

1 **Minutes of**

2  
3 **Litchfield Budget Committee Meeting**

4  
5 **Held on November 6, 2008**

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7 The Litchfield Budget Committee held a meeting on Thursday November 6, 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, M  
11 Falzone, B McCue, R Peeples, G Lambert (Selectmen's  
12 representative)  
13 **ABSENT:** D Miller

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15 Chairman Lemire called the meeting to order at 7:00 p.m.

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17 **1. NON PUBLIC SESSION**

18 Chairman Lemire stated he was deferring the non-public session until further notice.

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20 **2. PUBLIC INPUT**

21 There was no public input.

22  
23 **3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

24 **MOTION:** by Mr. Harte

25 *Move to approve the minutes of the Litchfield Budget Committee meeting on*  
26 *October 23, 2008*

27 **SECOND:** Mr. McCue

28 Mr. Harte had a number of amendments to the minutes which he read for the record.

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30 **MOTION:** by Mr. Harte

31 *Move to approve the minutes of the Litchfield Budget Committee meeting on*  
32 *October 23, 2008 as amended*

33 **SECOND:** Mr. McCue

34 **VOTE: 6-0-1** (Mr. Parker abstained)

35 The motion carried.

36  
37 **4. TOWN BUDGET REVIEW**

38 **Town Clerk (a/c 4140.10)**

39 Ms. Briand presented her budget highlighting the following:

40 *Line item 120 (Clerk Wages):* There had been an error when the figures were  
41 transferred to the budget last year for this line, which was corrected this year and  
42 accounts for the increase. Ms. Briand confirmed there is no step increase for this  
43 position.

44 *Line item 130 (Town Clerk Salary):* The increase in this line is due to a step increase.

45 *Line item 141 (Clerk Overtime Wages):* In response to a query from Chairman  
46 Lemire, Ms. Briand explained the overtime is triggered by working a longer day on

1 Mondays, as well as vacation coverage and balancing everything before closing out at  
2 the end of each day.

3 *Line item 328 (Public Notices & Ads):* This line has increased due to an increase in  
4 the cost of advertisements.

5 *Line item 626(Election Supplies):* Selectman Lambert reported this is a new category  
6 to fund election provisions the costs of which are shared with Mr. Reagan's budget.

7  
8 Chairman Lemire made an editorial comment on the election, stating the Town's  
9 response was exemplary, and congratulated everyone involved in organizing it.

10  
11 *Line item 342 (Software Support Services):* This is an annual payment to Interware  
12 Development Company for the motor vehicle software.

13 *Line item 631 (Equipment Repairs & Maintenance):* In response to a query from  
14 Chairman Lemire, Ms. Briand stated she was unsure whether this will be required and  
15 clarified it is for items such as copier repairs should they be necessary.

16 *Line item 680 (Copier Charges):* This line is for the copy machine service agreement  
17 which increases each year.

18 *Line item 622 (Town Permits/Stickers):* Ms. Briand explained they bought these in  
19 bulk last year and will therefore not need to purchase any next year.

20 *Line item 692 (Provisions):* A discussion took place with Chairman Lemire regarding  
21 whether it is necessary to have election provisions and signs in both this and Mr.  
22 Reagan's budget, and it was agreed the Budget Committee will zero out \$120 in the  
23 Election budget for these items.

24  
25 **Tax Collection (a/c 4150.40)**

26 *Line item 120 (Clerk Wages):* Mr. Harte confirmed there had been the same error in  
27 this line as in the Town Clerk budget.

28 *Line item 130 (Tax Collector Salary):* The increase in this line is due to a step  
29 increase.

30 *Line item 140 (Clerk Overtime Wages):* In response to a query from Chairman  
31 Lemire, Ms. Briand explained the overtime is triggered for the same reasons as in the  
32 Town Clerk budget. Mr. Harte asked how overtime is allocated and it was explained  
33 it is divided down the middle.

34 *Line item 321 (Title Research):* This line is over expended for 2008, and the process  
35 was explained. It was pointed out the fee is charged by an outside company and is  
36 triggered by people not paying their property taxes with the research being done  
37 before liens are put on the homes. Selectman Lambert stated there will be no impact  
38 on the line until 2010 by any worsening of the economy which results in increases in  
39 property liens. There followed a discussion on this.

40 *Line item 342 (Software Support Services):* Avitar fees are charged to this line.

41 *Line item 445 (Postage Meter):* The cost of the postage meter is split between the  
42 Town Clerk and this budget.

43 *Line item 740 (New Equipment):* The money in this line is to take care of any  
44 breakages should these occur.

1           **Library (a/c 4550)**

2           Ms. Vicky Varick, Library Director presented her budget. Selectman Lambert  
3           reported the Board of Selectmen had reviewed the budget as submitted by the Library  
4           Trustees and had accepted it.

5           *Line item 110 (Wages – Director):* The increase in this line is due to an incorrect  
6           figure being added to the budget in 2007 and this increase will correct the error.

7           *Line items 120 – 127 (Wages):* The increases in these lines are the regular step  
8           increases.

9           *Line item 411 (Heating Oil):* This was not adjusted by the Board of Selectmen for the  
10          rate change. It was explained that a different rate is used for the Incinerator budget.

11          *Line item 410 (Electricity):* It was explained for Mr. Harte that the figure in this line  
12          is based on average usage.

13  
14          Chairman Lemire asked Selectman Lambert whether all town buildings are on  
15          contract for fuel oil and he reported the Fire Department negotiates their own rate.

16  
17          *Line item 627(Automation supplies):* This amount is for the computerized catalog and  
18          web component.

19          *Line item 630 (Building Maintenance & Repairs):* It was clarified for Mr. Harte that  
20          there was a list attached to the budget information for what is expected next year.

21          *Line item 641 (Septic Tank Cleaning):* This is done on alternate years and will be  
22          required in 2009.

23          *Line item 810 (Mileage & Tolls):* This has increased due to a Federal mileage rate  
24          increase.

25  
26          Chairman Lemire spoke about the Budget Committee’s request for level funding,  
27          asking whether this would have a detrimental impact on the Library operation. There  
28          followed a discussion in which it was pointed out that half of the increases are fixed  
29          costs. Ms. Varick confirmed for Mr. McCue the Library had undergone an energy  
30          audit three years ago.

31  
32          **Cemeteries (a/c 4195)**

33          *Line item 650 (Pinecrest):* Selectman Lambert reported the representative of the  
34          cemetery trustees explained they have been running at a deficit and needed an  
35          additional \$200 for this cemetery. Mr. Dilworth Jr. reported the fence needs to be  
36          repaired.

37  
38          **Mosquito District (a/c 4411.20)**

39          *Line item 329 (Public Notices & Ads):* Selectman Lambert explained they had  
40          underestimated the cost of notices last year and they wish to have sufficient in the line  
41          in case of an emergency. There followed a discussion regarding whether this would  
42          be in contingency.

43  
44          Mr. Dilworth Jr. stated there are still some invoices pending for this year which will  
45          show up in October’s expenditure figures. Chairman Lemire stated the Budget  
46          Committee would like to know what they will be expending this year.

1 Selectman Lambert stated there is a new expense anticipated next year for larvaciding  
2 and they expect to spend all the money they have for this year. There was a  
3 discussion regarding monthly costs and how these directly relate to contracted hours  
4 with the provider. Mr. Harte stated it is unclear how the numbers had been  
5 calculated.

6 **Action:** Following a discussion, it was agreed Selectman Lambert should obtain  
7 clarification on these issues.  
8

9 Selectman Lambert confirmed for Mr. Harte that the documentation compiled by the  
10 provider would belong to the Town. He also pointed out that there are only a couple  
11 of companies in New England providing the services

12 *Line item 433 (Internet/computer):* This line is for a replacement laptop

13 *Line item 624 (Film camera supplies):* Chairman Lemire requested the back up  
14 information for this.

15 **Action:** Selectman Lambert to obtain this information.

16 *Line item 680 (Copy Charges):* It was clarified this is for bulk outside copying.  
17

18 Chairman Lemire queried whether the appropriated expenses can be expended this  
19 year in this budget.

20 **Action:** Selectman Lambert stated he would forward this request to the Board of  
21 Selectmen.  
22

23 Selectman Lambert provided a status report regarding the Town cash flow and tax.  
24 He explained the Town would receive money for the mosquito control program from  
25 the State.  
26

27 Referring to information Mr. Dilworth Jr. passed out at the beginning of the meeting  
28 on the possible rate increase from PSNH, Mr. Dilworth Jr. reported he had contacted  
29 them and the Community Relations officer stated they are not aware of any increase.  
30 Mr. Peebles suggested asking the PUC if they have a filing to check on this.  
31

## 32 **5. RECEIVE ADDITIONAL INFORMATION ON TOWN BUDGETS**

33 A financial update on the Police union contract was provided. Chairman Lemire  
34 stated the fiscal impact statement from the Board of Selectmen representative did not  
35 show all the hidden costs and he asked Selectman Lambert to go back to the Board of  
36 Selectmen regarding this. **Action:** Selectman Lambert.  
37

38 Mr. Dilworth Jr. stated there were outstanding questions for Mr. de Costa on his  
39 return. Selectman Lambert explained a package will be provided to the Budget  
40 Committee regarding funding of road repair projects.  
41

42 There followed a discussion regarding a response on e-mail from Mr. Reagan on  
43 questions raised by the Committee relating to the Election Budget.

44 **Action:** Chairman Lemire stated he would check on this and distribute to Committee  
45 members.  
46

1 The contract agreement with the Assessors, Avitar was distributed.

2  
3 **6. VOTING SCHEDULE**

4 Chairman Lemire handed out a list of potential budgets to be voted on.

5  
6 **Insurance (a/c 4196)**

7 **MOTION:** by Selectman Lambert

8 *Move to approve a bottom line of \$47,936 for account 4196, Insurance, in the 2009*  
9 *Operating Budget*

10 **SECOND** Mr. Falzone

11 **VOTE:** 7-0-0

12 The motion carried unanimously.

13  
14 **Ambulance (a/c 4215)**

15 **MOTION:** by Selectman Lambert

16 *Move to approve a bottom line of \$35,000 for account 4215, Ambulance, in the*  
17 *2009 Operating Budget*

18 **SECOND** Mr. McCue

19 **VOTE:** 7-0-0

20 The motion carried unanimously.

21  
22 **Emergency Management (a/c 4290)**

23 **MOTION:** by Selectman Lambert

24 *Move to approve a bottom line of \$26,000 for account 4290, Emergency*  
25 *Management, in the 2009 Operating Budget*

26 **SECOND** Mr. Harte

27 **VOTE:** 7-0-0

28 The motion carried unanimously.

29  
30 **Street Lighting (a/c 4316)**

31 **MOTION:** by Selectman Lambert

32 *Move to approve a bottom line of \$13,000 for account 4316, Street Lighting, in the*  
33 *2009 Operating Budget*

34 **SECOND** Mr. Falzone

35 **VOTE:** 7-0-0

36 The motion carried unanimously.

37  
38 **Animal Control (a/c 4414)**

39 **MOTION:** by Selectman Lambert

40 *Move to approve a bottom line of \$17,423 for account 4414, Animal Control, in the*  
41 *2009 Operating Budget*

42 **SECOND** Mr. Falzone (for discussion)

43 **VOTE:** 7-0-0

44 **The motion carried unanimously.**

1 **MOTION:** by Mr. Harte  
2 *Move to amend line item 328, Public Notices to \$25 in account 4414, Animal*  
3 *Control*  
4 **SECOND:** Mr. Peeples  
5 *Discussion:* Mr. Falzone suggested amending to the line \$50 as that is the minimum  
6 cost for an advertisement in the local paper. Selectman Lambert provided the  
7 justification for leaving the item at the level supported by the Board of Selectmen,  
8 and Mr. Harte explained his justification for the amendment was he had looked back  
9 to 2004 and no money has ever been spent in that time.

10 **Messrs Harte and Peeples withdrew their motion and second.**

11 **MOTION:** by Mr. Harte  
12 *Move to amend line item 328, Public Notices to \$50 in account 4414, Animal*  
13 *Control*

14 **SECOND:** Mr. Peeples  
15 **VOTE:** 5-1-0 (Selectman Lambert opposed the motion)  
16 The motion carried.

17  
18  
19 **Chairman Lemire confirmed a new bottom line of \$17,373 for the account.**

20  
21 **MOTION:** by Mr. Harte  
22 *Move to amend line item 341, Telephone by reducing it to \$350*

23 **SECOND:** Mr. McCue  
24 *Discussion:* Mr. Harte stated his justification for moving the reduction was based on  
25 figures for the last three years. Selectman Lambert stated the amount approved by the  
26 Board of Selectmen is the new contract price with the new provider.  
27 **VOTE:** 2-5-0 (Mr. Peeples and Mr. Harte voted for the motion)  
28 The motion was defeated.

29  
30 **Chairman Lemire called the question on the new bottom line of \$17,373.**

31 **VOTE:** 7-0-0  
32 The motion carried unanimously.

33  
34 **Health Agencies (a/c 4415)**

35 Chairman Lemire stated he would defer voting on this account as the Committee was  
36 still waiting on information previously requested.

37  
38 **Welfare (a/c 4445)**

39 Mr. Dilworth Jr. reported there has been a huge increase in the number of residents  
40 applying for assistance. Chairman Lemire requested updated figures for anticipated  
41 expenditures to the end of the year within the next two weeks and stated he would  
42 defer voting on this account until the Committee has had a chance to review these.

43  
44 **Cable (a/c 4589)**

45 **MOTION:** by Selectman Lambert

1 *Move to approve a bottom line of \$26,250 for account 4589, Cable, in the 2009*  
2 *Operating Budget*

3 **SECOND:** Mr. Harte

4 **VOTE:** 7-0-0

5 The motion carried unanimously.

6  
7 **Debt Services (a/c 4711)**

8 **MOTION:** by Selectman Lambert

9 *Move to approve a bottom line of \$1 for account 4711, Debt Services, in the 2009*  
10 *Operating Budget*

11 **SECOND:** Mr. Falzone

12 **Discussion:** Mr. Parker raised a question of voting procedure regarding the three  
13 different numbers in the account, and Chairman Lemire clarified that they are sub  
14 accounts which fall under the umbrella of the one account therefore it is only  
15 necessary to vote on the bottom line.

16 **VOTE:** 7-0-0

17 The motion carried unanimously.

18  
19 **Budget Committee (a/c 4150)**

20 **MOTION:** by Selectman Lambert

21 *Move to approve a bottom line of \$1,715 for account 4150, Budget Committee, in*  
22 *the 2009 Operating Budget*

23 **SECOND:** Mr. Falzone

24 **VOTE:** 7-0-0

25 The motion carried unanimously.

26  
27 **Other General Government (a/c 4199)**

28 **MOTION:** by Selectman Lambert

29 *Move to approve a bottom line of \$35,000 for account 4199, Other General*  
30 *Government, in the 2009 Operating Budget*

31 **SECOND:** Mr. Harte

32 **Discussion:** Selectman Lambert clarified that the 2008 budgeted amount will be  
33 expended due to a transfer to Mosquito District. Mr. Harte corrected an error on the  
34 budget sheet and confirmed the approved 2008 budget figure should read \$64,965.

35 **VOTE:** 7-0-0

36 The motion carried unanimously.

37  
38 Mr. Harte clarified what had been expended in the account for Mr. Parker.

39  
40 **Cemeteries (a/c 4195)**

41 **MOTION:** by Selectman Lambert

42 *Move to approve a bottom line of \$1,850 for account 4195, Cemeteries, in the 2009*  
43 *Operating Budget*

44 **SECOND:** Mr. Harte

45 **VOTE:** 7-0-0

46 The motion carried unanimously.

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**7. SCHOOL DISTRICT BUSINESS**

Mr. Miller was absent and there was no School District business to discuss.

**8. MEMBER INPUT**

There was no member input.

**MOTION:** Mr. Harte  
*Move to adjourn the meeting.*

**SECOND:** Mr. Peeples

**VOTE: 7-0-0**

**The motion carried unanimously, and the meeting adjourned at 9:10 p.m.**

**Minutes prepared by:** *Sandra Maxwell, Recording Secretary*