

DRAFT

Sanbornton Municipal Budget Committee

Meeting Date and Time: Monday, December 12 2016 at 6:30 PM – Town Offices

The meeting was called to order by Earl Leighton at 6:30pm. All in attendance recited the Pledge of Allegiance.

Present: Selectmen's Representative Katy North, Craig Davis, Roger Grey, Earl Leighton and Justin Barriault

Approval of draft minutes of 11/18 – Roger Grey made a motion to approve the draft minutes of 11/18. Craig Davis seconded the motion and the motion passed unanimously.

New Business

- a. **Appointment of Earl Leighton as Vice Chair** – Craig Davis made a motion to appoint Earl Leighton as Vice Chair of the Budget Committee. Roger Grey seconded the motion and the motion passed with Justin Barriault abstaining.
- b. **Review and discussion of budget** – Earl Leighton asked the position of the Budget Committee in regards to expansion of services. Selectman Katy North responded that pay raises would have to be in a separate warrant article. Earl Leighton noted that expansion of service does not need to go on a separate warrant article, for example an employee given additional hours but not an actual raise in hourly rate.

The Committee reviewed the budget, with discussion on the following portions:

Assessing – Selectman Katy North stated that the title of Assessing Assistant is being changed to reflect what the person in that position does, which is Municipal Assessor.

Town Clerk – Selectman North stated that there is an increase in hours for the Deputy Town Clerk as that employee has been putting in additional hours before and after the office is open, and also has received her first-year certification which allows for an additional \$.50 per hour (step increase, not a raise).

Planning & Zoning – Selectman North explained that the line for Administrative Assistant is removed as that was for an in-office position that no longer exists. She also explained that recommended hours for the Zoning Enforcement Officer is recommended at three hours per week per the Select Board, as it was in the past.

General Buildings – Roger Grey asked why there is an increase in the equipment line. Selectman North responded that the Town is in need of fireproof file cabinets.

Police – Earl Leighton noticed that there was a \$500 increase in the training line. Craig Davis stated that the Academy is now charging for training as the State is out of money. Selectman North updated the Committee regarding the CIP request from the Police Department for the concept and design of a new police station. She stated that the Town Administrator is still waiting on the engineering study for all town buildings, so the CIPC does not recommend this request from the Police Department.

Fire – Roger Grey stated that there is a \$2,000 increase for the Fire Chief's salary last fiscal year. Selectman North stated that this reflects a \$1,000 increase and \$1,000 retroactive increase. Roger Grey also stated that he would like to see equipment being purchased from the Ambulance Capital Reserve Fund rather than have those items come

out of the operating budget. Selectman North mentioned that the Select Board has asked departments to move line items around to reflect what those lines have actually been used to purchase historically.

Highway & Streets – Selectman Katy North stated that the Temporary Labor line is for a person to shovel snow, and a Transfer Station Attendant will be paid from this. Earl Leighton noted that the line for diesel fuel is down from last year because of subcontracting for some snow plowing.

Transfer Station – Earl Leighton stated there has been an increase in fees from Casella for trash compacting services. He mentioned that he would like to see a breakdown of residential waste versus construction waste, and that the fees for disposal of construction waste are assessed arbitrarily.

Recreation – Selectman North stated that some line items for Recreation went down because they were based on having a recreation building this year, which we do not have. Craig Davis noted that he voted No on the recommendation for the new building in the CIP Committee, stating that the engineering study for a comprehensive building plan is still being worked on.

Library – Selectman North explained that the library budget cannot be cut at the Budget Committee but can be cut by the legislative body (Town Meeting). She also stated that the library has their budget itemized but they are not required to do so. Roger Grey feels that the library budget should be separate from the general budget being presented at Town Meeting and Selectman North stated that she will ask about this. Craig Davis mentioned that the cut to the library budget last year at the Town Meeting was the correct venue, but a decrease to the budget was not supposed to be taken out of a specific line item or department, according to NH Municipal Association.

Capital Outlay – Selectman North stated that the Board of Selectmen is still waiting on the CIPC recommendations. She also explained that the Lower Bay Road study would be presented in FY18.

Debts – Selectman North stated that the Transition Bond and lease payment on one truck are ending this year. Roger Grey mentioned he would like to see a capital reserve fund established for either purchasing a new truck or for funding future lease payments, and noted that there will be several trucks being leased at one time in the next few years based on the Town's buying cycle. Selectman North stated that in many cases it has been cheaper to lease as the lease includes some maintenance costs. Earl Leighton stated the he can see there being significant cost savings with subcontracting rather than buying or leasing the Town's own trucks.

Meeting adjourned at 8:20. The next meeting is scheduled for Monday January 9 at 6:30.

Respectfully Submitted,

Audry Barriault, Budget Committee Secretary