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2
3 **Minutes of the**
4 **Litchfield Budget Committee**

5 **Held on October 8, 2009**
6

7 The Litchfield Budget Committee held a meeting on Thursday, October 8, 2009, at
8 Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

9
10 **PRESENT:** J Harte (Vice Chairman), M Falzone, B Spencer, R Peeples, P Parker, G
11 Lambert (Board of Selectmen Representative), J Guerrette (School Board Representative)

12
13 **ABSENT:** B Lemire (Chairman)
14

15 Mr. Harte called the meeting to order at 7:06 p.m.
16

17 **1. PUBLIC INPUT**

18 There was no public input.
19

20 **2. APPROVAL OF MINUTES**

21 **MOTION:** by Mr. Lambert

22 *Move to amend page one, line 29 to read "proposed salary increases only*
23 *contained step increases" in the minutes of the Budget Committee meeting on*
24 *October 1, 2009*
25

26 **MOTION:** by Mr. Spencer

27 *Move to approve the minutes of the Budget Committee meeting on October 1, 2009*
28 *(as amended)*

29 **SECOND:** Mr. Falzone

30 **VOTE:** 4-1-2 (Mr. Lambert voted against the motion and Messrs. Harte and Peeples
31 abstained)

32 **The motion carried.**
33

34 **3. TOWN BUDGET PRESENTATIONS**

35 Mr. Harte announced that due to modifications which have not yet been voted upon
36 by the Board of Selectmen, account 4130.30 (Town Meeting) would be deferred
37 until next week. Mr. Harte confirmed that the Board of Selectmen did not require
38 anything further from the Budget Committee pertaining to their motion on the \$3,824
39 for the Optech system.
40

41 **a) Budget Committee (a/c 4150.90)**

42 Mr. Lambert reported the Board of Selectmen has approved this budget as
43 submitted.

44 **MOTION:** by Mr. Lambert

45 *Move to set a bottom line of \$1,850 for account 4150.90, Budgeting for the 2010*
46 *Operating Budget*

1 **SECOND:** Mr. Falzone
2 **VOTE:** 7-0-0
3 **The motion carried unanimously.**
4

5 **b) Legal (a/c 4153)**

6 *Line 320 (Town Attorney Retainer):* Mr. Lambert reported the amount in this line
7 represents the new retainer and overage hours from the town's attorneys and is
8 less than last year. He confirmed no fees are included for collective bargaining
9 this year.

10 In response to a query from Mr. Guerrette, Mr. Lambert explained the amount not
11 spent this year on fees will go back into the General Fund. He also provided an
12 explanation of the situation regarding the town's insurance claim relating to the
13 former Treasurer, Mr. Seymour, stating the Board of Selectmen are still
14 discussing whether to proceed with this. He reported the town may receive the
15 money stolen by Mr. Seymour in November 2009.

16
17 **MOTION:** by Mr. Lambert

18 *Move to set a bottom line of \$60,000 for account 4153, Legal for the 2010*
19 *Operating Budget*

20 **SECOND:** Mr. Falzone

21 **VOTE:** 7-0-0

22 **The motion carried unanimously.**
23

24 **c) Conservation Commission (a/c 4611)**

25 Ms. Joan McKibben presented the budget for this account.

26 *Line item 330 (Property Management):* In response to a query from Mr. Spencer,
27 it was explained this line covered management of several tracks of land around
28 town which have had sinkholes. Ms. McKibben reported the Road Agent has
29 offered assistance in future with equipment and therefore the amount for next year
30 has been reduced. She confirmed there was no maintenance performed this year,
31 but that there are a number of signs requiring repair next year.

32 *Line item 390 (Consultant Fees):* Ms. McKibben explained for Mr. Harte that the
33 Commission had found it necessary to go to the Board of Selectmen to obtain
34 funding this year for a consultant to look at wetlands on behalf of an applicant and
35 the Commission wanted to ensure they had money in the account in case this
36 occurred in 2010. She explained the applicant usually pays these fees, but they
37 had not in this case.

38 *Line item 560 (Dues & Subscriptions):* Ms. McKibben provided detail on
39 memberships for Mr. Harte.

40 *Line item 620 (Office Supplies):* It was pointed out this has been reduced for
41 2010.

42 *Line item 624 (Film & Photo Supplies):* There was a discussion led by Mr.
43 Spencer regarding whether it was necessary to have anything in this line and Ms.
44 McKibben stated they may be able to charge copies of photos to line 620.

45 *Line item 631 (Equipment Repair and Maintenance):* Ms. McKibben explained
46 the Board had put money into this line in case it was needed for sharpening

1 equipment etc. In response to Mr. Harte's query she suggested that to date
2 equipment maintenance costs may have come out of the property management
3 line.

4 *Line item 740 (Equipment Purchases):* It was explained this line has been set to
5 zero as they had bought a trailer this year and would not require anything for
6 2010.

7 *Line item 811 (Seminars and Annual Meetings):* It was explained they have new
8 members who would require training and would attend the annual meeting.

9 *Line item 836 (Youth Fishing Derby):* It was explained this has been reduced for
10 2010 as they have not been required to pay the insurance rider.

11
12 The Committee members agreed to defer voting on this account until next week.
13

14 **d) Cable Advisory Committee (a/c 4589)**

15 Mr. Dick Pentheny handed out backup information for his department's budget,
16 explaining it has been modified since the Board of Selectmen first received it.
17

18 *Line item 302 (PEG Contracted Services):* It was pointed out that this line has
19 been reduced for 2010. There was a discussion with Mr. Harte regarding the
20 likelihood of coverage for additional meetings. Mr. Pentheny stated the
21 Committee also does some editing for special events.

22 *Line item 341 (Telephone/Internet Access):* This line remains unchanged for
23 2010. In response to a query regarding dedicated phone lines from Mr. Guerrette,
24 Mr. Pentheny reported the Fire Department has confirmed these are necessary and
25 Mr. Lambert confirmed that other town buildings also have some dedicated lines.
26 Mr. Lambert reported the Board has not yet had the opportunity to investigate
27 'capture and hold' as suggested by Mr. Peeples and there was a discussion
28 regarding the cost of the device required for this.

29 *Line item 410 (Electricity/Heat):* This line also remains unchanged for 2010.

30 *Line item 630 (Building Repairs & Maintenance):* It was explained the
31 Committee are the caretakers of the building, and in response to a query from Mr.
32 Harte, Mr. Pentheny provided details of the building maintenance required and
33 what they would spend the money on next year.

34 *Line item 631 (Equipment Repairs & Maintenance):* Mr. Pentheny explained
35 there were three facilities used by the Committee. He talked about equipment
36 failure, stating they have just ordered four new DVD players and there are always
37 ad hoc items they need to purchase. Mr. Harte challenged the requested budget
38 amount based on prior spending, and Mr. Pentheny explained they normally
39 expend this line towards the end of the year. Mr. Lambert also explained there
40 are upgrades which are overdue. There followed a discussion with Mr. Harte and
41 Mr. Pentheny regarding what items are charged to this line as well as a discussion
42 on purchases made in 2009. In response to a query from Mr. Spencer, Mr.
43 Pentheny explained what purchases are planned 2010.

44 *Line item 693 (Minor Tools & Supplies):* Mr. Pentheny stated this line has been
45 reduced as there is sufficient in line 631 and the line is used to purchase DVD's.

1 *Line item 740 (Equipment Purchases):* Mr. Pentheny explained the Board of
2 Selectmen had requested the Committee upgrade their equipment incrementally
3 over the next two years. He explained they would like to move over to hard drive
4 storage instead of DVD players and there followed a discussion about technology
5 and the changes at the town hall. He also talked about equipment upgrades. In
6 response to a query from Mr. Spencer, it was confirmed there is \$3,000 in
7 reserved funds available which will be used to fix audio issues. In response to a
8 query from Mr. Peeples, there was a discussion regarding the technical
9 specifications of the hard drives the Committee will upgrade to and alternative
10 storage.

11
12 The Committee members agreed to defer voting on this account until next week.
13

14 **e) Planning Board (a/c 4191.10)**

15 Ms. Alison Douglas, Chairman of the Planning Board presented her department's
16 budget. Mr. Lambert explained this was a tight budget but it will increase in
17 2010. Mr. Harte confirmed this account was amended due to a clerical error,
18 confirming that everyone was looking at the correct version of the budget.
19

20 *Line item 329 (Recording Fees):* Mr. Spencer asked what specifically this line
21 covers and there was a discussion with Ms. Douglas who confirmed the Board
22 needs to spend the money first and the money goes into the General Fund when
23 they get reimbursed.

24 *Line item 344 (Secretarial/Steno Services):* In response to a query from Mr. Harte,
25 confirmation was given that the figures cover two meetings/month, each of which
26 average 3-4 hours.

27 *Line item 392(NRPC Planner):* It was confirmed this is a fixed charge, and there
28 was discussion regarding what services the town obtains for this. It was also
29 confirmed the Planner helps with the Master Plan.

30 *Line item 393 (Special Projects):* There was a discussion on the aerial mapping
31 survey, and it was confirmed the DOT has offered a buy up option for aerial
32 photography which will provide better resolution than what the town currently has
33 and this will be used by developers. This is a one time charge, and Mr. Lambert
34 explained the town would also need to pay for any updates, but that it was good
35 value. It was confirmed the work is to be done in spring 2010. There was
36 discussion about how the town can use this improved information, where it is
37 stored, and which departments will be able to access the information.

38 *Line item 550 (Printing):* In response to a query from Mr. Harte, it was confirmed
39 this line was used for charging copies of ordinances and regulations made at an
40 outside printing location.

41 *Line item 560 (NRPC Dues):* Ms. Douglas confirmed this is the cost of
42 membership in the Nashua Regional Planning Committee and is a firm number.

43 *Line item 620 (Office Supplies):* It was confirmed this is used for general supplies.

44 *Line item 625 (Postage):* Ms. Douglas explained this will increase due to the cost
45 of postage and that they mail out notices to abutters, letters of intent and other
46 general mailings.

1 *Line item 631(Equipment Repair & Maintenance):* Mr. Harte queried this as
2 nothing had been spent over the last two years. Mr. Peeples confirmed it is meant
3 to cover replacement projector bulbs which are expensive.

4 *Line item 810(Mileage & Tolls):* This has been reduced to \$100 and covers local
5 travel by the Planning Administrator.

6 *Line item 811 (Seminars):* Ms. Douglas provided the Committee with details of
7 the training required for three new Board members. The Committee members
8 agreed to defer voting on this account until next week.

9

10 **f) Contingency (a/c 4199.10)**

11 Mr. Lambert explained the Board of Selectmen has requested \$35,000 for next
12 year, but do not know as yet what it will be spent on.

13 **MOTION:** by Mr. Lambert

14 ***Move to set a bottom line of \$35,000 for account 4199.10, Contingency for the***
15 ***2010 Operating Budget***

16 **SECOND:** Mr. Peeples

17 **VOTE:** 7-0-0

18 **The motion carried unanimously.**

19

20 **g) Health Agencies (a/c 4415)**

21 Mr. Lambert explained the Board of Selectmen has reviewed those agencies
22 requesting money and has substantially reduced the list.

23 *Line item 350 (Home Health/Hospice):* He stated there has been a large cut in this
24 line as this agency charges residents using the service. Mr. Harte queried why the
25 requested amounts and Board of Selectmen numbers are not the same, and Mr.
26 Lambert provided an explanation. Mr. Spencer confirmed there are four agencies
27 which have not submitted a request this year.

28 *Line item 398 (Nashua Mediation Program):* Mr. Lambert clarified for Mr. Harte
29 what this program provides. He also provided further information about the
30 agencies that have made requests, and how funds received by the Red Cross are
31 used.

32 **MOTION:** by Mr. Lambert

33 ***Move to set a bottom line of \$6,734 for account 4155, Health Agencies for the***
34 ***2010 Operating Budget***

35 **SECOND:** Mr. Falzone

36 **VOTE:** 7-0-0

37 **The motion carried unanimously.**

38

39 **h) Treasury (a/c 4150.50)**

40 **MOTION:** by Mr. Lambert

41 ***Move to set a bottom line of \$8,298 for account 4150.50, Treasury for the 2010***
42 ***Operating Budget***

43 **SECOND:** Mr. Spencer

44 **VOTE:** 7-0-0

45 **The motion carried unanimously.**

46

1 **i) Zoning Board (a/c 4191.30)**

2 **MOTION:** by Mr. Lambert

3 ***Move to set a bottom line of \$2,648 for account 4191.30, Zoning Board for the***
4 ***2010 Operating Budget***

5 **SECOND:** Mr. Spencer

6
7 **MOTION:** by Mr. Harte

8 ***Move to amend line item 344, Secretarial Services from \$1,458 to \$1,000***

9 **SECOND:** Mr. Spencer (for discussion)

10 ***Discussion:***

11 Mr. Harte explained the rationale for his amendment, and Mr. Spencer added that
12 actual figures are running around \$600 currently. Mr. Lambert explained have
13 been a number of court cases lost due to the poor quality of the note taking and
14 they have taken on a new secretary but that the actual figures do not yet reflect
15 this change. Mr. Peeples offered information that the Board needs close to
16 verbatim minutes to be able to hold up in court, and Mr. Lambert stated the cost
17 of legal fees to defend a case adds up quickly. He pointed out they had been in
18 court twice last year. There was further discussion on this item.

19 **VOTE:** 1-6-0 (Mr. Harte voted for the amendment)

20 **The motion failed.**

21
22 **MOTION:** by Mr. Spencer

23 ***Move to amend line item 810, Mileage & Tolls from \$150 to \$50***

24 **SECOND:** Mr. Falzone

25 Mr. Spencer provided the rationale for his amendment and Ms. McKibben
26 clarified this is a new process for the Board as they previously paid for these out
27 of pocket.

28 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

29
30 ***Vote on the new bottom line of \$2,548 for account 4191.30, Zoning Board for***
31 ***the 2010 Operating Budget***

32 **VOTE:** 7-0-0

33 **The motion carried unanimously.**

34
35 **j) Vendor Payments (a/c 4445.20)**

36 **MOTION:** by Mr. Lambert

37 ***Move to set a bottom line of \$35,000 for account 4445.20, Vendor Payments for***
38 ***the 2010 Operating Budget***

39 **SECOND:** Mr. Spencer

40
41 **MOTION:** by Mr. Spencer

42 ***Move to amend the bottom line for account 4445.20, Vendor Payments to***
43 ***\$25,000 for the 2010 Operating Budget***

44 **SECOND:** Mr. Falzone

45 Mr. Spencer explained the rationale for his amendment and there was a brief
46 discussion.

1 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

2 **The motion carried.**

3
4 For the benefit of Mr. Harte's records, Mr. Lambert stated he would remove this
5 from line 813, Housing.

6
7 ***Vote on the new bottom line of \$25,000 for account 4445.20, Vendor Payments***
8 ***for the 2010 Operating Budget***

9 **VOTE:** 7-0-0

10 **The motion carried unanimously.**

11
12 ***k) Recreation (a/c 4520.10)***

13 **MOTION:** by Mr. Lambert

14 ***Move to set a bottom line of \$84,808 for account 4520.10, Culture & Recreation***
15 ***for the 2010 Operating Budget***

16 **SECOND:** Mr. Spencer

17
18 Mr. Harte read out the contents of an e-mail from Fire Chief Schofield to Mr.
19 Lemire regarding upgrades to Talent Hall requested by the state fire marshal's
20 office last year and which had been put off until 2010.

21
22 **MOTION:** by Mr. Guerrette amendment (rope course)

23 ***Move to set line 4520.60-638 to zero, Ropes Course Repairs and Certified***
24 ***Inspection in the Recreation Maintenance account for the 2010 Operating***
25 ***Budget***

26 **SECOND:** Mr. Spencer

27 ***Discussion:***

28 Messrs. Guerrette and Lambert clarified the item for the rope course has been
29 included in the school budget as the Board of Selectmen felt the school should be
30 responsible for this as they are the ones using the course.

31 **VOTE:** 6-0-1 (Mr. Lambert abstained)

32 **The motion carried.**

33
34 **MOTION:** by Mr. Harte

35 ***Move to reduce line item 4520.10-328, Public Notices and Ads from \$400 to***
36 ***\$200 for the 2010 Operating Budget***

37 **SECOND:** Mr. Falzone

38 Mr. Harte explained his rationale for reducing the line. In response to a query
39 from Mr. Spencer, Mr. Lambert explained it was for possible announcements for
40 the Mosquito District.

41 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

42 **The motion carried.**

43
44 **MOTION:** by Mr. Spencer

45 ***Move to reduce line 4520.10-344, Minutes from \$2,000 to \$1,500 for the 2010***
46 ***Operating Budget***

1 **SECOND:** Mr. Harte
2 Mr. Lambert pointed out this was a new line item and the Committee is currently
3 unclear how much this will cost in 2010.

4 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

5 **The motion carried.**
6

7 **MOTION:** by Mr. Harte

8 *Move to reduce line 4520.10-680, Copier Charges from \$125 to \$50 for the 2010*
9 *Operating Budget*

10 **SECOND:** Mr. Falzone

11 Mr. Harte explained the rationale for suggesting the reduction.

12 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

13 **The motion carried.**
14

15 **MOTION:** by Mr. Spencer

16 *Move to reduce line 4520.60-410, Electricity from \$6,494 to \$5,500 in the*
17 *Maintenance of Recreational Facilities account for the 2010 Operating Budget*

18 Mr. Spencer clarified this line covers electricity for Talent Hall only.

19 **SECOND:** Mr. Peeples

20 Mr. Spencer explained the rationale for suggesting the reduction.

21 **VOTE:** 6-1-0 (Mr. Lambert voted against the motion)

22 **The motion carried.**
23

24 Mr. Lemire joined the meeting at 8:47 p.m.
25

26 *Line item 437:* Mr. Spencer queried the cable /internet costs, and Mr. Lambert
27 clarified this was to provide video surveillance and wireless access for any
28 member of public at the town hall. Mr. Harte pointed out this is already installed
29 and active. There followed a discussion regarding how the security would work
30 at the Town and Talent Halls. There was also a discussion regarding the necessity
31 of this, and Mr. Peeples talked the amount of vandalism which has taken place
32 and the cost of this to the town.
33

34 **VOTE on a new bottom line of \$82,439 for account 4520.10, Recreation for the**
35 **2010 Operating Budget:** 6-1-0 (Mr. Lambert voted against the motion)

36 **The motion carried.**
37

38 ***l) Library (4550.20)***

39 Mr. Harte pointed out the updated numbers received from the Library have not
40 been re-voted by the Board of Selectmen and recommended the Committee wait
41 to review this account. Mr. Spencer pointed out the Committee can vote and the
42 Board of Selectmen can request a change later. There followed a discussion
43 regarding the lines which have been changed.

44 **MOTION:** by Mr. Lambert

45 *Move to set a bottom line of \$176,146 for account 4550.20, Library for the 2010*
46 *Operating Budget*

1 **SECOND:** Mr. Falzone
2 **VOTE:** 7-0-0
3 **The motion carried unanimously.**

4
5 **m) Patriotic Purposes (a/c 4583)**

6 **MOTION:** by Mr. Lambert
7 *Move to set a bottom line of \$490 for account 4583, Patriotic Purposed for the*
8 *2010 Operating Budget*

9 **SECOND:** Mr. Spencer

10 **VOTE:** 7-0-0
11 **The motion carried unanimously.**

12
13 **4. MEMBER INPUT**

14 Mr. Guerrette clarified that Dr. Cutler had not in fact invited the Budget Committee
15 to participate in the School Board budget meetings. He stated however that the Board
16 had passed a motion to the effect that if the Budget Committee passes a motion to
17 request the school principals attend the Budget Committee review of their budgets,
18 the District will comply.

19
20 Mr. Guerrette requested input from the Budget Committee regarding the ethics
21 question which had been raised during the School Board meeting. He explained the
22 issue in more detail for the benefit of the Committee, stating he has been told by the
23 Board he cannot share information beyond what the Board's position is. Mr. Lemire
24 stated his concern would be whether the School Board is withholding information
25 from the Budget Committee, but if not then Mr. Guerrette is representing the School
26 Board and this is a matter between him and the Board. Mr. Guerrette clarified he
27 could see at some future point there will be something he has to present from the
28 Board which he does not wish to defend. There followed a discussion between Mr.
29 Guerrette and members of the Committee in an attempt to clarify Mr. Guerrette's
30 responsibilities on the Budget Committee as a representative of the School Board.
31 Mr. Lemire pointed out that the Committee needs a united presentation from the
32 Board and there is no time for protracted discussions on 500 line items as the
33 Committee is under time constraints. Further discussion took place and Mr. Lemire
34 suggested Mr. Guerrette talk to the School Board first if he knows something is
35 about to come up. Referring to Mr. Guerrette's concern that the Budget Committee
36 should be in receipt of all the facts, Mr. Falzone pointed out that the members of the
37 Budget Committee watch the School Board meetings and are aware of most of what
38 is going on. There was further discussion regarding possible conflict of interest and
39 Mr. Lemire reiterated that if Mr. Guerrette sees any issue which may present a
40 conflict, he should discuss it with the Board before coming before the Budget
41 Committee.

42
43 Mr. Spencer asked whether the Committee would like to bring closure to how they
44 wish to review the school budget.

45 **MOTION:** by Mr. Spencer

1 ***Move that the Budget Committee review the 2011 School Budget based upon***
2 ***location codes***

3 **SECOND:** Mr. Parker

4 Mr. Spencer clarified the locations would be individual schools, Board, SAU and
5 district. Mr. Harte pointed out that his historical notes are by function but that he
6 would make necessary amendments if this was the will of the Committee. There was
7 a brief discussion regarding whether this might present a problem for Mr. S. Martin,
8 School Business Administrator. Mr. Spencer stated the SPED account might be an
9 issue but felt sure the Budget Committee could handle it.

10 **VOTE:** 6-0-1 (Mr. Guerrette abstained)

11 **The motion carried.**

12
13 Mr. Peeples asked whether it was the wish of the Budget Committee that the
14 principals should attend when reviewing their location and Mr. Spencer stated he felt
15 it would be to their advantage. Mr. Lemire suggested he should ask Superintendent
16 Cutler regarding this and additionally whether the Technology Director could attend.
17 There followed a discussion regarding technology as this is spread throughout the
18 various locations. Mr. Lemire stated he would also ask about any possible collective
19 bargaining implications relating to overtime by bringing staff in to attend the
20 meetings. He confirmed he would make a request on behalf of the Committee and
21 let the members know the result.

22 **Action: Mr. Lemire**

23
24 Mr. Lemire asked the Committee members whether they wished to vote on the
25 school budget by location code. Mr. Harte confirmed they will have to build this
26 into the schedule, and suggested putting a schedule together for the School Board.
27 Mr. Lemire agreed to also discuss this with the Board.

28 **Action: Mr. Lemire**

29
30 Mr. Lambert apologized for his behavior at last week's meeting, stating this had been
31 due to his frustration at the process. He explained his difficulty and that he had
32 meant no disrespect to the Recording Secretary or anyone on the Committee.

33
34 Speaking as a resident and tax payer, Mr. Harte asked Mr. Guerrette for information
35 on the high school track. Mr. Guerrette confirmed the track has been closed as they
36 cannot perform maintenance until there are warmer temperatures. There was a
37 discussion regarding possible reasons for the current condition of the track.

38
39 Mr. Lambert stated he had heard there was a new school district policy regarding
40 contracts being renewed without the need to go out to bid and he requested further
41 information. Mr. Peeples asked what the trigger is for bidding within the school
42 district and Mr. Guerrette agreed to find this out. He stated there should be a copy of
43 the policy available on line.

44
45
46

- 1 • **Upcoming meetings**
2 October 15, 2009
3 October 22, 2009
4 October 29, 2009
5

6 **MOTION:** by Mr. Falzone
7 *Move to adjourn*

8 **SECOND:** Mr. Peeples

9 **VOTE:** 7-0-0

10 **The motion carried unanimously.**

11

12 There being no further business the meeting adjourned at 9:33p.m.

13

14

15

16 **Minutes by:** *Mrs. Sandra Maxwell (Recording Secretary)*

17 **Date approved:** *October 22, 2009*

18

19