

1 **Minutes of**

2  
3 **Litchfield Budget Committee Meeting**

4  
5 **Held on October 23, 2008**

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7 The Litchfield Budget Committee held a meeting on Thursday October 23, 2008 in the  
8 Media Room at Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

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10 **PRESENT:** B Lemire (Chairman), J Harte (Vice Chairman), P Parker, D  
11 Miller, M Falzone, B McCue, R Peeples, G Lambert (Selectmen's  
12 representative)

13  
14 Chairman Lemire called the meeting to order at 7:02 p.m.

15  
16 **1. PUBLIC INPUT**

17 There was no public input.

18  
19 **2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

20 **MOTION:** by Mr. Harte

21 *Move to approve the minutes of the Litchfield Budget Committee meeting on*  
22 *October 9, 2008*

23 **SECOND:** Mr. Parker

24 **VOTE: 8-0-0**

25 The motion carried unanimously.

26  
27 **3. TOWN BUDGET REVIEW**

28 **Health Agencies (a/c 4415)**

29 Selectman Lambert reported that this account was level funded, and the Board of  
30 Selectmen has asked for backup on Home Health and Hospice Care. He stated the  
31 Board may reduce this line depending on the information they receive.

32  
33 Selectman Lambert also reported that the Board of Selectmen has requested  
34 additional information from the American Red Cross and has not yet allocated an  
35 amount. The Committee members discussed whether the Town had ever funded the  
36 Red Cross before, what criteria the Board uses to allocate funding, and the services  
37 the Town obtains from the agencies requesting funds. Mr. Peeples provided an  
38 explanation of what different organizations provide in the way of services.

39 **Action:** Mr. Dilworth Jr. to provide copies of the letters from the agencies to the  
40 Budget Committee.

41 There was further discussion regarding the various agencies.

42  
43 **Welfare and Vendor Payments (a/c 4445)**

44 Selectman Lambert explained this account will increase for next year due to  
45 additional expenses and because the Board has also increased the allowable level of  
46 assistance which has not been adjusted for a number of years. He pointed out that the

1 Town is required by law to assist everyone who qualifies for the program. In  
2 response to a query from Mr. McCue regarding the difference between the housing  
3 liens, Selectman Lambert explained one is for rentals and the other for homeowners.  
4 For the benefit of viewers, Chairman Lemire asked Selectman Lambert to explain the  
5 housing lien. There followed a discussion on where any monies which may come  
6 back to the Town are allocated.

7  
8 In response to a query from Chairman Lemire, Selectman Lambert explained there  
9 has been an increase in requests for assistance. There was a discussion about how the  
10 programs work, and Selectman Lambert explained the Town fills the gap until other  
11 assistance received. Chairman Lemire requested that the Board report any surge in  
12 requests for the programs in this account to the Budget Committee.

13  
14 Mr. Peeples pointed out a typing error in the figures for the monthly shelter  
15 allowances.

16  
17 **General Government Buildings (a/c 4194)**

18 Selectman Lambert reported this account is mostly level funded for 2009,  
19 highlighting the differences from last year, assisted by Mr. Kevin Lynch.

20 *Line item 410 (Electricity):* There has been a 6% increase in the cost of electricity with  
21 effect from 2008 and Mr. Miller provided an explanation of the increase for the  
22 benefit of the Committee.

23 *Line item 412 (Water):* This line has decreased based on current spending.

24 *Line item 442 (Trash):* This line is already over budget for 2008, therefore it has been  
25 increased for next year by \$2,000.

26 *Line item 630 (Repairs to Buildings):* It was explained that the rugs at the Town Hall  
27 were cleaned for the first time this year and an amount has been included in the  
28 budget for maintenance.

29 *Line item 631 (Equipment Repair & Maintenance):* Mr. Lynch reported there were  
30 repairs this year to the HVAC and outside lighting and other general repairs are  
31 required. He stated that thermostats were upgraded at the Town Hall and the Police  
32 Department. Chairman Lemire asked whether it was reasonable to expect they could  
33 level fund this line for next year, and Mr. Lynch agreed they could.

34  
35 *Line item 436 (Security Alarm Contract):* There was a discussion regarding why this  
36 cost has been allocated to this account.

37 *Line item 642 (Roof Snow Removal):* It was explained they had received a quote for  
38 flashing for the Town Hall roof, but they have decided to spend \$100 for a snow rake  
39 instead. They have allocated \$1,000 in case a crew is needed to remove the snow,  
40 and there was a discussion about the difficulties of clearing the roof in winter, and the  
41 heat loss through the roof from the building.

42 *Line item 740 (New Equipment):* This line is for new computer equipment to replace  
43 four PC's in the selectmen's office.

44  
45 **Action:** Chairman Lemire requested backup information for this account and for the  
46 above line in particular. He made a point that new equipment belongs in the

1 Executive account and there was a discussion about line items which should not be in  
2 this account. Selectman Lambert explained that the existing equipment will be used  
3 by the general public and this was the justification for allocating the new equipment  
4 to this account. Chairman Lemire asked whether these items are essential next year  
5 and there followed a discussion about security of public accessed PC's.

6 **Action:** Mr. Dilworth Jr. to e-mail the backup at the beginning of next week to  
7 Chairman Lemire.

8  
9 *Line item 437(Generator Maintenance Contract):* In response to a query from  
10 Chairman Lemire, Selectman Lambert explained that the figure in this line was based  
11 on the cost of a one year maintenance contract the Town received from a vendor and  
12 the Board had projected out the hours which would be required. He confirmed they  
13 would be going out to bid and it would be an hourly contracted service.

14 *Line item 750 (TH Furniture Purchases):* There was a discussion about furniture  
15 which needs to be replaced.

16  
17 **Insurance (a/c 4196)**

18 Selectman Lambert and Mr. Dilworth Jr. explained this account has been level funded  
19 and the rate is unchanged from this year.

20 *Line item 520 (Crime Insurance):* It was pointed out that the amount for expended  
21 and budgeted should read \$1,797.

22 **Action:** Selectman Lambert agreed to take this account back to the Board of  
23 Selectmen to revote as they had voted on the wrong figure.

24  
25 **Debt Services (a/c 4711)**

26 Selectman Lambert stated this account is funded at \$1, and it was pointed out that the  
27 sheet with the Board of Selectmen's approved figure had not been provided.

28 **Action:** Mr. Dilworth Jr. agreed to provide the sheets for next week.

29  
30 Chairman Lemire confirmed that the Town has no bonded debt. Selectman Lambert  
31 stated the Board of Selectmen has had a discussion regarding potentially bonding the  
32 road work which is required.

33  
34 **Ambulance (a/c 4215)**

35 Selectman Lambert stated this account has been level funded. There was a discussion  
36 regarding what the amount in this line was for. Also discussed was the question of  
37 where ambulances are dispatched from when none are available from Hudson.

38  
39 **Emergency management (a/c 4290)**

40 Selectman Lambert confirmed that it has been decided not to obtain the trailer this  
41 year and the Board of Selectmen will ascertain from the Fire Chief what the  
42 requirements are for emergency management and if possible encumber the amount  
43 for the trailer.

44  
45 Messrs. Harte and Lemire questioned Selectman Lambert regarding unspent funds  
46 appropriated this year and the cash flow situation for the Town. Mr. Harte confirmed

1 the problem is with receipt of revenues. There was a discussion on potential revenue  
2 shortfall and what the Town can expect to receive on owed property taxes by the end  
3 of the year. Mr. Miller confirmed the School District has been working with the  
4 Town to alleviate the problem regarding money owed from the Town to the School  
5 District. There followed a discussion in which Chairman Lemire stated the Budget  
6 Committee is not interested in cutting services but they need to do due diligence in  
7 this economy.

8  
9 **Action:** Chairman Lemire asked Messrs. Lambert and Dilworth Jr. to forward  
10 revenue projections to the Budget Committee as soon as possible.

11  
12 **Highways and Streets (a/c 4312)**

13 *Line item 575 (Road Maintenance/Improvement):* Mr. Dilworth Jr. reported the Board  
14 of Selectmen had allocated \$25,000 to this line and is looking at a variety of options  
15 for funding the rest of the request; such as bonding.

16  
17 Mr. Harte pointed out there was an outstanding request for clarification from the  
18 meeting of October 16.

19 **Action:** Selectman Lambert stated he would obtain the answer to the outstanding  
20 request.

21  
22 Referring to a memo from Mr. De Costa regarding the miscalculation of the paving  
23 costs, Selectman Lambert stated this is subject to review as the Board of Selectmen is  
24 still discussing this with the department head. He confirmed that as a result of this  
25 the road improvement figures might change. There was a discussion with Chairman  
26 Lemire and Selectman Lambert regarding alternative funding options for road  
27 improvements.

28  
29 **4. BUDGET COMMITTEE**

30 Chairman Lemire stated his budget was being level funded apart from line item 680  
31 (Copier Charges) and line item 560 (Dues & Subscriptions).

32 *Line item 328 (Public Notice):* Chairman Lemire explained that the School District  
33 has in the past assisted with public notices as the meetings have been on the same  
34 nights. The Committee discussed what notices are required and their current cost.

35 Mr. Dilworth Jr. provided information regarding the DRA requirements, stating there  
36 is no requirement to advertise in newspapers.

37 **MOTION:** by Mr. Harte

38 ***Move to reduce line item 328 (Public Notices) in account 4150, Budgeting to \$115***  
39 ***for the 2009 Operating Budget***

40 **SECOND:** Mr. Miller

41 **VOTE: 8-0-0**

42 **The motion carried unanimously.**

43  
44 *Line item 560 (Dues & Subscriptions):*

45 **MOTION:** by Mr. McCue

1 *Move to reduce line item 560 (Dues & Subscriptions) in account 4150, Budgeting*  
2 *to zero for the 2009 Operating Budget*

3 **SECOND:** Mr. Peeples

4 In response to a query from Mr. Parker, Mr. Harte explained the procedure when line  
5 items are zeroed and it is necessary to include an amount in future years. There was  
6 also a discussion between Chairman Lemire and Mr. Dilworth Jr.

7 **VOTE: 8-0-0**

8 **The motion carried unanimously.**

9  
10 *Line item 680 (Copier Charges):* Selectman Lambert clarified for the Committee that  
11 the Board of Selectmen had voted to accept copying charges from any departments  
12 when they use the copier in the Selectmen office.

13 **MOTION:** by Mr. Falzone

14 *Move to reduce line item 680 (Copier Charges) in account 4150, Budgeting to zero*  
15 *for the 2009 Operating Budget*

16 **SECOND:** Mr. McCue

17 **VOTE: 8-0-0**

18 **The motion carried unanimously.**

19  
20 *Line item 620 (Office Supplies):* Members of the Committee discussed what they had  
21 spent money on in this line in 2008.

22  
23 *Line item 811 (Seminars & Conventions):* There was a discussion regarding why the  
24 LGC seminar had not been charged for this year. Mr. Dilworth Jr. encouraged  
25 members of the Committee to attend the LGC Budget Committee seminar.

26 **MOTION:** by Mr. Falzone

27 *Move to approve a new bottom line for account 4150, Budgeting for the 2009*  
28 *Operating Budget of \$1,715*

29 **SECOND:** Mr. Harte

30 **VOTE: 8-0-0**

31 **The motion carried unanimously.**

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33 **5. RECEIVE ADDITIONAL INFORMATION ON TOWN BUDGETS**

34 There was no additional information offered at this time.

35  
36 **6. SCHOOL DISTRICT BUSINESS**

37 Mr. Miller handed out enrolment figures as of October 1, 2008, and there was a  
38 discussion about the figures.

39  
40 Mr. Miller reported the School Board has begun reviewing Kindergarten plans as they  
41 are mandated by the State to provide public Kindergarten. He explained that if the  
42 State provides the building it does not have to include bathrooms in the classrooms.  
43 He further reported the District does not plan to pursue the voucher option or have the  
44 State provide the building; but to have the State pay three years' reimbursement. He  
45 added that based on current enrolment figures they would have to plan for three  
46 classrooms.

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**7. MEMBER INPUT**

In response to a request from Mr. Peeples for a status update on the police union contract, Mr. Dilworth Jr. reported they have a tentative agreement. There followed a discussion regarding the need for a separate fiscal impact statement for the Budget Committee.

**Action:** Selectman Lambert agreed to raise this matter with the Board of Selectmen at their next meeting.

**MOTION:** Mr. Harte

***Move to adjourn the meeting.***

**SECOND:** Mr. Falzone

**VOTE: 8-0-0**

**The motion carried unanimously, and the meeting adjourned at 9:26 p.m.**