

**Minutes of  
Litchfield Budget Committee Meeting**

**Held on October 30, 2008**

The Litchfield Budget Committee held a meeting on Thursday October 30, 2008 in the Media Room at Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

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

Chairman Lemire called the meeting to order at 7:04 p.m.

**1. PUBLIC INPUT**

There was no public input.

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

**MOTION:** by Mr. Harte

*Move to approve the minutes of the Litchfield Budget Committee meeting on October 16, 2008 as amended*

**SECOND:** Selectman Lambert

Amendment: correct the spelling of Mr. De Costa's name)

**VOTE: 7-0-1** (Mr. McCue abstained)

The motion carried.

**3. TOWN BUDGET REVIEW**

Chairman Lemire announced he would like the Committee to go into Non-Public Session under RSA 91-A:3 II (a) prior to the meeting next week. He also reported he would like to have voting start next week and will post the meeting information as required.

**Town Elections (a/c 4130.30)**

Selectman Lambert presented the information on this account. He explained some of the costs in this account are based on the number of elections for the year.

*Line item 692 (Provisions):* Selectman Lambert stated this is a new item intended to cover food for staff who are working on the elections

*Line item 740 (New Equipment):* This is also a new line for this account.

*Line item 328 (Legal Notices & Ads):* The Board of Selectmen has zeroed this line as they decided the notices/ads for this account can 'piggy back' with another account.

*Line item 551 (Town Reports):* This line has increased. Mr. Dilworth Jr. pointed out the report is in demand and they usually run out of them.

*Line item 625 (Postage):* The Board of Selectmen has zeroed this line as there is a postage machine at the Town Hall which can be used.

*Line item 740 (New Equipment):* This line is for signage and miscellaneous items.

***Discussion:***

Mr. Parker pointed out the Board of Selectmen numbers are not proportional to last year, and Selectman Lambert explained some costs are fixed while others are variable.

Chairman Lemire requested a breakout of the wages in line 125. Mr. Harte clarified that this should include hourly rate and number of staff. **Action:** Selectman Lambert agreed to obtain information.

**Voter Registration (a/c 4140.20)**

Selectman Lambert reported this account has not yet been reviewed by the Board of Selectmen.

**Cable Committee (a/c4589.10)**

Selectman Lambert reported the Cable Committee attempted to bring in a lower budget than last year, and handed over to Mr. Pentheny to present is budget.

*Line item 302 (PEG Contracted Services):* This line is unchanged from last year. Mr. Pentheny attempted to explain the notes in the backup regarding an error in last year's budget relating to new equipment, and there followed a discussion.

*Line item 630 (Building Repairs & Maintenance):* It was explained that the playback equipment is now 4/5 years old, and will need to be repaired. Mr. Pentheny reported they decided to delay the purchase of the replacement equipment until 2010 in light of the current budget restrictions. He pointed out the equipment for each facility will cost \$10,000 – a total of \$30,000.

*Line item 693 (Minor Tools and Supplies):* The increase in this line is to purchase supplies for additional DVD's which are being requested of events.

*Line item 740 (Equipment Purchases for PEG station):* Mr. Pentheny explained they are expanding their ability to cover overflow crowds at meetings in the CHS auditorium, and new equipment will be needed to fulfill this requirement. He explained the advantage of having this equipment would enable them to handle the overflow crowds without additional setup. He confirmed the amount for PEG fee revenue is \$100,000.

There was a discussion in response to a query from Mr. McCue regarding coordination of phone lines with the Fire Department.

Selectman Lambert confirmed the copier charges are to be taken out of this account.

Chairman Lemire declared a five minute recess, after which he called the meeting to order again.

**Sanitation Administration (a/c 4321.10)**

Selectman Lambert stated the staff had worked to ensure there were no unnecessary increases in the account, and that any increases are due to work which is normally performed every two years.

**Incineration (a/c 4324.30)**

Mr. Dave Mellon presented the information on this account.

*Line item 636 (Diesel Fuel):* It was pointed out that they have already over spent this year in this line and a discussion took place regarding fuel and oil costs.

Selectman Lambert stated would need to check whether there are any penalties for breaking the contract with the current supplier. There was a discussion regarding the possibility of locking in early next year from January through December. Mr. Miller urged the Board of Selectmen to reconsider joining the energy buying group next year.

*Line item 640 (Custodial Maintenance Supplies):* This line has been moved to 693 (Minor Tools and Supplies)

*Line item 761 (Skid Loader Lease):* This is down due to a new three year lease.

*Line item 30.630 (Building Maintenance & Repair):* Mr. Mellon provided a report on how the money for these repairs is allocated.

*Line item 637 (Incinerator Fuel Oil):* Mr. Mellon clarified that the price for this is based on \$3.40 per gallon.

*Line item 328 (Public Notices & Ads):* Mr. Falzone asked for explanation of this line and Selectman Lambert reported the incinerator is being switched off in 2010 and there will be a need to educate residents on the changes regarding recycling and how it will affect them. Mr. Mellon stated they would do a newspaper campaign and flyers. Other ways to distribute the information were discussed.

**Action:** Chairman Lemire requested regular spreadsheet material from Mr. Dilworth Jr.

**Accounting & Auditing (a/c 4150.10)**

Selectman Lambert presented the budget for this account.

*Line item 110 (Secretary/Clerk Wages):* The increase in this line is due to step increases.

*Line item 140 (Secretary/Clerk Overtime):* This line has been calculated using the same rate as the step increase.

*Line item 310 (Tax Map Update):* Selectman Lambert explained this item has not been expended this year due to an oversight and the Board of Selectmen is attempting to find out whether a year can be skipped. He then explained what the Board will attempt to commit to this year for the following year. There was a discussion regarding whether the recent tax bills are correct due to the tax map not being updated this year and potential loss of revenue for the Town.

*Line item 341 (Telephone):* In response to Chairman Lemire's query regarding why the Board of Selectmen approved \$11,000 when the requested amount is only \$900, Selectman Lambert clarified that this is the telephone costs for all departments in Town.

***Discussion:***

Chairman Lemire stressed the importance of the Budget Committee being provided with up to date budget sheets from the Town Hall for all departments before they begin to vote next week.

Mr. Harte clarified the phone which are excluded from this line and asked about the basis for the calculations. He also confirmed with Selectman Lambert that the Committee will receive a breakdown of the costs to show cell phones.

Mr. Parker asked about the copier charges which were to be charged centrally and Selectman Lambert explained these now appear in line item 550 (Printing and copying).

*Line item 631 (Equipment Repairs & Maintenance):* This has increased to reflect the cost of additional copier supplies.

***Discussion:***

It was the consensus of the Committee that copying should be in separate line for clarity for historical purposes.

***Action:*** Selectman Lambert agreed to request this through the Board of Selectmen for this year.

*Line item 740 (New Equipment):* Mr. Dilworth Jr. reported the money expended in this line was used to purchase a date and time stamp and monitors. Chairman Lemire informed Selectman Lambert about a group which assists in providing ergonomic equipment for workers.

*Line item 810 (Mileage & Tolls):* Selectman Lambert provided an explanation for the amount as per the back up information.

*Line item 811 (Seminars):* There is an increase in this line for training on software modules already owned by the Town but not currently used.

Mr. Harte asked about replacement of the accounting software, and Mr. Dilworth Jr. stated he was unaware of any change relating to this. He stated he would be reluctant to change any accounting software as there would be charge for migrating existing records over.

*Line item 30.312 (Assessing Services):* Mr. Dilworth Jr. provided information on what the assessor does each year and what the costs are. Mr. Harte clarified that \$40,000 from this year will be rolled forward until the 4<sup>th</sup> year. There followed a discussion regarding how Avatar is billed and how much the Town will spend this year.

Members of the Committee also queried where the appropriated money is located.

***Action:*** Selectman Lambert requested that Mr. Dilworth Jr. look into this and inform the Budget Committee.

### **Treasury (a/c4150.50)**

Selectman Lambert presented the information on this account.

*Line item 130 (Treasurers salaries):* Selectman Lambert explained that the additional amount proposed is for a new position of Deputy Treasurer, and he informed the Committee of the necessity and advantages of the additional position. Chairman Lemire pointed out an error in the backup material and clarified the correct figure.

*Line item 625 (Postage & Envelopes):* Selectman Lambert explained why the Board of Selectmen had put an amount back in to this line.

*Line item 740 (New Equipment):* Selectman Lambert stated the matter of a laptop has not been resolved as yet.

Selectman Lambert stated he thought the Board of Selectmen might put additional money in for training the new treasurer when the new person has been taken on board.

### **Debt Service (a/c 4711)**

Selectman Lambert confirmed the Board of Selectmen allocated \$1 to this account.

## **4. RECEIVE ANY ADDITIONAL INFORMATION PREENTED ON TOWN BUDGETS**

There was a discussion regarding the Police Union Contract and which parts of the new document the Budget Committee should have access to. Chairman Lemire stated it was important that the Budget Committee be provided with details regarding the fiscal impact of the contract.

**Action:** Selectman Lambert to provide this information to the Committee as soon as it is available.

## **5. SCHEDULE**

Mr. Harte mentioned he had seen an e-mail from another selectman that suggested the Budget Committee might not receive all budgets on time and there followed a discussion on this and the budgets still to be reviewed by the Committee, as well as when they might expect to receive these from the Board of Selectmen.

In response to a query from Mr. Harte about the status of warrant articles, Selectman Lambert provided a status report. Chairman Lemire stated he would ask the Budget Committee if they could provide the Board of Selectmen with additional time to complete these if it is required.

## **6. SCHOOL DISTRICT BUSINESS**

Mr. Miller stated he had nothing new to report. In response to a query from Chairman Lemire, Mr. Miller reported the initial review of the School budget is complete and on target.

7. **MEMBER INPUT**

There was nothing discussed in this item.

**MOTION:** by Mr. Miller

*Motion to adjourn*

**SECOND:** Mr. McCue

**VOTE:** 8-0-0

The motion carried unanimously and the meeting adjourned at 9:00 p.m.