

**Minutes of the
Litchfield Budget Committee Meeting
Held on October 24, 2019**

The Litchfield Budget Committee held a meeting on Thursday, October 24, 2019 at Litchfield Town Hall, 2 Liberty Way, Litchfield, NH 03052.

PRESENT: K Douglas (Chair), A Cutter (Vice Chair), J Bourque, J Martin, N Fordey (teleconference), B Hodgkins, W Hayes, R Leary (Selectmen's Representative), R Meyers (School Board Representative), T Brown (Town Administrator)

Absent:

1. CALL TO ORDER

Mrs. Douglas called the meeting to order at 7:00 p.m.

● **PLEDGE OF ALLEGIANCE**

2. PUBLIC INPUT

There was no public input.

3. REVIEW / ACCEPTANCE OF MINUTES

● **October 10, 2019**

MOTION: by Mr. Cutter

Move to approve the minutes of October 10, 2019

SECOND: by Mrs. Bourque

VOTE: 8-0-1, with Mr. Hodgkins abstaining

The motion carried.

4. CORRESPONDENCE

Mrs. Douglas reported that she received information from Conservation Commission regarding land that they may be considering to purchase.

5. NEW BUSINESS

Mrs. Douglas reported that she received comments from Mrs. Bourque regarding the length of the meetings.

Mrs. Bourque expressed concern about the lateness of the meetings and about going late in the process.

● **Review of School Tours**

Mrs. Douglas commented that some Budget Committee members toured GMS, LMS and CHS on Monday, October 21. She indicated that members who could not attend can schedule an evening tour of the schools. She suggested members tour all three schools in one evening.

Committee members that were unable to attend mentioned that Wednesday nights work well. She noted she will consult with Dr. Jette to see what the best date would be.

○ **GMS**

Mrs. Martin commented that many problems are “patched”. She indicated we have to decide if we keep patching and work with what we have or build a new building.

Mr. Cutter indicated some windows are 50 years old in the building. He commented there is nothing unreasonable that they are requesting. He noted that there is much that is deferred maintenance. He indicated the floor in the front near the main office will be abated and retiled. He commented that building in particular has been patched together. He thanked volunteers that got the building where it is today. Mr. Cutter noted the heating system is very old and eventually will have to be replaced.

Mrs. Douglas indicated a discussion needs to occur to address if we replace the building or repair what needs to be done.

○ **LMS**

Mr. Cutter commented the heating system is the largest concern. He noted that he posted pictures on the Facebook page. He indicated there are 20 or 30 switches that control the system and the facilities team has to literally go around and switch them on or off one by one. He mentioned that they test with a heat indicator gun to ensure heat is actually coming out of the vents. Mr. Cutter indicated they will request HVAC at some point, which is a reasonable request.

Mrs. Douglas commented that was one of the items that was evident in the building assessment for all three schools, but nothing has been done.

Mr. Cutter indicated the portables are very old and a decision needs to be made on what to do with them.

○ **CHS**

Mrs. Douglas commented that the building may be newer, but it is getting to the point where we are starting to see needs, such as mechanicals. She believes it is time to start investing in the building.

Mr. Cutter noted there is not a lot to be addressed this year, but many basic items are 20 years old and showing wear and tear. He commented the concrete walkway into the gym is showing significant cracking and is a tripping hazard, as well as the concrete near the loading dock, which is showing signs of disrepair. He indicated he posted pictures of the loading dock online.

6. TOWN BUDGET DELIBERATION

Mr. Brown updated the Budget Committee on changes made to the budget since the last meeting. He noted that the Town received the health insurance rates, which have increased 7.4%; the

dental increase is 3.9%; Property & Liability insurance has increased 7%; Workers Compensation has increased 8%; unemployment insurance has decreased 21.7%. He noted all increases and decreases mentioned have been applied to the budget.

- **Revenue Estimates**

Mr. Brown reported the Town has received a Municipal Aid check that will be on the Select Board agenda on Monday night to discuss appropriation of the funds, which will require a public hearing for acceptance of the funds. He indicated the recommendation is to use the funds for 1) the 2020 paving program, and 2) to purchase a wood chipper for the highway department as the roads in town are being encroached upon by tree limbs and shrubs. He explained that cutting the limbs and shrubs and loading them in the trailer or dump truck is time consuming and it is more efficient to chip the debris. With regard to the paving program, Mr. Brown commented that the Town backed off the special warrant article for paving when the fire station article was on the budget. He noted in the 2020 budget, the block grant line has been increased by \$68,205 from municipal aid.

- **Estimated Tax Impact and Tax Cap**

Mr. Brown reported that the 2020 budget is \$11,047 over the tax cap. He explained the reason it has come down is because we took the storage array with a cost of \$25,000 out of the IT budget. He indicated the Select Board will discuss on Monday night a recommendation to use the Capital Reserve Fund to purchase the storage array this year. He noted there will be a warrant article to replenish the fund next year in March.

- **Changes to the Proposed Budget**

Mr. Brown mentioned that there was a decrease in the Recreation Department budget for mowing, for which the contract came in at \$49,000.

Referring to the information Mr. Brown mentioned regarding the wood chipper, Mr. Cutter asked if the Select Board has made the decision on the purchase.

Mr. Brown indicated that the Select Board has not made the decision yet. He noted he will be bringing the recommendation to the Select Board on Monday evening.

Mr. Cutter asked why not consider using the funds to offset IT or other areas that are causing an increase.

Mr. Brown indicated it is mostly for priorities and paving is more of a priority than security at this time. He commented that he does not want to see the Town lose progress in paving. He noted even though funding has been cut back the last few years, we have been able to maintain the paving program. He indicated next year we will discuss how to continue the program.

Mrs. Douglas asked if there are any indications for warrant articles.

Mr. Brown indicated there will be approximately 10-13 articles. He noted he has drafted articles, but the Select Board has not seen them. He commented there are some that have financial impacts, such as the radio communication system, which would most likely be a lease purchase.

The Budget Committee proceeded with recommendations for changes to the 2020 Town Budget. Mr. Cutter indicated he has circulated his preliminary analysis of the town budgets. He noted these are just observations and for committee consideration. He mentioned some of the recommendations were compiled prior to the budget adjustments that were mentioned this evening.

4611.20 Conservation Commission

Mrs. Douglas referred to the warrant article that was approved to allow for the conservation fund to be used for property maintenance and management. She was concerned with larger cost items that could be coming.

MOTION: by Mrs. Douglas

Move to reduce Line 430, Property Management, by \$2,000

SECOND: by Mrs. Bourque

Mrs. Douglas mentioned that she saw the properties the Conservation Commission is interested in. She believes the \$2,000 can be recouped within the fund.

Matt Lepore commented he was not sure about the fund and its purposes.

Mr. Brown indicated the fund can be used for management purposes. He commented that he was not sure if the funds can be used to purchase tools for property management.

Mr. Lepore mentioned that the trailer, which is used to bring equipment to sites, is in need of repair.

Mrs. Douglas noted that the Committee will be looking at the budget again prior to the budget hearing.

Mr. Cutter commented it is important to note at this time the line will be reduced to \$500.

Mrs. Douglas commented she is level funding the line.

Mrs. Bourque commented there is over \$500,000 in the fund.

**VOTE: 6-3-0, with Mr. Meyers, Mr. Leary and Mr. Cutter opposing
The motion carried.**

4130.10 Board of Selectmen

Referring to his preliminary analysis, Mr. Cutter mentioned that he has a recommendation.

MOTION: by Mr. Cutter
Move to reduce Line 190, Selectmens' Expense by \$250
SECOND: by Mr. Douglas

Mr. Cutter indicated that the reduction is based on actual expenditure and averages over the last three years.

VOTE: 8-1-0, with Mrs. Bourque opposing
The motion carried.

4130.30 Town Meeting

Mrs. Douglas asked why the number of ballot clerks was increased from four to six.

Mr. Brown indicated two ballot clerks sit at the Town Clerk's table, two at check in and two at check out.

Mr. Cutter reminded the Committee there are four elections next year.

MOTION: by Mr. Cutter
Move to reduce Line 130, Wages - Moderator and Checklist Supervisors, by \$250
SECOND: by Mrs. Douglas

Mr. Cutter indicated the reduction is based on actual expenditures with the same types of elections.

Mr. Brown indicated there are four elections in 2020. He noted using 3 year averages does not account for the change in compensation that occurred when the Supervisors of the Checklist were changed to a stipend.

Mr. Cutter commented even with the reduction there will be \$500 more in that line than in the year we had four elections.

Mr. Brown explained he prepared this budget with the Town Clerk and she puts the numbers together that she is confident will be the cost for the elections.

VOTE: 3-6-0
The motion failed.

MOTION: by Mr. Cutter
Move to reduce Line 692, Election Provisions, by \$250
SECOND: by Mr. Hayes

Mr. Brown indicated that line contains the water and food for the election workers.

Mr. Cutter indicated reducing it by \$250 leaves \$750 in the line, which is still higher than what has actually been spent.

**VOTE: 7-2-0, with Mrs. Bourque and Mr. Leary opposing
The motion carried.**

4140.10 Town Clerk

There were no changes to the budget.

4150.10 Accounting

MOTION: by Mr. Cutter

Move to reduce Line 620, Office Supplies, by \$250

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on actual expenditures.

VOTE: 9-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 811, Seminars, by \$500

SECOND: by Mr. Hayes

Mr. Cutter commented that based on past expenditures, the training and seminars provided in this line are rarely used.

Mr. Brown cautioned if this is based on three year actuals, it will not work in this case. He explained that over the last two years we have had a bookkeeper and payroll clerk start and leave, leaving the Town Clerk to do that job and she was not able to attend any seminars. He noted the department is now fully staffed and utilizing the training and conferences. Mr. Brown indicated it is not unreasonable to budget \$1,000 for four employees, or more, that you want trained.

VOTE: 9-0-0

The motion carried.

Mr. Cutter commented over the last ten years the department never spent more than \$560.

Mrs. Douglas asked if online training is able to be used.

Mr. Brown indicated that webinars are used about two times per month through the NHMA and Primex; however, some of these trainings are a long distance. He commented it is not much to spend to ensure your employees are well trained and to avoid audit findings by the Department of Labor.

VOTE: 3-6-0
The motion failed.

4550.20 Library

Mr. Cutter commented that he will not be making a motion since the budget has been updated after he prepared his analysis.

MOTION: by Mrs. Douglas

Move to reduce Line 140, Health Insurance Buyout, by \$7,360

SECOND: by Mr. Hodgkins

Mrs. Douglas was concerned that we are bringing in a new benefit that would affect the Library. She commented when the wage plan was approved the argument was to make the Library in line with the town, but the hours considered full time are not in line with the town.

Mrs. Ferguson asked if the town is involved in a health insurance buyout for its employees.

Mr. Brown indicated that the town buyout is offered to full time employees.

Mrs. Ferguson indicated this would be offered to employees working 32 hours, as we do not have employees that work 40 hours since the Library hours are limited.

Mrs. Douglas commented there are concerns that we are opening up a larger liability as town employees that only work 32 hours could grieve that they are not offered the same.

Mrs. Vaughn commented that this makes it fair and equitable and if the town offers it then the Library should. She mentioned the Library is open 32 because we are trying to be frugal.

Mrs. Bourque mentioned the IRS considers anything over 30 hours to be full time.

Mr. Brown commented there is no law that requires an employer to provide benefits to employees. He indicated we negotiate with our employees and define full time as 40 hours. He noted the Library and its employees are not covered by the Town.

Mr. Hodgkins asked if the Library receives an endowment or any money coming from the town. Mrs. Ferguson commented they used to have the Friends of the Aaron Cutler Memorial Library.

Mrs. Douglas commented that the wage plan was implemented by a warrant article and believes this should go to the voters for approval.

Mrs. Vaughn commented how employees feel they are being treated should be considered.

Mrs. Douglas believes this will be approved by voters if placed on the warrant. She commented any wage change structure should be considered on the warrant as it has been over the last few years.

Mr. Hodgkins asked if you did not offer a buyout and offered insurance, what would it cost the Town?

Mrs. Ferguson indicated it would cost \$105,072 for the family plan for full time employees combined.

Mr. Cutter believes it should be part of the operating budget.

Mrs. Douglas commented it should be part of negotiations.

Mrs. Martin pointed out that it is a cost savings by taking the buyout.

VOTE: 2-7-0

The motion failed.

4150.20 Information Technology

MOTION: by Mrs. Fordey

Move to reduce Line 740, Equipment Purchase, by \$25,000

SECOND: by Mr. Hodgkins

Mrs. Fordey indicated that the door replacement for the Town Hall is a significant expense and not appropriate to have in the budget.

VOTE: 6-3-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 341, Telephone and Date, by \$6,000

SECOND: by Mrs. Bourque

Mr. Cutter indicated the reduction he went through the analysis and believes this is what will be spent in this line.

Mrs. Douglas commented this line has been running between the low to mid \$30,000 range over the last few years.

Mr. Brown explained that there were some added costs when we brought on the new fire station as there are new lines there. He indicated we eliminated some costs in some other lines and consolidated them in this line. He noted that IT is the backbone in the operation of the town. He encourage the Committee to delay their votes in this account until Mr. Brunelle can be present.

Mrs. Bourque commented that she can respect that, but this is a process. Mr. Cutter indicated that the funds can always be added back in.

Mrs. Douglas commented that she does not see where there are that many lines.

Mr. Brown commented that he provided a list of these adjustments and does not believe it is right to make these adjustments in this area without having an opportunity to provide information. He indicated the Committee is making reductions based on three year averages and there is time between now and the public hearing to make adjustments.

Mr. Brown expressed frustration in receiving at the start of this meeting a list of proposed reductions to the budget. He commented we have had an open relationship for the last four years. He indicated if he had received this earlier he would have been able to provide the information from the department heads.

Mrs. Douglas commented when she received it she held it because she did not see any requests for information from the town.

Mr. Brown commented he has always been part of the process and has always had an opportunity to prepare the responses for the Committee.

Mrs. Douglas apologized to Mr. Brown.

Mr. Cutter offered to table the adjustments until Mr. Brunelle can be present.

Mr. Hayes commented if he did not provide this information to the Committee it would not change proposed adjustments from Committee members. He felt the Committee should go forward and make further adjustments later.

Mr. Brown indicated he would be in agreement as long as there is an agreement that the Town will be able to revisit these accounts and present additional information or argument. He mentioned some things on the list are reasonable to live with.

VOTE: 5-4-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 342, Software Support, by \$3,955

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas commented these numbers are based on contracts. Mr. Brown indicated these are accurate numbers.

VOTE: 3-6-0
The motion failed.

MOTION: by Mr. Cutter
Move to reduce Line 630, Equipment Maintenance, by \$3,500
SECOND: by Mr. Hodgkins

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas commented she is not sure there is that much “wobble room” in this line.

VOTE: 2-7-0
The motion failed.

4150.40 Tax Collector
MOTION: by Mr. Cutter
Move to reduce Line 321, Property Title Research
SECOND: by Mr. Hodgkins

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

VOTE: 8-1-0, with Nicole Fordey opposing
The motion carried.

MOTION: by Mr. Cutter
Move to reduce Line 329, Recording Fees, by \$100
SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas commented these numbers are based on contracts. Mr. Brown indicated these are accurate numbers.

VOTE: 9-0-0
The motion carried.

MOTION: by Mr. Cutter
Move to reduce Line 625, Postage, by \$1,000
SECOND: by Mr. Hodgkins

Mr. Cutter commented this is not a line item that significantly increased over the years.

Mr. Brown indicated that items that were incorrectly budgeted have been correctly budgeted in this line.

Mr. Cutter withdrew the motion. Mr. Hodgkins withdrew the second.

MOTION: by Mr. Cutter

Move to reduce Line 810, Mileage and Tolls, by \$100

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Brown discussed the budgeting for this line with the Town Clerk. He indicated that we have a new clerk and an existing clerk that will attend the annual meeting. He noted this line contains mileage reimbursement for three employees.

VOTE: 5-4-0

The motion carried

4152.10 Assessing - Revaluation

No changes were made to the budget.

4153 Legal Expenses

MOTION: by Mr. Cutter

Move to reduce Line 320, Town Attorney Legal Services, by \$15,000

SECOND: by Mr. Hayes

Mr. Cutter commented that he understands it is difficult to budget for this account, but this is an area to save money in the budget.

Mrs. Douglas indicated that current expenditures reflect just under \$20,000 at this time. She asked if there will be any other bills that may affect this account.

Mr. Brown commented that the town budgets general legal services at \$15,000; however, the other \$45,000 is driven by legal protection against St. Gobain or the Department of Environmental Services as we do not know what will occur and what will be directly related to PFOAs. He indicated although things have been at a stand still with St. Gobain, he anticipates more actions in 2020 and this is the only pot of money we have for those protections.

Mrs. Douglas commented that the Town has been dealing with St. Gobain for about two years and we have held steady at \$45,000 for legal services. She indicated she is comfortable with this reduction.

Mr. Brown informed the Committee to be aware that the Select Board has met with legal counsel and are in the process of developing a settlement with St. Gobain. He noted when that process

begins there will be some serious costs. He indicated in addition there is potential for more activity in the town because the State lowered the expectations and it is possible the contamination area will expand.

VOTE: 5-4-0

The motion carried.

4155 Personnel Administration

No changes were made to the budget.

4191.10 Planning Board

MOTION: by Mr. Cutter

Move to reduce Line 392, NRPC Planner, by 2,500

SECOND: by Mrs. Bourque

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Brown explained the last two years there has been transition with the Planner and the Chair of the Planning Board. He noted the cost budgeted and workload anticipated did not result in what was budgeted.

VOTE: 9-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 810, Mileage and Tolls, by \$150

SECOND: by Mrs. Douglas

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas commented these numbers are based on contracts. Mr. Brown indicated these are accurate numbers.

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 811, Seminars, by \$250

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas how much seminars cost.

Mr. Brown indicated it ranges from free to \$100. He indicated this is driven by membership. He noted when the Select Board prepares these budgets they want to ensure that there are resources for these volunteers who serve and want to help the improve the town.

VOTE: 6-3-0

The motion carried.

4191.30 Zoning Board

No changes were made to the budget.

4194.10 General Government Buildings

MOTION: by Mr. Cutter

Move to reduce Line 410, Town Hall/Old Fire Station Electric

SECOND: by Mr. Hodgkins

Mr. Cutter indicated that approximately \$16,000 has been spent consistently. He commented this reduction takes into consideration heating the old fire department, but it is not being used as a full fire department.

Mr. Brown indicated the method used for the last two years has been taking two years of actuals and the run rate and a three year average, which comes in fairly consistent.

Mr. Cutter indicated he is basing this on the actuals and history since 2014.

Mr. Brown indicated that the distribution charge has been increasing every year. The cost of electric is not the issue; the issue is the distribution charge fee that is several times higher. He was confident that these budgeted numbers are good numbers after making adjustments over the last three years.

VOTE: 3-6-0

The motion failed.

MOTION: by Mr. Cutter

Move to reduce Line 411, Town Hall/Old Fire Station Propane

SECOND: by Mr. Hodgkins

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mrs. Douglas commented the town is locked in a contract.

Mr. Brown indicated the Town is using the rate the school uses and this is based on a 5,000 gallon estimate. He noted the rate is locked at \$1.47/gallon. He explained that the old fire station was never in this line and only accounts for 800 gallons for the old fire station, which when occupied used 2,800 gallons per year.

Mr. Hodgkins asked why the old station is being heated.

Mr. Brown explained that there is water and bathroom facilities in that building, which the Cable Committee is using because they do not have that in their building.

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VOTE: 1-8-0

The motion failed.

MOTION: by Mr. Cutter

Move to reduce Line 430, Building Maintenance and Repairs, by \$1,000

SECOND: by Mrs. Douglas

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Hodgkins asked why the town is not spending all the money in the budget.

Mr. Brown indicated there are a lot of unknowns with a 20 year old building and we budget based on what we need. He commented that we have taken on the old fire station in this budget and we estimate \$8,000 to maintain this building, the police station and old fire station. He noted we do not spend money just to spend it.

Mr. Hodgkins asked if you do not spend the money where does it go.

Mr. Brown indicated it becomes part of the surplus and the Select Board can either encumber it, use it for needs at the end of the year or return it to the town.

Mr. Cutter explained this is a bottom line budget and the Select Board has the right to spend the money where they want. He commended Mr. Brown and the Select Board with budgeting. He explained that the Committee is trying to find a balance.

Mr. Brown commented that last year the cost of maintenance and repairs was over \$7,900 and that did not include the old fire station.

Mrs. Douglas asked what the drivers were last year.

Mr. Brown indicated there were

VOTE: 2-7-0

The motion failed.

MOTION: by Mr. Cutter

Move to reduce Line 635, Gasoline, by \$2,500

SECOND: by Mrs. Bourque

Mrs. Douglas commented this line has flexibility.

VOTE: 9-0-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 636, Generator Diesel Fuel, by \$300

SECOND: by Mrs. Douglas

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Leary cautioned if we experience a four or five day outage we may be in trouble.

VOTE: 5-4-0

The motion carried.

Mrs. Douglas commented that the hour is getting late and we have large budgets coming up. She asked Committee members if they wanted to proceed.

Mrs. Flynn suggested holding a meeting on October 30 as it is not feasible to go through the entire budget in one meeting. Committee members agreed.

Mrs. Bourque suggested there are some smaller budgets that will be easier to finish this evening.

4195 Cemeteries

MOTION: by Mr. Cutter

Move to reduce Line 650, Groundskeeping, by \$1,000

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Leary indicated this used to be done by volunteers, but they are difficult to find. He noted the Select Board is hiring that out and are very particular who they hire.

Mrs. Bourque agreed this is not a budget to reduce.

Mr. Cutter withdrew the motion. Mr. Hayes withdrew the second.

4196 Town Insurance

MOTION: by Mr. Cutter

Move to reduce Line 525, Insurance Deductibles, by \$1,000

SECOND: by Mrs. Douglas

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Brown indicated that the Town has a \$1,000 deductible and it does not make sense to reduce it to \$500.

Mr. Cutter withdrew the motion. Mrs. Douglas withdrew the second.

4220.90 Hydrants

No changes were made to the budget.

4290.10 Emergency Management

MOTION: by Mr. Cutter

Move to reduce Line 630, Equipment Repair and Maintenance, by \$250

SECOND: by Mr. Hodgkins

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

Mr. Brown indicated that this line is for the generator at the high school. He commented it may include a new generator that will be installed at Town Hall.

Mrs. Douglas suggested to table this item for more information.

Mr. Cutter withdrew the motion. Mr. Hodgkins withdrew the second.

4316.30 Street Lighting

No changes were made to the budget.

4411.10 Health Department

No changes were made to the budget.

4411.20 Mosquito Control

MOTION: by Mr. Cutter

Move to reduce Line 610, Supplies, by \$200

SECOND: by Mrs. Douglas

Mr. Cutter indicated the line has never been used.

VOTE: 8-1-0

The motion carried.

4321.10 Sanitation

MOTION: by Mr. Cutter

Move to reduce Line 636, Diesel Fuel, by \$275

SECOND: by Mr. Hayes

Mr. Cutter indicated the reduction is based on alignment to actual expenditures.

VOTE: 9-0-0

The motion carried.

4414.10 Animal Control

No changes were made to the budget.

4445.20 Vendor Payments

Mrs. Douglas suggested the town create a trust fund for this account.

Mr. Brown indicated he will speak to the Select Board on Monday evening.

4583.10 Patriotic Purposes

No changes were made to the budget

4723.10 Debt Services

No changes were made to the budget.

Mr. Cutter indicated there were \$54,975 in changes made to the budget.

7. REPORTS

- **School Business**

- **General Update**
- **End of Year Financial Report**

Mr. Meyers reported that the finance office is having some critical problems with the finance software upgrade, which resulted in a delay of the end of year report.

- **Budget Presentation Schedule**

The budget presentation schedule for the FY21 School District budget will be emailed to the Chair.

- **Special Election**

Mr. Meyers provided an updated projection of actual to date costs for the special election, including legal costs, and projected costs. The special election is projected to cost \$13,192.41.

Mr. Meyers asked for clarification for the School Board if there will be any warrant articles for staffing positions for the Town Highway Department derived from the petitioned article.

Mr. Meyers asked if when the Budget Committee deliberates over the school district budget, reductions are made on the bottom line and list reasons for the reductions (lines, items, etc.).

Mr. Cutter commented that he is happy to present the school budget however the School Board would like. He indicated how the Committee votes on it is up to the members.

8. MEMBER INPUT/ NEW BUSINESS

There was no member input or new business.

9. PUBLIC INPUT

There was no public input.

10. ADJOURN

MOTION: by Mrs. Bourque

Move to adjourn the meeting.

SECOND: by Mrs. Martin

VOTE: 9-0-0

The motion carried.

Next meeting: October 30, 2019

The meeting was adjourned at 9:55 p.m.

Recorded by: Michele E. Flynn, Recording Secretary

Approved: