

1 **Minutes of**

2
3 **Litchfield Budget Committee Meeting**

4
5 **Held on November 13, 2008**

6
7 The Litchfield Budget Committee held a meeting on Thursday November 13, 2008 in the
8 Media Room at Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

9
10 **PRESENT:** B Lemire (Chairman), J Harte (Vice Chairman), B McCue, R
11 Peeples, G Lambert (Selectmen's representative), D Miller

12 **ABSENT:** M Falzone, P Parker

13
14 Chairman Lemire called the meeting to order at 7:06 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. Peeples

21 *Move to approve the minutes of the Litchfield Budget Committee meeting on*
22 *October 30, 2008*

23 **SECOND:** Mr. McCue

24 **VOTE:** 5-0-0

25 **The motion carried unanimously.**

26
27 **3. TOWN BUDGET REVIEW**

28 **Parks & Recreation (a/c 4520)**

29 Mr. Anthony Schaeffer, Chairman of the Recreation Commission presented his
30 budget. Selectman Lambert stated the Board of Selectmen had challenged the
31 Recreation Commission to reduce their fuel budget and they have managed to reduce
32 the overall 2009 budget by over \$16,000.

33 ***Administration & Programs***

34 *Line item 10.831 (Program Expenses):* The Board of Selectmen reduced this line by
35 \$1,000 for a projector there is one available which the Recreation Commission can
36 make use of.

37 *Line item 10.341 (Telephone):* This was reduced by \$360 based on previous usage.

38 *Line item 10.328 (Public Notices):* The Commission is required to publish programs
39 and meetings therefore an amount was added to this line.

40
41 In response to Mr. McCue's query as to why the Board of Selectmen zeroed the line
42 for background checks, Selectman Lambert explained the Board had discussed
43 putting money for this purpose into a centralized account as checks are also required
44 for other departments. There followed a discussion regarding how often the School
45 District performs these. Also discussed was a revolving fund for programming which

1 was set up, and Mr. Schaeffer explained they need to have something in the fund
2 before being able to take advantage of it.

3
4 ***Maintenance of Parks***

5 Mr. Schaeffer explained this category is 10% lower than last year.

6 *Line item 20.125 (Groundskeeper Wages):* There has been a reduction in wages for
7 the groundskeeper. There was a discussion regarding one person doing this job, the
8 number of hours they will be required to work and the rate to be paid. There was also
9 a discussion regarding what the Commission is trying to achieve regarding Roy
10 Memorial Park.

11 *Line item 693 (Minor Tools & Supplies):* In response to a query from Chairman
12 Lemire, Mr. Schaeffer explained he wanted to take an inventory of existing
13 equipment at each of the facilities.

14
15 ***Maintenance of Recreational Facilities***

16 *Line item 60.410 (Electricity):* Mr. Schaeffer reported they had PSNH do an energy
17 audit. He explained the Commission is new and finding its way as there is no history
18 to go on for energy expenses. He provided examples of things they are looking to
19 improve.

20 *Line item 60.638 (Ropes Course Repairs & Maintenance):* Mr. Schaeffer provided
21 information regarding this item for the benefit of viewers. There was a discussion
22 regarding the fact that it is open to the public and used by the School District for
23 various activities, and the Town is responsible for maintaining it.

24 *Line item 60.693 (Minor Tools & Supplies):* There is no history on this and it was
25 noted there are two lines at \$100 each for tools and supplies. There was a discussion
26 and Chairman Lemire stated the Budget Committee will leave this as it currently
27 stands.

28 *Line item 60.740 (Equipment Purchases):* It was explained this is an estimate for a
29 security camera as there have been incidents of vandalism and activities the Town
30 would like to have discontinued. Mr. Schaeffer explained he had overlooked the cost
31 of an internet connection for this when he had compiled the budget. Mr. Miller
32 pointed out they will need sufficient light for the camera to work properly, and there
33 followed a discussion on the types of systems and cameras available.

34
35 Chairman Lemire clarified that the bottom line for the account is \$87,084 and
36 congratulated the Commission on its budget which was complete and had good
37 backup.

38
39 Mr. Harte joined the meeting at 7:40 p.m.

40
41 **4. RECEIVE ADDITIONAL INFORMATION ON TOWN BUDGETS**

42 It was noted that the Committee had not received all the information requested from
43 prior meetings.

44
45 In response to Chairman Lemire's suggestion, the Committee agreed to vote on the
46 Parks & Recreation budget later in the meeting.

1 Selectman Lambert stated he had been unable to obtain clarification on the Mosquito
2 Control queries raised by the Committee as Selectman Raccio has been out sick. He
3 reported he has been in contact with the Road Agent and is trying to obtain answers to
4 the Board's queries and they are also looking at FEMA grants.

5
6 Chairman Lemire confirmed he had distributed the information received from Mr.
7 Reagan to Committee members.

8
9 Selectman Lambert reported the end of year figures are not yet available for Welfare,
10 but that vendor payments could be seen on the Actual Expenses report through the
11 end of October.

12
13 **5. VOTING**

14 **Administration (a/c 4130.20)**

15 **MOTION:** by Selectman Lambert

16 *Move to approve a bottom line of \$64,084 for account 4130.20, Administration in*
17 *the 2009 Operating Budget*

18 **SECOND:** Mr. Harte

19 ***Discussion:***

20 Mr. Miller clarified that the salary increase for the Administrative Assistant is a step
21 change. Selectman Lambert stated he will come back with salary adjustments to
22 reflect the COLA increase of 4% approved by the Board of Selectmen.

23 **VOTE:** 6-0-0

24 **The motion carried unanimously.**

25
26 **Town Elections (a/c 4130.30)**

27 **MOTION:** by Selectman Lambert

28 *Move to approve a bottom line of \$13,270 for account 4130.30, Town Elections in*
29 *the 2009 Operating Budget*

30 **SECOND:** Mr. Miller

31 **VOTE:** 6-0-0

32 **The motion carried unanimously.**

33
34 **Zoning Board (a/c 4191)**

35 **MOTION:** by Selectman Lambert

36 *Move to approve a bottom line of \$3,682 for account 4191, Zoning Board in the*
37 *2009 Operating Budget*

38 **SECOND:** Mr. Miller

39 **VOTE:** 6-0-0

40 **The motion carried unanimously.**

41
42 **Code Enforcement (a/c 4241)**

43 **MOTION:** by Selectman Lambert

44 *Move to approve a bottom line of \$81,116 for account 4241, Code Enforcement in*
45 *the 2009 Operating Budget*

46 **SECOND:** Mr. Miller

1 **Discussion:** a discussion took place regarding whether the new forms would be multi
2 part or printed using new software.

3 **MOTION:** by Mr. Harte

4 **Move to amend line item 20.550, Printing from \$500 to \$300 in account 4241, Code**
5 **Enforcement**

6 **SECOND:** Mr. Peeples

7 **VOTE:** 4-2-0 (Selectman Lambert and Mr. Miller opposed the motion)

8 **The motion carried.**

9
10 **VOTE on the new bottom line of \$80,916 for account 4241: 6-0-0**

11 **The motion carried unanimously.**

12
13 **Sanitation Management (a/c 4321)**

14 **MOTION:** by Selectman Lambert

15 **Move to approve a bottom line of \$77,624 for account 4321, Sanitation**
16 **Management in the 2009 Operating Budget**

17 **SECOND:** Mr. McCue

18
19 **MOTION:** by Mr. Harte

20 **Move to amend line item 328, Public Notices & Ads., from \$3,000 to \$1,000 in**
21 **account 4321, Sanitation Management**

22 **SECOND:** Mr. McCue

23 **Discussion:** Mr. Harte justified his amendment, stating he did not think they would
24 need \$3,000. Selectman Lambert justified the need for the Board of Selectmen's
25 approved amount and the Committee discussed the options available for getting
26 information on the closing of the Incinerator out to the public over a period of time.

27 **VOTE:** 5-1-0 (Selectman Lambert opposed the motion)

28
29 **VOTE on the new bottom line of \$76,624: 6-0-0**

30 **The motion carried unanimously.**

31
32 **Town Elections (a/c 4130.10)**

33 **MOTION:** by Chairman Lemire

34 **Move to reopen account 4130.30, Town Elections for the purpose of amending line**
35 **item 692, Provisions**

36 **SECOND:** Mr. Peeples

37 **VOTE:** 6-0-0

38 **The motion carried unanimously.**

39
40 **MOTION:** by Chairman Lemire

41 **Move to reduce line item 692, Provisions to zero in account 4130.30, Town**
42 **Elections**

43 **SECOND:** Mr. Peeples

44 **VOTE:** 6-0-0

45 **The motion carried unanimously.**

46 **VOTE on the new bottom line for account 4130.30 of \$13,150: 6-0-0**

1 **The motion carried unanimously.**

2
3 **Sanitation (a/c 4324)**

4 **MOTION:** by Selectman Lambert

5 *Move to approve a bottom line of \$329,610 for account 4324, Sanitation in the 2009*
6 *Operating Budget*

7 **SECOND:** Mr. Harte

8 **Discussion:** Mr. Harte stated he was not comfortable voting unless the Committee
9 has a discussion on line item 30.637 (Incinerator Fuel Oil) as it was waiting for an
10 answer from Fred Fuller regarding the price of incinerator fuel oil. Mr. Miller
11 reported that the supplier had offered to let the School District out of their contract if
12 they would float the price for the rest of the year.

13 **MOTION:** by Mr. McCue

14 *Move to table voting on account 4324, Sanitation*

15 **SECOND:** Mr. Peeples

16 **VOTE:** 6-0-0

17 **The motion carried unanimously.**

18
19 **Health (a/c 4411.10)**

20 **MOTION:** by Selectman Lambert

21 *Move to approve a bottom line of \$1,980 for account 4411.10, Health in the 2009*
22 *Operating Budget*

23 **SECOND:** Mr. Harte

24 **VOTE:** 6-0-0

25 **The motion carried unanimously.**

26
27 **Conservation (a/c 4611)**

28 **MOTION:** by Selectman Lambert

29 *Move to approve a bottom line of \$3,747 for account 4611, Conservation in the*
30 *2009 Operating Budget*

31 **SECOND:** Mr. Harte

32 Mr. Harte asked whether the Board of Selectmen had discussed line item 399 (Storm
33 Water Management) and whether it should be increased, and Selectman Lambert
34 stated there was no information that there would be any fees associated with this and
35 the value of zero will remain.

36 **VOTE:** 5-0-1 (Mr. Peeples abstained)

37 **The motion carried.**

38
39 **Parks & Recreation (a/c 4520)**

40 **MOTION:** by Mr. McCue

41 *Move to vote on account 4520, Parks & Recreation*

42 **SECOND:** Mr. Peeples

43 **VOTE:** 6-0-0

44 **The motion carried unanimously.**

45
46 **MOTION:** by Selectman Lambert

1 *Move to approve a bottom line of \$87,084 for account 4520, Parks & Recreation in*
2 *the 2009 Operating Budget*

3 **SECOND:** Mr. McCue

4 **VOTE:** 6-0-0

5 **The motion carried unanimously.**

6
7 Chairman Lemire stated there are three budgets still to be received from the Board of
8 Selectmen, and referred to the report he had made to them regarding the status of the
9 Budget Committee's deliberations /review. He spoke about what the Committee
10 would discuss at their next meeting, stating he would pass on any outstanding
11 information to the Committee as soon as he received it.
12

13 **6. SCHOOL DISTRICT**

14 Mr. Miller handed out Mr. Martin's end of year report for 2007/2008, and provided a
15 status report of the School Budget deliberations. He informed the Committee the
16 School Board had requested the District make further cuts and they had come back
17 with around \$90,000 in cuts. He reported that the budget has increased by 2.6% with
18 salaries and benefits at this point, but excluding the teachers' contract. In response to
19 Chairman Lemire's query regarding the \$900,000 surplus for 2007, Mr. Miller
20 reported that Mr. Martin is forecasting they will completely expend the budget for
21 2008 including the surplus, and he provided some detail of the areas where they have
22 overspent.
23

24 **MOTION:** by Mr. Harte

25 *Move to adjourn the meeting.*

26 **SECOND:** Mr. Miller

27 **VOTE:** 6-0-0

28 **The motion carried unanimously and the meeting adjourned at 8:18 p.m.**
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34 **Minutes by:**

Sandra Maxwell, Recording Secretary