

1 **APPROVED**
2 TOWN OF PELHAM
3 BUDGET COMMITTEE - MEETING MINUTES
4 Thursday, October 6, 2016
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7 **CALL TO ORDER** – at approximately 7:30pm
8
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PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. David Cronin, Mr. Bob Sherman,
Ms. Daryle Hillsgrove, Mr. Michael Bilby, Ms. Donna Dube, Mr. Michael Bailey,
School Board Representative Brian Carton, Board of Selectmen Representative
Amy Spencer. Also present was Town Administrator Brian McCarthy and Finance
Director Dayanand Ramgopaul

ABSENT: None

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13 **PLEDGE OF ALLEGIANCE**
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16 **MEETING MINUTES**
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18 **October 3, 2016**

MOTION: (Sherman/Cronin) To approve the October 3, 2016 meeting minutes as written.

VOTE: (8-0-0) The motion carried.

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21 **2017 TOWN BUDGET VOTE**
22

23 Ms. Spencer and Mr. Bilby arrived.

24 Mr. Guimond stated that the Board would vote based on the current By-Laws; meaning if there
25 was a ‘new’ position it would need to be submitted as a warrant article. He noted the Board was
26 in the process of reviewing and possibly amending Section VII of the By-Laws. If the By-Laws
27 are amended, the Board can revisit budgets based on new information during reconsideration.
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29 ***Assessing - \$173,263 proposed.***
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MOTION: (Cate/Cronin) To approve \$173,263 as the 2017 Assessing budget.

VOTE: (10-0-0) The motion carried.

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34 ***Budget Committee - \$162 proposed.***
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MOTION: (Cate/Cronin) To approve \$162 as the 2017 Budget Committee budget.

VOTE: (10-0-0) The motion carried.

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Procedurally, Mr. Sherman suggested that the Board have a standing motion on the floor to consider the entire budget (*as submitted*). Mr. Cronin seconded the motion. Any amendments to the individual budgets will be considered under a separate motion.

MOTION: (Sherman/Cronin) To consider the entire budget figure (as submitted) on the floor and vote on each budget individually.

VOTE: (10-0-0) The motion carried.

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Cable - \$120,014 proposed.

MOTION: To approve \$120,014 as the 2017 Cable budget.

VOTE: (10-0-0) The motion carried.

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Cemetery - \$144,207 proposed.

MOTION: To approve \$144,207 as the 2017 Cemetery budget.

VOTE: (10-0-0) The motion carried.

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Conservation Commission - \$3,747 proposed.

MOTION: To approve \$3,747 as the 2017 Conservation Commission budget.

VOTE: (10-0-0) The motion carried.

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Debt Service Interest and Principal - \$847,151 proposed.

MOTION: To approve \$847,151 as the 2017 Debt Service budget.

VOTE: (10-0-0) The motion carried.

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Elections – \$10,243 proposed.

Mr. Cate offered an amendment to correct the calculation for ballot clerks by adding \$600. Ms. Hillsgrove seconded the motion.

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MOTION: To approve \$10,843 as the 2017 Elections budget.

VOTE: (10-0-0) The motion carried.

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Emergency Management – \$8,429 proposed.

MOTION: To approve \$8,429 as the 2017 Emergency Management budget.

VOTE: (10-0-0) The motion carried.

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Fire Department – \$2,030,441 proposed.

Mr. Cate offered an amendment to reduce the call firefighter line by \$600. Mr. Sherman seconded for discussion. Mr. Guimond, who recommended the adjustment, stated according to the Fire Chief there were eleven call firefighters and he saw there fourteen uniforms budgeted. Ms. Spencer asked the Fire Chief (who came forward for the discussion) if the department was looking to hire three call firefighters. Fire Chief James Midgley told the Board on Tuesday evening three candidates completed the hiring process. He explained that the call department is difficult to manage as it is a revolving door. He spoke of the difficulties of hiring in the middle of a budget cycle and not having enough money in the budget for uniforms. He noted it was also difficult to only budget for the goal number in the event there is a change of personnel and a new hire needs outfitting. He warned about cutting the number below what the department wanted to staff and didn't feel that was direction to go. He asked that the budget remain level (at a minimum) and if they hired someone they would find the money to outfit them. Chief Midgley said it was difficult to hold onto call firefighters as the responsibility is either too difficult for them to commit, or they are hired into a full-time position elsewhere.

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Mr. Cronin questioned if there was such a thing as a full quota of call firefighters. Chief Midgley replied when he started in the department in 2000, there were twenty-nine call firefighters. He said the goal was to keep the number between 14-15, which was the needed number to support the full-time members. He described the ancillary training they are required to take.

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Mr. Bailey questioned if the proposed motion would remove a call firefighter from the budget. Mr. Guimond replied the reduction was for three call firefighter uniforms.

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In terms of budgeting, Ms. Spencer believed it had been the goal of the Town, department heads and Board to be transparent and ask for what is needed, and need what is asked for. She believed the Fire Department, and all departments had done this. She didn't think it would be smart to know that they potentially had three firefighters coming in and cut the budget for their uniforms. She stated she wouldn't support the proposed budget cut.

MOTION: (Cate/Sherman) To reduce \$600 from Expenses – Uniforms -Call firefighters.

VOTE: (2-8-0) The motion failed. Mr. Guimond and Ms. Dube voted in the affirmative. The remainder of the Board voted in opposition to the motion.

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Mr. Cate offered a motion to reduce the new line of \$1,500 under Expenses-Fire Training Supplies. Mr. Sherman seconded for discussion. Mr. Guimond offered the motion as it was a new line item. Chief Midgley explained the budget cost was not a 'new' item, it was pulled from the Firefighter course cost/training line under Miscellaneous. He moved the course materials

110 from the training line to clean up the bookkeeping and see actual expenditures. Mr. Cate and Mr.
111 Sherman withdrew the motion.

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MOTION: To approve \$2,030,441 as the 2017 Fire Department budget.

VOTE: (10-0-0) The motion carried.

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115 **Health Officer - \$45,766 proposed.**

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MOTION: To approve \$45,766 as the 2017 Health Officer budget.

VOTE: (10-0-0) The motion carried.

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119 **Health Services - \$73,000 proposed.**

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121 Mr. Cronin made a motion to add \$500 to the Pelham Food Pantry line. Mr. Cate seconded the
122 motion. Mr. Cronin explained in the past the food pantry had requested \$2,500 and this year the
123 line showed a reduction to \$2,000. Mr. Sherman questioned if Mr. Cronin had spoken to any of
124 the directors. Mr. Cronin answered no. Mr. Cate was in favor of including the \$500 increase as it
125 was unknown why the line showed a reduction from past years. Mr. Ramgopaul noted the
126 submitted request from the Food Pantry was \$2,000. Mr. Sherman stated they requested \$2,000
127 and if they would like a different amount a representative could speak during reconsideration.
128 Mr. Guimond agreed. Mr. Bailey referenced the request letter, which indicates the request was
129 for \$2,000, or whatever the Board felt was appropriate. He said they appeared to leave the door
130 open for giving more.

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MOTION: (Cronin/Cate) To increase the Health Services budget by \$500.

VOTE: (8-2-0) The motion carried. Mr. Guimond and Mr. Sherman voted in opposition.

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MOTION: To approve \$73,500 as the 2017 Health Services budget.

VOTE: (10-0-0) The motion carried.

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136 **Highway - \$1,492,436 proposed.**

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138 Mr. Cate offered a reduction of \$35,628 from the Salary line for the additional employee (40
139 hours). Ms. Hillsgrove seconded for discussion. Mr. Guimond offered the amendment based on
140 the current By-Laws for new employees to be submitted as a warrant article. Ms. Hillsgrove
141 questioned if the department could request that the position be put back into the budget if the
142 Board votes to amend the By-Laws before reconsideration. Mr. Guimond answered yes as a
143 change the By Laws would be considered new information and the Board could vote at
144 reconsideration under the new By Law.

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146 Ms. Spencer questioned if the budget line could show a position less than full time as a
147 placeholder, similar to other budgets/positions. Mr. McCarthy believed they could do so as there
148 were currently un-filled part-time positions. He noted they could change the hours at

149 reconsideration if the By Laws are amended. With the understanding that the Town considered a
150 position full time at 37.5 hours, Mr. Bilby suggested reducing the hours from 40 down to 37
151 hours. Mr. McCarthy wanted the Board to understand that NH Retirement is paid after 35 hours.
152

153 Rather than eliminating the position from the budget, Ms. Spencer suggested amending the
154 motion to reduce the hours to 37. Cate seconded the amendment. Being a second to the original
155 motion, Ms. Hillsgrove had no objection to the amendment. Mr. Bailey noted the 37 hour
156 position would not have a large impact on the NH Retirement funds.
157

MOTION: (Spencer/Cate) To reduce the new laborer position from 40 hours to 37 hours
representing a budget line reduction of \$2,672.

VOTE: (9-1-0) The motion carried. Mr. Guimond voted in opposition.

158
159 Ms. Hillsgrove made a motion to increase the Equipment Rental line \$3,280 for the bucket truck
160 rental used to trim branches and trees that cause a safety hazard. Mr. Cronin seconded for
161 discussion. Ms. Hillsgrove stated the Highway Agent spoke about there being a lot of hazards
162 and suggested the adjustment to allow time to address the highest hazards and create the safe zone
163 around the streets. She felt it was in the best interest of the residents to give the Highway
164 Department the tools needed for safe travels. Mr. McCarthy supported the adjustment given the
165 current drought and trees becoming weak due to the lack of rain. He also noted snow loads on
166 trees would be a challenge during the winter months. Mr. Cate pointed out there was a problem
167 with Ash trees given the infestation of the Ash Borer. Mr. Ferreira indicated he requested
168 additional days in his budget because were a list of trees that would use up the current budget
169 without taking into account any new situations. The proposed increase will allow for a total of
170 four additional days use of the equipment.
171

MOTION: (Hillsgrove/Cronin) To increase the Equipment Rental line \$3,280 for the bucket
truck rental.

VOTE: (10-0-0) The motion carried.

172
173 Mr. Cate suggested level funding the line for workshops in Expenses by reducing \$370. Mr.
174 Sherman seconded for discussion. Mr. Guimond offered the motion and asked for an explanation
175 of the increase. Mr. Ferreira replied the department had two new hires during the last year. He
176 said the workshops were road tech classes held at University of New Hampshire that provided
177 proper training for the position that would help the employee's performance. Mr. Cate withdrew
178 the motion. Mr. Sherman withdrew his second.
179

MOTION: To approve \$1,493,044 as the 2017 Highway budget.

VOTE: (10-0-0) The motion carried.

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182 **Human Services - \$88,040 proposed.**
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MOTION: To approve \$88,040 as the 2017 Human Services budget.

VOTE: (10-0-0) The motion carried.

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186 **Insurance - \$2,376,728 proposed.**
187 *This budget figure is a placeholder and will be adjusted during reconsideration.*
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MOTION: To approve \$2,376,728 as the 2017 Insurance budget.

VOTE: (10-0-0) The motion carried.

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192 **Legal - \$85,000 proposed.**
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MOTION: To approve \$85,000 as the 2017 Legal budget.

VOTE: (10-0-0) The motion carried.

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197 **Library - \$327,022 proposed.**
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199 Library Director Irja Finn and Library Trustee Lori Adams came forward to answer questions.
200

201 Mr. Cate made a motion to adjust the Circulation/ILL Librarian and Tech Services/YA Librarian
202 to a total of 65 hours, not 70 as requested (totaling a reduction of \$4,134). Ms. Hillsgrove
203 seconded for discussion. Ms. Finn replied the hours for the Tech Services position had no
204 increase and remained at 40 hours. The increase to the line was due to the position being merged
205 with YA Librarian. The Circulation/ILL Librarian increased from 25 hours to 30 hours. When
206 doing the budget the Library was unaware that medical benefits began at 30 hours, they thought
207 medical began at 32 hours. Ms. Finn told the Board that they were submitting a warrant article to
208 increase the position from part-time to full-time; the 30 hour budget line was a placeholder in the
209 event the article didn't pass. She discussed the need for the increased hours based on the
210 increased work.

211
212 Ms. Spencer explained that the Board would be discussing their By Laws in reference to part time
213 and full time employees and what would constitute the need for a warrant article if an amendment
214 was made to such. Ms. Adams replied at the time they drafted their budget they were unaware
215 that benefits began at 30 hours. She suggested reducing the Circulation/ILL Librarian position to
216 29.5 hours, which would allow the Library to have additional hours regardless of if the warrant
217 passed and an amendment was made to the Board's By Laws. Mr. Guimond noted with there
218 being no change to the Tech Services/YA Librarian position and the Circulation/ILL Librarian
219 reducing to 29.5 hours, the budget would be reduced by \$468. Mr. Cate and Ms. Hillsgrove, who
220 made the motion had no objection to the amendment.

221
222 Mr. Bilby was uncomfortable suggesting to other departments who stated a need for a full time
223 position to budget them at 37 hours, but the same wasn't being said to the Library. Mr. Guimond
224 said the Library didn't submit for a full time position. Ms. Adams felt they had been clear about
225 needing a full time position, which was the reason they submitted a warrant article. Mr. Bilby ask
226 that the motion be amended to increase the Circulation/ILL Librarian position to 37 hours. Mr.
227 Bailey seconded.

228
229 Mr. Guimond asked that the Board take action on the original motion that had been amended
230 from a reduction of \$4,134 to reduce only \$468.

231

MOTION: (Cate/Hillsgrove) To reduce the Circulation/ILL Librarian hours from 30 to 29.5 representing a decrease of \$468.

VOTE: (2-8-0) The motion failed. Mr. Sherman and Ms. Hillsgrove voted in the affirmative. The remainder of the Board voted in opposition.

232

233 Mr. Bilby reiterated his motion to increase the hours for the Circulation/ILL Librarian position
234 from 30 hours to 37 hours, representing an increase of \$6,552. Mr. Bailey seconded. Mr.
235 Sherman noted that if the motion passed the employee would be eligible for medical and State
236 Retirement. He questioned if the Town's budget had enough money in the Insurance and
237 Retirement accounts to cover the position. Mr. Ramgopaul answered no; the matter could be
238 brought up during reconsideration. Mr. Bailey asked what the new salary line for the position
239 would total. Mr. Guimond replied the salary would be adjusted to \$34,632. Ms. Finn stated that
240 wasn't the amount being requested in the warrant article. She commented that the position would
241 be brought in at the beginning level for librarians listed under the pay matrix submitted to the
242 Board. Mr. Guimond believed the article was for a full time position, which could be discussed
243 once the Board discussed and possibly amended their By Laws. Ms. Adams questioned if there
244 were additional benefits for a 40 hour position. It was noted there were no additional benefits
245 after 35 hours. Mr. Guimond stated the Board's current By Laws state if there is a new full time
246 position it needed to be submitted as a warrant article; however, the Board is currently discussing
247 a possible amendment to such. He noted a position is considered full time at 37.5 hours, therefore
248 having the position listed at 37 hours kept it as being considered part time.
249

MOTION: (Bilby/Bailey) To increase the Circulation/ILL Librarian line \$6,552 bringing the hours from 30 hours up to 37 hours.

VOTE: (10-0-0) The motion carried.

250

251 Mr. Cate made a motion to level fund Supplies representing a reduction of \$500. Mr. Sherman
252 seconded for discussion. Mr. Guimond explained he had a problem with the Library budget
253 increasing 12.3% and tried to reasonably find areas that could be reduced. He believed they had
254 trust money that could be spent. Ms. Adams replied they had approximately \$45,000 in trust
255 money available for use. She said trust money is willed to the Library. They aren't allowed to
256 touch the principal, they can only use what is earned in interest or investments. A certain amount
257 of the money is earmarked for books. The Library has instituted a policy to review trusts each
258 quarter to purchase books, which was taken into account when the budget was drafted. Ms.
259 Adams said to honor those who donate money to the Library, the Trustees feel the remaining
260 money (not earmarked for books) should be spent on things that go above and beyond everyday
261 expenses (i.e. paperclips). She outlined what items are purchased using trust money. Mr.
262 Guimond asked that the motion be withdrawn. Mr. Cate and Sherman withdrew the motion.
263

264

265 Mr. Cronin made a motion to add \$3,000 under New Equipment for the purchase of new chairs
266 rather than reupholstering the chairs. Mr. Cate seconded the motion. Mr. Cronin explained the
267 Board was told that the Library had thirty chairs that were in very poor condition and in need of
268 re-covering. He said the intent of his motion was to be proactive, rather than waiting for the
269 chairs to need replacement.

270

271 Mr. Guimond questioned how long the chairs would last if they are reupholstered. Ms. Finn
272 believed if the correct fabric was chosen, they would clean easier. With regard to the structure of
the chairs, Ms. Adams said they appear to be fine, they are simply dirty.

273

274 Mr. Cate noted that the budget represented the cost to reupholster half of the chairs. Mr. Sherman
275 asked how much a new chair would cost. Ms. Finn replied a new chair would cost \$200; they had
276 thirty chairs to reupholster. The budget request was the cost to reupholster half (15) of the chairs.
277 Mr. Cronin believed if they went to an office supply store and purchased in bulk, there may be a
278 cost savings. Mr. Bailey questioned if it made sense to possibly identify the worst chairs and
279 purchase smaller batches to create a replacement schedule for hard equipment over time. Ms.
280 Finn said the chairs were original from when the building was constructed. They had received
281 complaints and were therefore were addressing what they could in the budget. She agreed that
282 creating a replacement plan was a good idea. Mr. Bilby confirmed that the Library felt the chair
283 frames were fine. Ms. Finn replied they were. Mr. Bilby suggested increasing the budget to
284 reupholster all the chairs, which would be less of an increase and at the same time have the entire
285 project done in one year. Ms. Adams said going forward they could budget a small amount for a
286 replacement schedule. The cost to reupholster all (30) the chairs would be \$3,000.

287

288 Mr. Cronin amended his motion to increase the New Equipment line by \$1,500. Mr. Cate
289 amended his second.

290

MOTION: (Cronin/Cate) To increase New Equipment \$1,500 to reupholster meeting room chairs.

VOTE: (10-0-0) The motion carried.

291

292 Mr. Cate made a motion to level fund Specials representing a decrease of \$4,933. Mr. Sherman
293 seconded for discussion. Mr. Guimond understood that money is taken from the trust for books
294 and didn't see why additional money needed to be in the budget. Ms. Finn pointed out one of the
295 reasons for the budget increase (\$2,328) was the line for large print books that was corrected
296 because it had an incorrect figure that was carried forward for three years. She spoke about what
297 they were purchasing in comparison to the growing numbers for circulation.

298

MOTION: (Cate/Sherman) To reduce/level fund the Specials line, representing a decrease of \$4,933.

VOTE: (1-9-0) The motion failed. Mr. Guimond voted in the affirmative. The remainder of the Board voted in opposition.

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300 The Board then voted on the amended budget for the Library.

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MOTION: To approve \$335,074 as the 2017 Library budget.

VOTE: (9-1-0) The motion carried. Mr. Guimond voted no.

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305 ***Parks & Recreation - \$230,079 proposed.***

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MOTION: To approve \$230,079 as the 2017 Parks & Recreation budget.

VOTE: (10-0-0) The motion carried.

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309 **Planning Department - \$305,077 proposed.**

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MOTION: To approve \$305,077 as the 2017 Planning Department budget.

VOTE: (10-0-0) The motion carried.

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314 **Police - \$2,673,312 proposed.**

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316 Mr. Cate made a motion to reduce \$500 from Supplies for Explorers. Ms. Dube seconded for
317 discussion. Mr. Guimond explained he made the adjustment given that it was a new line item and
318 it seemed reasonable to make a reduction. Police Chief Joseph Roark provided the Board with an
319 explanation of the Explorer program, which is geared toward young adults aged 15-22. The
320 Explorers take training classes on the various aspects of the Police Department and provide
321 assistance to the department during community events. There are currently 15-20 active
322 Explorers. Chief Roark noted that the program had never had its own line item; however, it had
323 grown into a robust program and members received training materials and uniforms. Mr. Cate
324 questioned if there was spending history that could be reviewed. Chief Roark replied they usually
325 took funds from community policing or drug forfeiture money. He told the Board he would bring
326 more information next year.

327

328 In light of the current social climate, there was further discussion about the importance of the
329 Explorer Program which gave young people exposure to the inner workings of the Police
330 Department and good citizenship so it could be distributed to their peers. On a larger scale, some
331 Explorers have gone on to be Pelham Police Officers.

332

333 If the Board approved the reduction, Mr. Bailey wanted to know if the Police Department could
334 submit information regarding the program for discussion during reconsideration. Mr. Guimond
335 answered yes, as it would be new information. Ms. Hillsgrove pointed out that the Explorers
336 supported public events and were learning skills that could be a potential profession. She noted
337 they were also giving back to their community. She felt it was a small budget to develop the
338 program and would like additional information to better understand the expenditures to ensure it
339 had adequate funding. Mr. Bilby was uncomfortable voting to reduce the budget without the
340 Chief having the opportunity to submit additional information. Given his history in the Scouting
341 program and understanding the importance of such programs, Mr. Cate was against reducing the
342 budget.

343

MOTION: (Cate/Sherman) To reduce \$500 from Supplies for the Explorers line.

VOTE: (2-8-0) The motion failed. Mr. Guimond and Ms. Dube voted in the affirmative.
The remainder of the Board voted in opposition.

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Mr. Cate thanked Chief Roark for reducing the line for the Cooper's Test.

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346

MOTION: To approve \$2,673,312 as the 2017 Police budget.

VOTE: (10-0-0) The motion carried.

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350 **Retirement - \$1,482,840 proposed.**
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MOTION: To approve \$1,482,840 as the 2017 Retirement budget.

VOTE: (10-0-0) The motion carried.

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354 **Selectmen - \$462,909 proposed.**
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356 Mr. Cate made a motion to reduce the Salary line for the Human Resources Coordinator by
357 decreasing the hours from 40 hours down to 37 hours (\$3,619). Mr. Bilby seconded for
358 discussion. Although he agreed the position was needed, Mr. Guimond made the reduction based
359 on the current By Laws requiring new employees to be submitted as a warrant article. Ms.
360 Spencer stated before the By Laws are amended the proposed reduction was the proper move
361 because the position would be below full time, but greater than the 32 hours currently scheduled.
362

MOTION: (Cate/Bilby) To reduce the Salary line by \$3,619 for the Human Resources
Coordinator by reducing the hours from 40 hours down to 37 hours.

VOTE: (10-0-0) The motion carried.

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MOTION: To approve \$459,290 as the 2017 Selectmen budget.

VOTE: (10-0-0) The motion carried.

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367 **Senior Center - \$113,711 proposed.**
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MOTION: To approve \$113,711 as the 2017 Senior Center budget.

VOTE: (10-0-0) The motion carried.

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371 **Town Buildings - \$756,354 proposed.**
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MOTION: To approve \$756,354 as the 2017 Town Buildings budget.

VOTE: (10-0-0) The motion carried.

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375 **Town Celebrations - \$9,260 proposed.**
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MOTION: To approve \$9,260 as the 2017 Town Celebrations budget.

VOTE: (10-0-0) The motion carried.

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379 **Town Clerk / Tax Collector - \$233,821 proposed.**
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MOTION: To approve \$233,821 as the 2017 Town Clerk / Tax Collector budget.

VOTE: (10-0-0) The motion carried.

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Transfer Station - \$659,323 proposed.

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MOTION: To reduce \$645 in Expenses for Tire Trailer Rental.

VOTE: (10-0-0) The motion carried.

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MOTION: To approve \$658,678 as the 2017 Transfer Station budget.

VOTE: (10-0-0) The motion carried.

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Treasurer - \$15,176 proposed.

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MOTION: To reduce \$120 from Salaries.

VOTE: (1-9-0) The motion failed. Mr. Guimond voted in the affirmative. The remainder of the Board voted in opposition.

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MOTION: To approve \$15,176 as the 2017 Treasurer budget.

VOTE: (10-0-0) The motion carried.

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Trust Funds - \$1,070 proposed.

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416 Mr. McCarthy told the Board that the information regarding the Town graves had to be uploaded
417 by the end of 2017.
418

MOTION: To approve \$1,070 as the 2017 Trust Funds budget.

VOTE: (10-0-0) The motion carried.

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422 Mr. Guimond stated the number on the floor representing the adjusted 2017 Town budget figure
423 was \$14,774,077, representing an increase of 3.8% over last year.
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MOTION: To approve \$14,774,077 as the 2017 Town budget.

VOTE: (10-0-0) The motion carried.

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427 **ADJOURNMENT**
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MOTION: (Sherman/Bailey) To adjourn the meeting.

VOTE: (10-0-0) The motion carried.

430
431 The meeting was adjourned at approximately 9:00pm.
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Respectfully submitted,
Charity A. Landry
Recording Secretary