

Budget Committee
December 15th, 2020
Meeting Minutes

Present:

Chair Charles Therriault, Walter Waring, Sue Sodano, and Select Board Representative Les Dion (remote).

Absent:

Janet Cavanagh and Vice Chair Joe Caristi.

Others Present:

Nik Coates, Town Administrator (remote); Bob Blanchette, Finance/Human Resources Director (remote); Ramah Simpson, Town Clerk/Tax Collector; Paul Regan, Member of the Public (Remote).

Call to Order:

Mr. Therriault called the meeting to order at 6:02pm.

Old Business:

None

New Business:

#01-4130 – Executive

Mr. Therriault asked Mr. Coates if there were any changes made; Mr. Coates answered no. Mr. Coates is looking into line #610 Budget Committee Expenses and is not sure why it exists as many of the expenses come out of #620 Office Expenses. Mr. Therriault asked if staffing hours were covered underneath this line item. Mr. Coates clarified staff hours are under line #120 which has decreased from 2020.

#01-4140 – Town Clerk

Mr. Therriault and Mr. Waring asked if the budget presented included the blinds for the Town Clerk office for security. Mrs. Simpson responded yes, along with a new printer for registrations. The blinds were quoted for last year, but the company will honor the same quote given. Mrs. Simpson stated on nights that the office staff work late, and the building is closed, they would be able to close the blinds to complete work and lock up. Mr. Therriault asked about line #396 Memberships and Meetings and how the line is divided to each. Mrs. Simpson stated there are two conferences; Town Clerks of NH and New England. Mrs. Howe will be attending one of those conferences with her. Mrs. Simpson also stated that postage increased due to 500 absentee ballots mailed out. Mr. Therriault discussed line #291, stating the line was for the voting machine and special secure software. Mrs. Sodano inquired on line #131 – Supervisors. Mrs. Simpson stated that there were four elections and many meetings prior, so the budget increased for 2020 and decreased 2021.

#01-4150 – Tax Collector/Finance

Mrs. Simpson stated she would like to increase line #680 from \$5,000 to \$5,700 as she just received a bill from an outside vendor. Mr. Waring asked why an increase; Mrs. Simpson replied that more bills are being sent out to second and third homeowners. Mr. Blanchett stated that line #301 Annual Audits has changed due to switching law firms, resulting in \$15,000 for three years and increasing by \$500 for the fourth and fifth year. There is one more bill to be calculated in that was put off due to COVID. Mr. Waring asked that when all bills are in, they should be compared to the figures for accurate budgeting.

#01-4153 – Legal

Mr. Therriault stated that most of this budget was spend for the dam. Mr. Coates included that every year there is a lawsuit and that there is no way to predict legalities or control them, but they budget for them as best as possible. The Planning Board had some cases that became challenging related to a road and the lawsuit is in trial and should close soon.

#01-4155 – Personnel Admin

Mr. Coates stated that the Select Board recognized last year the employee wages were 6% under state, leading to the increase in COLA now for the second year. Mr. Therriault wanted to investigate lowering the COLA or pushing it out to next year. Ms. Dion stated that the Select Board has the authority to change the COLA, not the Budget Committee. Mrs. Sodano asked about the increase in line #210 Health Insurance. Mr. Coates stated it was underspent this year as many services were not used due to COVID. The Town had one company who raised costs up to 25% so the increase was due to a change in company's where they only saw a 9% increase and is locked in for the next two years. Mr. Therriault asked how tuition reimbursement worked. Mr. Coates stated line #240 is used to reimburse employees who pay for trainings or conferences that will help them to advance in their current position out of pocket. The employee must provide proof of attendance, cost of training or course, and have a certificate of completion with a grade of a C+ or higher. The amount should help reimburse up to 4 employees. Mr. Waring stated he would like to see the reimbursement be paid up front rather than making employees pay out of pocket first and waiting for reimbursement as many are working to provide.

#01-4194 – General Government and Buildings

Mr. Coates stated there will be an increase and decrease in multiple lines though everything will still even out. #410 Electricity will increase from \$17,000 to \$20,000. #435 Security will decrease from \$2,000 to \$1,500. #411 Oil will be decrease by up to \$300 and #610 Materials will decrease down to \$1,500.

#01-4195 – Cemeteries

No discussion from the committee.

#01-4196 – Insurance

Mr. Coates and Mr. Therriault stated that adjustments were made due to a claim made this year. A Joint Loss Management Committee meets regularly to discuss safety related topics and discuss after action plans.

#01-4197 – Regional Associations

Mr. Therriault stated that three groups had presented their budgets to the committee and asked Mr. Coates if the due figures were up to date. Mr. Coates replied yes.

#01-4415 – Health Agencies

Mr. Coates stated this is billed on a quarterly basis. Mr. Therriault inquired on the status of NANA. Mr. Coates said there was discussions of merging with Pemi-Baker but that is no longer happening. Discussion continued regarding NANA's dedication to this town and the goal is to continue to work with them.

#01-452 – Beaches

Mr. Therriault stated that there is an increase for attendants. The justification is to have two attendants on busy weekends for safety reasons due to concerns that arose this past summer. Other lines have been adjusted based on the additional needs in order to be proactive.

#01-4651 – Economic Development Comm

Mr. Coates stated that the budget was overspend due to working with a consultant and Newfoundland Independence. There is an ongoing discussion about restarting a Chamber of Commerce. Line #560 Meetings/Memberships was not spent. A local sponsor paid for conferences prior to COVID.

#01-4711 – Principal L/T Debt

Mr. Blanchette stated that #996 Fire Pumper/Tanker Truck will be paid off in June of 2021. The Town has refinanced the Town Office and Treatment Plant. Mr. Waring inquired on #995 Sidewalk Holder Lease and Mr. Coates stated that the question will go to Mr. Bucklin from the Highway Department for more information.

#01-4712 – Interest L/T Debt

Mr. Therriault stated that #996 Fire Pumper/Tanker Truck will be paid off in June of 2021. Mrs. Sodano asked if #735 Library Project will be paid off soon. Mr. Therriault stated that it will be paid off by 2022.

#01-4723 – Tax

Mr. Blanchette stated that there was a TAN note for this year, but the plan is to avoid taking one out next year or taking a 30 day note out instead of the 60 day notes.

Motions

Motion to move bottom line of #4130 Executive in the amount of \$199,674 by Mr. Therriault, seconded by Ms. Dion. Motion passed by roll call vote 4-0-0.

Motion to move bottom line of #4140 Town Clerk in the amount of \$78,062 by Mr. Waring, seconded by Mrs. Sodano. Motion passed by roll call vote 4-0-0.

Motion to move bottom line of #4150 Tax Collector in the amount of \$181,351 by Mr. Waring, seconded by Ms. Dion. Motion to amend bottom line of #4150 Tax Collector from \$181,351 to \$182,051 by Mr. Therriault, seconded by Mr. Waring. Motion passed by roll call vote 4-0-0.

Motion to move bottom line of #4153 Legal in the amount of \$70,000 by Mr. Waring, seconded by Mr. Therriault. Motion passed by roll call vote 4-0-0.

Motion to move bottom line of #4155 Personnel Admin in the amount of \$593,456 by Mr. Waring, seconded by Mr. Therriault. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4195 Cemeteries in the amount of \$250 by Mr. Waring, seconded by Mr. Therriault. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4196 Insurance in the amount of \$52,880 by Mr. Therriault, seconded by Mr. Waring. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4197 Regional Associations in the amount of \$10,419 by Mr. Waring, seconded by Mr. Therriault. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4415 Health Agencies in the amount of \$33,400 by Ms. Dion, seconded by Mr. Waring. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4521 Beaches in the amount of \$18,416 by Mr. Waring, seconded by Ms. Dion. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4651 Economic Development in the amount of \$5,000 by Mr. Therriault, seconded by Mrs. Sodano. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4711 Principals L/T Debt in the amount of \$277,817 by Mr. Therriault, seconded by Mrs. Sodano. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4712 Interest L/T Debt in the amount of \$50,497 by Mr. Therriault, seconded by Ms. Dion. Motion passed by a roll call vote 4-0-0.

Motion to move bottom line of #4723 Tax in the amount of \$5,001 by Mr. Therriault, seconded by Mrs. Sodano. Motion to amend bottom line of #4723 Tax in the amount of \$2000 by Mr. Therriault, seconded by Mr. Waring. Motion passed to amend by a roll call vote 4-0-0.

Review and Approval of Minutes:

Motion by approve amended minutes by Ms. Dion, seconded by Mr. Waring. Motion passed by a roll call vote 4-0-0.

Correspondence:

None

Member Comments:

None

Select Board/Staff Comments:

None

Adjournment:

Motion by roll call vote to adjourn meeting at 7:39pm made by Mr. Waring, seconded by Mrs. Sodano. Motion passed by a roll call vote 4-0-0.

Next Meeting:

December 22nd, 2020 at 5pm

Respectfully Submitted,

Shannon Wharton