquired during the last two meetings relative to how the members of the
53 Budget Committee were founded, but had not yet received an answer. For that reason he asked to
54 table the proposal until they could research whether the ByLaws were formulated through Town
55 Meeting or through the Budget Committee itself.

56

MOTION: (Cronin/Sherman) To 'table' the proposal.

VOTE: (8-0-1) The motion carried. Ms. Gibbons abstained.

57

58 Proposal #4

59 Section VI, E, 8 – amend to read:

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61 *Adjournment – motion for adjournment will not be in order until all business before the*
62 *committee has been completed or tabled.*

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MOTION: (Cronin/Bailey) To accept Proposal #4 amendment of the ByLaws as presented.

VOTE: (8-0-1) The motion carried. Ms. Gibbons abstained.

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65 Proposal #5

66 Section VI, G

67

Remove subsections 1 and 2

68 Rationale:

69 The choice of secretary is already covered in Section II, B, 1. We no longer “employ” the
70 secretary as the position is fully funded by the Board of Selectmen. Leaving these 2 subsections is
71 inaccurate.

72

73 This was tabled at the previous meeting and remains tabled until the Board has further discussion.

74

75 Proposal #6

76 Section VI, H, 11, b

Change From:

A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by an affirmative vote of a majority of the budget committee members present at that meeting, at which a quorum is present, as is provided by RSA 21:15 and discussed in an Opinion of the Attorney General dated March 9, 1990.

Change To:

A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by an affirmative vote of a majority of the budget committee members present at that meeting, at which a quorum is present, as is provided by RSA 32:15 and discussed in an Opinion of the Attorney General dated March 9, 1990.

Rationale:

RSA 21:15 has to do with Joint Authority and has nothing to do with the operation of the budget committee. Section 32:15 covers who is counted as quorum.

Mr. Sherman wanted additional time to review the proposal.

MOTION: (Sherman/Hillsgrove) To 'table' the proposal.

VOTE: (8-0-1) The motion carried. Ms. Gibbons abstained.

Mr. Cronin questioned if the Board could revisit the items they've adopted within ByLaws. Mr. Cate answered yes. Mr. Bailey said even though there had been an amendment, a member could present an additional amendment, which could be voted on during a subsequent meeting.

2018 TOWN BUDGET REVIEW

Town Clerk/Tax Collector – presented by Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax Collector Linda Newcomb.

2018 Selectmen approved budget: \$233,902

2017 Operating Budget: \$226,596

Salaries – Contractual increase.

Supplies – Increase in quantity of tax bills and number of certified notices. Mr. Cate questioned if the new building in Town would affect the department. Ms. Marsden believed it would; however, it was not reflected in the proposed budget.

Expenses – Increase for mileage reimbursement due to upcoming conferences and for delivering election results. Notary Public renewal was decreased. All employees in the Clerk's office are notaries; however, they have staggered 5-year terms.

Elections - presented by Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax Collector Linda Newcomb.

2018 Selectmen approved budget: \$19,631

2017 Operating Budget: \$10,843

Ms. Marsden informed that the increase to the budget was based solely on having three elections in 2018, versus to having only one election in 2017.

Assessing – presented by Assessing Technician Susan Snide.

2018 Selectmen approved budget: \$184,802

2017 Operating Budget: \$173,262

Mr. Cate inquired if the recent building occurring within the Town was having an effect on the Assessor's office. Ms. Snide replied they had a revaluation in 2016 and seen values go up in 2017, but not enough to adjust values again.

Salaries – Contractual increase.

Supplies – Increase to cost of printer cartridges and copier maintenance contract. Ms. Snide noted that the copier was housed between the Town Clerk's office and her office; however, she carried all the expenses for the copier in her budget. Increase to post cards based on the increase in properties.

Expenses – Contractual increase for Corcoran Consulting. Increase for cloud data backup for the 2016 and 2017 years. Ms. Snide noted that next year she would be budgeting approximately \$20,000 for a new computer assisted mass appraisal ('CAMA') system. This would be an upgrade of the current system, and would include a .pdf data base for five years backwards.

Mr. Sherman understood that the Federal Government is requiring all communities to keep track of water and drainage structures and wanted to know if the Assessing department was responsible to keep those records. Mr. Viger stated that the Federal Government is requiring the Town to map, located and keep track of all the storm drainage systems. He said the task falls to the Highway Department; however, the Town has better resources in the Planning Department. Mr. Cate noted it was an unfunded federal mandate. Mr. Viger said there would be further discussion during the Planning Department budget presentation.

Ms. Snide told the Board that the Town received an A+ from the Department of Revenue Administration during that last revaluation in 2016. The next revaluation will be in the year 2021.

CAPITAL IMPROVEMENT SUBMISSION

Mr. Sherman provided the committee members with a copy of the Capital Improvement Plan ('CIP') spread sheet. He said the biggest item had been a fire engine; however, the Fire Chief had postponed it for another year. The plan shows the proposed purchases of departments for the next seven years in an effort to keep the tax rate stable.

Ms. Hillsgrove questioned if the Planning Director will discuss the CIP when he presents his budget. Mr. McCarthy replied he will let the Planning Director know to be prepared during budget presentation.

Budget Committee

2018 Selectmen approved budget: \$162

2017 Operating Budget: \$162

The budget was level funded. No questions were brought forward.

Debt Service Interest – presented by Town Administrator Brian McCarthy

2018 Selectmen approved budget: \$118,780

2017 Operating Budget: \$135,519

Mr. McCarthy explained that the decrease was due to vehicles and the Police consoles being paid off, and also from being in the final year of the Police cruiser lease. They are beginning the new cruiser fleet lease. Mr. Bailey questioned if the debt interest would increase when the Police fleet was rolled next year. Mr. McCarthy believed there were no interest charges in the first year.

Mr. Viger explained that the ‘TAN’ Interest is the Tax Anticipation Note (similar to a short-term loan against taxes) used to cover expenses. This has not been used in several years.

Debt Service Principal – presented by Town Administrator Brian McCarthy

2018 Selectmen approved budget: \$735,672

2017 Operating Budget: \$779,020

Mr. McCarthy noted the budget had been reduced because of the pay-off of a plow/dump truck, Police consoles and cruiser fleet (defined as ‘combo’ lease in the budget).

Health Services - presented by Town Administrator Brian McCarthy

2018 Selectmen approved budget: \$73,500

2017 Operating Budget: \$73,500

The budget was level funded. Mr. McCarthy provided a brief explanation of the organizations and their function within the community.

Ms. Hillsgrove questioned if Hope for New Hampshire Recovery had provided any statistics. Mr. Viger explained that typically the organization sent a monetary request based on the amount of population. He noted last year they didn’t take any money from Pelham because they weren’t yet organized. He believed they had a better handle on the situation and would be able to provide additional information going forward.

Health Officer – presented by Town Administrator Brian McCarthy

2018 Selectmen approved budget: \$45,766

2017 Operating Budget: \$45,766

The budget was level funded. Mr. Cate questioned if the salary figure was adequate. Mr. McCarthy explained that the position was appointed by the Selectmen and paid by stipend. He stated a new officer had been selected and spoke of her qualifications, which have proven to be beneficial to the Town.

Human Services – presented by Town Administrator Brian McCarthy

2018 Selectmen approved budget: \$88,040

2017 Operating Budget: \$88,040

Mr. Cronin wanted to know if Mr. McCarthy was confident with the figures contained within the proposed budget. Mr. McCarthy stated he was very confident.

Mr. McCarthy explained the general assistance program, which assisted those who are struggling financially. Ms. Gibbons questioned if assistance was given for healthcare or prescription drugs. Mr. McCarthy replied the Town didn't give people money for prescription drugs, which would be a liability. He said they helped with utility bills, clothing, food, etc.

Legal – presented by Town Administrator Brian McCarthy
2018 Selectmen approved budget: \$87,500
2017 Operating Budget: \$87,500

Mr. McCarthy explained that the retainer with Town Counsel was \$85,000 and they still did business with another law firm that handled all employment matters.

Town Celebrations – presented by Town Administrator Brian McCarthy.
2018 Selectmen approved budget: \$9,260
2017 Operating Budget: \$9,260

The budget was level funded.

Treasurer – presented by Town Administrator Brian McCarthy
2018 Selectmen approved budget: \$15,176
2017 Operating Budget: \$15,176

The budget was level funded. Mr. Cate questioned if bank fees could be reduced. Mr. Viger replied the Treasurer worked really hard to eliminate/reduce the fees. He spoke about the Treasurer position, which was an elected position that essentially ran all the finances of the Town. Mr. McCarthy stated that the current treasurer had been in the position for thirty years and knew everything there was to know about the Town's financial infrastructure and had valuable institutional knowledge. The position pays approximately \$4,000, with the last increase being in 2012. Mr. McCarthy added that the treasurer was spear heading the software change over and coordinated all the training in the municipal departments. Mr. Viger noted that the Selectmen may look for a salaried part-time treasurer position next year to work with the elected position so the Town could remain consistent.

Trust Funds – presented by Town Administrator Brian McCarthy.
2018 Selectmen approved budget: \$70
2017 Operating Budget: \$1,070

Mr. McCarthy explained that last year there was an unfunded mandate from the Department of Charitable Trust requiring all Town gravesites be uploaded onto their website. The project was delayed a year; the Selectmen encumbered the money. The hope was to have interns complete the task.

Fire Department - presented by Fire Chief James Midgley
2018 Selectmen approved budget: \$2,178,295
2017 Operating Budget: \$2,069,972

Chief Midgley provided a brief summary of the cell tower status, which was holding up the move to Londonderry Fire for dispatch. He also spoke about the ambulance revenues, which was expected to be approximately \$350,000.

274 *Salaries* – Contractual increases. Chief Midgley told the Board when the various contracts would
275 be expiring. The line for company office development was relocated for a training program
276 elsewhere in the budget. He noted paramedic and EMT training rotated every other year; 2018
277 will be the year for EMT training. Mr. Cate questioned if the department was retaining
278 personnel. Chief Midgley answered yes and noted that a couple people had offers to leave the
279 department, but decided to remain. He stated the department was leveled out and there were good
280 education programs in place. He then spoke about the Coopers test, which was the Police
281 standards testing. Chief Midgley noted that the Call Fire Department has a slight increase
282 because the pay scale was restructured; they hadn't received a raise in five years.

283
284 *Ambulance Supplies* – Most of the cost increase was due to the increased cost of drugs; one was
285 increased 800% going from \$25 to \$200. Mr. Cate asked if the amount of money in the budget
286 was adequate. Chief Midgley answered yes; the figures were calculated by the EMS Coordinator.

287
288 *Hazardous Materials Supplies* – Increase for MSA calibration gas for gas meters.

289
290 *Telephone* – Increase for an additional MiFi.

291
292 *Gas & Oil* – Addition of DEF fluid for vehicles with diesel emissions. Mr. Cate recalled from
293 last year's discussion that the fluid would be included in the budget.

294
295 The Board wanted to know if the department felt the effects from developments. Chief Midgley
296 discussed the types of systems that were located around the Town. He said he couldn't tell or
297 mandate developers whether to install sprinklers or cisterns.

298
299 *Vehicle Maintenance & Repairs* – Level funded, except for one staff car, which is a 2011 handed
300 down cruiser with 116,000 miles. Chief Midgley explained that his vehicle would be replaced.

301
302 *Radio Maintenance* – Decrease for radio batteries. 2018 is an off year; the department tries to get
303 two years out of batteries.

304
305 *Equipment Rental* – Contractual increase for Pennichuck hydrant fees. Chief Midgley provided
306 the Board with a brief summary about the status of the communication tower sites.

307
308 *New Equipment* – Chief Midgley explained that the budget figure listed was the total amount
309 from the previous year. He said rather than zero'ing out the lines, they use the same dollar figure
310 and list out the items they will purchase for the coming year.

311
312 The Board thanked the Chief for presenting the department's budget.

313
314 **Emergency Management** – presented by Fire Chief James Midgley
315 2018 Selectmen approved budget: \$8,548
316 2017 Operating Budget: \$8,429

317
318 Increase to salary line.

319
320 **ADJOURNMENT**

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MOTION: (Viger/Hillsgrove) To adjourn the meeting.

VOTE: (9-0-0) The motion carried.

BUDGET COMMITTEE MEETING/Monday, September 11, 2017

322

323 The meeting was adjourned at approximately 9:15pm.

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Respectfully submitted,

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Charity A. Landry

327

Recording Secretary