

**Draft Minutes of the  
Litchfield Budget Committee Meeting  
Held on October 22, 2020**

The Litchfield Budget Committee held a meeting on Thursday, October 22, 2020, at Litchfield Town Hall, Two Liberty Way, Litchfield, NH 03052 and remote locations.

**In response to COVID- 19 and the resulting need to practice social distancing, the meeting will be held remotely via Webex and be broadcast live via LCTV**

**PRESENT:** A Cutter (Chair), N Fordey (Vice Chair), K Douglas, W Hayes, B Hodgkins, J Son, S Taylor, C Harrison (School Board Representative), R Leary (Selectmen Representative)

**1. CALL TO ORDER**

Mr. Cutter called the meeting to order at 7:00 p.m.

● **PLEDGE OF ALLEGIANCE**

**2. PUBLIC INPUT**

Residents were encouraged to submit comments via email to Andrew Cutter, Budget Committee Chair, [acutter@litchfieldnh.gov](mailto:acutter@litchfieldnh.gov). Messages must include commenter's first and last name & address.

There was no public input.

**3. REVIEW / REVISION OF AGENDA**

There were no revisions to the agenda.

**4. CORRESPONDENCE**

Mr. Cutter shared correspondence that included the budget report from the Town; recommendations from Mr. Hayes and Mr. Cutter; an email from Mrs. Douglas about the Conservation Fund; an inquiry from Mrs. Fordey about Parks and Recreation, the Highway Block Grant and the Library; a note from the Fire Chief regarding recommendation; updated Excel file sent to members; email regarding propane costs; IT Manager contract; email regarding the Library update.

Mrs. Fordey indicated that the Committee was forwarded updated minutes that Mrs. Flynn will finalize.

**5. REVIEW / ACCEPTANCE OF MINUTES**

● **October 1, 2020**

**MOTION:** by Mrs. Douglas

***Move to approve the minutes of October 1, 2020 as amended***

**SECOND:** by Mrs. Fordey

**The motion carried by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, yes; Mrs. Fordey, yes; Mr. Leary, yes; Mr. Hodgkins, yes; Mrs. Harrison, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Cutter, yes.*

- **October 8, 2020**

**MOTION:** by Mrs. Douglas

***Move to approve the minutes of October 8, 2020 as amended***

**SECOND:** by Mrs. Fordey

**The motion carried by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, yes; Mrs. Fordey, yes; Mr. Leary, yes; Mr. Hodgkins, yes; Mrs. Harrison, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Cutter, yes.*

**6. REPORTS** *(The order of budget reports may be discussed out of order)*

- **Town Business**

- **Voting of Town Accounts**

Mr. Brown reported on Monday night the Select Board agreed on the IT Manager contract, which includes an increase. He indicated there was a conversation regarding rooms/meals tax, which will be projected with a 20% reduction and losses will be covered by the unassigned fund balance. He reported overall there is a total of \$166,064 in reductions to the 2021 budget, some of which are pre-payment of some items such as radio equipment for 2021. Mr. Brown noted that an increase of \$72,810 for insurance policies has been allocated throughout the budget. He indicated the bottom line reductions total \$93,824, which results in the 2021 budget total below the tax cap by \$24,339. He reported items to be finalized include the union contract cost items, full time clerk position warrant article, health and human service agencies requests. He noted those are the three warrant articles with potential financial impacts.

- **Board of Selectmen**

Budget Committee members did not vote any changes to the 2021 Board of Selectmen budget.

- **Town Meeting**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4130.30, Town Meeting, by \$250***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated he motioned to reduce the town report line due to the shift to digital formatting. He mentioned that the actual amount spent in 2020 is \$220.

Mr. Brown commented that he does not believe \$220 is the actual expenditure to date.

Mr. Cutter commented that the actual expenditures are from his September analysis.

Mr. Brown indicated that although \$219 has been expended to date a check request has been submitted for inkjet cartridges for this year, which would result in a total expenditure of \$500.

Mrs. Douglas asked if those cartridges were captured elsewhere in the budget. Mr. Brown explained the Town uses in-house printers for the town report. He indicated he was pointing out what the total would be by year end.

**The motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Town Clerk**

**MOTION:** by Mr. Cutter

**Move to reduce Account 4140.10, Town Clerk, by \$312.50**

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated his reduction is specific to Line 811.

Mrs. Fordey commented that in Mr. Cutter's Excel summary it appears the focus was on Seminars/Conventions throughout the budget with an overall 50% reduction regardless of the type of seminar.

Mr. Cutter commented the lines are just about level funded, but with virtual conferences he felt these totals were not warranted. He believes while we are still in a pandemic and things will be virtual, which is the rationale he based his reduction on.

Mr. Taylor pointed out that with many seminars and conventions being virtual, the Committee should keep in mind that travel out of jurisdiction puts a burden on other employees due to pandemic guidelines and quarantine requirements. He believes the Committee should consider reducing these lines altogether.

Mr. Son was in agreement and commented that he has seen even in the school environment that many in person seminars are postponed and are becoming virtual. He believes that emergency response department seminars may be in person, but many in other departments will be virtual.

Mr. Cutter reminded the Committee that at the time of the final review of the budget the Committee can reduce or add back funds in the budget.

Mr. Brown pointed that there may be virtual conferences, but many have registration fees and many are still holding the conferences whether virtual or in person.

Mr. Son commented the trend that has been seen is that the cost for virtual conference registrations are reduced.

Mrs. Fordey commented she does not disagree that employees or officials need to have those conferences for certifications, but she agrees the costs are higher than they should be.

Mr. Cutter commented these conferences entice people to attend, which affects the cost, but it is not uncommon the costs to be reduced when offered virtually.

Mr. Hayes believes that a 50% reduction is a good starting point and can be adjusted if needed later.

**The motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Accounting**

**MOTION:** by Mr. Cutter

**Move to reduce Account 4150.10, Accounting, by \$1,812**

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated the reduction is specifically related to office supplies, mileage and conferences.

Mrs. Fordey pointed out that seminars were previously reduced.

Mr. Brown indicated mileage and tolls are for the finance manager and other staff and strictly for travel. He noted the Town Clerk/Tax Collector makes 250 trips to the bank and there is no movement in that line. He explained that courier services were researched and would result in a cost of \$25/day or \$6,250/year. He indicated the scanner purchase from the bank, which would cost \$1,200, will only scan checks and the Town takes in cash as well. He pointed out that State law requires if we have \$1,500 in cash bank deposits need to be made. He noted even without checks we still make approximately 3 trips per week.

Mr. Taylor asked if there is an option of not accepting cash payments. Mr. Brown indicated that would not be widely accepted by citizens.

Mr. Hodgkins asked if any town vehicles can be used for trips to the bank. Mr. Brown indicated the only vehicle would be a special detail police vehicle.

Mrs. Douglas commented cash is becoming less of a use of payment and suggested the Town look into ways to reduce taking cash.

Mr. Hodgkins suggested keeping the cash with the person's initials in the office to reduce trips to the bank.

Mr. Brown indicated that the State requires cash to be deposited in the bank.

**The motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Information Technology**

Mrs. Douglas commented that she received the IT Manager contract and was concerned that the cost was moved from contracted services to what seems like a new employee without going through the warrant process.

Mr. Brown commented in the past the Select Board have always created part time position without a warrant article.

Mrs. Douglas was concerned about the increase in cost.

Mr. Leary commented that a very favorable rate was provided and this will allow the Town to have him on board. He indicated that the current manager goes above and beyond what he is contracted to do. He reported that the Select Board and IT Manager agreed on a five year contract at a 2% increase per year with no benefits.

Mrs. Douglas commented that moving from \$18,000 to \$26,000 next year is not a 2% increase.

Mr. Brown explained once the first year of the contract is in place the increase is based off that cost.

Mrs. Douglas recalled a discussion to have a full time employee in place, which was not supported by the Select Board. She commented this was a volunteer position, then a contracted service and now an employee.

Mr. Leary commented with what he brings to the table this is still grossly underpaying him.

Mrs. Harrison commented that she understands the increased need to do the work more frequently and knows that Mr. Brunelle provides great service. She indicated her issue is with the double standard of the stand of the Budget Committee regarding putting positions on a warrant article, whether part or full time. She noted the school district is held to a certain standard every year and she agrees with Mrs. Douglas, that this goes against the standard and expectations of what the town represents.

Mr. Cutter commented he agrees on that basis.

Mr. Son indicated he recognizes the warrant article issue, but when you look at other towns and focus on a dollar amount alone, what we pay for this services is reasonable and well under what other towns pay.

Mr. Hodgkins agreed this should go to the voters.

Mrs. Douglas pointed out that some years ago \$65,000 was budgeted to fund a full time employee in this area.

Mr. Cutter commented that no one can dispute the amount of technology in the Town and although Mr. Brunelle does go above and beyond, he believes this should be a fully funded service. He indicated in terms of continuity of service and long term planning it is a smart move. He noted in years past he was the committee member that made the motion to fund this fully and the funding was removed by the Select Board and used elsewhere.

Mrs. Fordey commented the budget reflects that the cost is increasing from \$18,000 to \$22,000, which is a \$4,000 increase.

Mr. Cutter indicated there appears to be a sign off bonus to be paid this year to offset the cost for next year.

Mr. Brown commented the amount budgeted for 2017 was \$12,000; 2018 \$18,000; 2019 \$18,000; 2020 \$18,000. He indicated we are now moving to a five year contract where the first year starts at \$26,400 and we can all agree it would be difficult to find an employee to provide the services for that amount. Mr. Brown noted that contracted employees cost between \$55,000 and \$100,000 per year and a full time employee with benefits would total over \$100,000. He indicated we get a lot of service for \$26,000. He noted the Select Board has always put full time employees on the warrant, but never has put part time positions on the warrant during his tenure.

**MOTION:** by Mrs. Douglas

***Move to remove the IT Manager contract from the 2021 Town budget and put it forth as a warrant article***

**SECOND:** by Mr. Cutter

**The motion failed by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, no; Mrs. Fordey, no; Mr. Hodgkins, yes; Mr. Leary, no; Mrs. Harrison, no; Mr. Son, no; Mr. Taylor, no; Mr. Cutter, yes.*

**MOTION:** by Mr. Taylor

***Move to reduce Account 4150.30, Information Technology, by \$9,258***

**SECOND:** by Mrs. Douglas

Mr. Taylor indicated this motion is for Line 341, Telephone & Data, which has been increasing over the past years based on the history of that line item. He indicated being in this industry he does not believe it is appropriate.

Mr. Son commented the additional cost is associated with fiber and additional lines were run for the new fire station and upgrading of Town Hall.

Mr. Brunelle indicated Mr. Son is correct. He commented the run rate is a single invoice for all town services covering 16 facilities plus all data services. He noted the three year contract was negotiated and reduced.

Mrs. Douglas commented that she appreciates Mr. Taylor's attempt and thinking, but feels we should not block efficiency.

**The motion carried by roll call vote:** *Mrs. Douglas, no; Mr. Hayes, no; Mrs. Fordey, no; Mr. Hodgkins, yes; Mr. Leary, no; Mrs. Harrison, no; Mr. Son, no; Mr. Taylor, no; Mr. Cutter, no.*

Mrs. Fordey asked about the ID Printer. Mr. Son asked if that item can be paid ahead with 2020 funds.

Mr. Brown commented that he mentioned to the Select Board this can be paid ahead.

**MOTION:** by Mr. Taylor

***Move to reduce Account 4150.30, Information Technology, by \$300***

**SECOND:** by Mrs. Douglas

Mr. Taylor commented this is for Line 342, Software Support. He indicated he does not find it necessary to spend \$300 on domain hosting for Litchfield Recreation when it can be hosted on the town website.

**The motion carried by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, yes; Mrs. Fordey, yes; Mr. Hodgkins, yes; Mrs. Harrison, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Cutter, yes.*

- **Tax Collection**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4150.40, Tax Collection, by \$225***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated that seminars/conventions will most likely be virtual, which is his rationale for the reduction.

**The motion carried by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, yes; Mrs. Fordey, yes; Mr. Hodgkins, yes; Mrs. Harrison, no; Mr. Leary, no; Mr. Son, yes; Mr. Taylor, yes; Mr. Cutter, yes.*

- **Revaluation of Property**

No reductions were made to the Revaluation of Property budget.

- **Legal Expenses**

**MOTION:** by Mrs. Fordey

***Move to reduce Account 4153, Legal Expenses, by \$3116***

**SECOND:** by Mrs. Douglas

Mrs. Fordey commented that reduces the budget to \$35,000. She indicated that she appreciates this line was reduced prior to the presentation, but we can reduce a bit more and still have funds for services, in line with the actual spending. She noted that she is aware legal needs cannot be predicted.

Mrs. Douglas felt a \$30,000 bottom line would be more in line with what the town will be spending.

Mr. Son commented that \$16,000 has been expended to date and he agreed that \$30,000 is more in line.

Mr. Taylor commented he supports the higher reduction.

Mrs. Fordey was concerned that reducing the legal expenses budget further will limit us to what we will be able to do with legal services.

Mrs. Douglas commented there is no reason the Select Board cannot come before the voters to ask for legal expenses in a warrant article.

**MOTION:** by Mr. Cutter

***Move to amend the motion to reduce Account 4153, Legal Expenses, by \$8,116***

**SECOND:** by Mr. Taylor

**The motion to amend carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, no; Mr. Hodgkins, yes.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Planning Board**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4191.10, Planning Board, by \$1,050***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated that the reduction is to have mileage, tolls, seminars and public notices more in line with past actual expenditures.

Mrs. Fordey commented the reasons for the increases are the higher number of notices and higher newspaper rates with the loss of the HLN.

**The motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, no; Mr. Hodgkins, yes.*

- **Zoning Board**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4191.30, Zoning Board, by \$750***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated that his motion is to reduce public notices and ads in the budget.

Mrs. Douglas commented there is going to be a cost here regardless and it does not make sense in this case. She indicated it is a very small budget.

**The motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, no; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, no; Mr. Taylor, no; Mr. Hodgkins, yes.*

- **Cemeteries**



With reference to grass mowing at the cemeteries, Mr. Taylor commented there are many volunteers in town that may be able to do this work.

Mrs. Douglas pointed out that we tend to burn out with volunteers.

Mr. Son asked if the mowing has been put out to bid.

Mr. Brown indicated it was bid out three years ago with no end date. He noted the amount charged per cut has not changed since the original bid.

Mr. Cutter asked if there is any opportunity to roll mowing in with Parks & Recreation contract.

Mr. Brown indicated there was some discussion about it, but it never went anywhere. He noted there was discussion about the highway position doing this work, but that position was not approved. He explained there is a different contractor for Parks & Recreation and the work is different for cemeteries.

**MOTION:** by Mr. Cutter

***Move to reduce Account 4195, Cemeteries, by \$3,290***

**SECOND:** by Mrs. Douglas

Mr. Cutter believes the Town pays way too much for mowings and clean ups.

Mr. Son commented that the account has already been overspent.

Mr. Cutter indicated that since 2014 the cost has consistently been approximately \$7,000 and then spiked to \$10,000 in 2020 and is now being budgeted at \$13,000 for 2021.

Mr. Son asked if the inability to take advantage of the prisoner program is a contributing factor to the increase in cost. Mr. Brown responded in the affirmative.

Mrs. Douglas commented that the reality is driven by changing the number of cuttings or negotiating a better price, but it is unlikely that can be done. She indicated that the cuttings seem reasonable.

Mr. Cutter commented that he is disputing the rate per cut because it is too expensive. Mrs. Douglas felt it is not far over what is reasonable and it cannot be compared to cutting an acre of flat land.

Mr. Son indicated knowing how many hours are involved and what the job looks like will help justify it.

Mr. Cutter reminded the Committee that there is no problem adding money back into the budget during the December discussions and finalizations.

**The motion failed by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, no; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, no; Mr. Taylor, yes; Mr. Hodgkins, no.*

- **Advertising & Regional Associations**

No reductions were made to the Advertising & Regional Association budget.

- **Road Agent**

No reductions were made to the Road Agent budget.

- **Road Maintenance**

**MOTION:** by Mrs. Fordey

***Move to reduce Account 4312.10, Road Maintenance, by \$5,000***

**SECOND:** by Mrs. Douglas

Mrs. Fordey commented she felt in looking at some of the averages in lines such as tree removal, road maintenance, gravel, seminars/conventions, the reduction puts things more in line with actual spending.

Mr. Cutter mentioned his reduction was significantly higher, but a good portion of that is catch basin replacements.

Mrs. Fordey commented although Line 578 is requesting \$5,000 more, there is a plan to replace catch basins.

Mrs. Douglas asked for an explanation for the increasing number of catch basins.

Mr. Brown indicated the Town has not been doing a good job in catch basin maintenance and there are signs that they are sinking into the ground. He explained everything occurs under the ground and replacement is needed in order to avoid a sinkhole or failure. He noted that the work has to be contracted out and the cost ranges from \$1,500 to \$3,000 per manhole. This involves removing the basin, excavating down below the grade, checking the condition of the cement bricks and repairing or replacing what is there to prevent water from getting under the asphalt. He indicated doing that kind of work as compared to a failure is smaller and infrastructure maintenance is based on the physical survey of the basins.

Mrs. Douglas asked if there is a schedule for the catch basins.

Mr. Brown indicated there is no schedule. He commented we are trying to send a signal to the Select Board and Budget Committee that more funding is needed in this area with over 500 catch basins in town. He noted we have tried to get more funding for years, but we will do what we can with the money we receive.

**MOTION:** by Mr. Cutter

***Move to amend the motion to reduce Account 4312.10, Road Maintenance, by \$8,000***

**SECOND:** by Mrs. Douglas

Mr. Cutter commented even if you take catch basins out of the conversation, there are still areas of this budget that are over budgeted.

**The motion to amend carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, no; Mr. Hodgkins, yes.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, no; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Street Lighting**

Mrs. Fordey asked if these are actual run rates.

Mr. Brown confirmed that the actual run rates are used in this budget. He indicated there have been rate increases, delivery charges, etc. and the bills vary each month.

**MOTION:** by Mr. Cutter

***Move to reduce Account 4316.30, Street Lighting, by \$300***

**SECOND:** by Mrs. Douglas

Mr. Cutter commented the reduction still leaves enough funding for an increase. He indicated that \$8,000 has been expended from January 2020 to September 2020.

Mr. Brown pointed out that current year expenditure is \$10,074 with October, November and December bills not included yet.

Mrs. Douglas commented there is no reason to reduce this number as there is not much we can do to control this line.

Mr. Hayes agreed that we are at the run rate presented. Mr. Son agreed as well.

***Mr. Cutter withdrew his motion. Mrs. Douglas withdrew her second.***

- **Sanitation Administration**

**MOTION:** by Mr. Taylor

***Move to reduce Account 4321.10, Solid Waste Administration, by \$1,000***

**SECOND:** by Mrs. Douglas

Mr. Taylor believes the amount of overtime in this budget needs to be examined with wage increases that will increase it.

Mrs. Fordey indicated we have seen this line expended and it is an area where overtime is warranted. She did not feel comfortable with the reduction.

Mr. Brown indicated the three year average for overtime is \$3,334.

Mr. Cutter commented his calculation of the three year average is \$5,224. He agrees with Mr. Taylor's philosophy that we need to do a better job controlling overtime.

Mrs. Fordey indicated that the Town reduced this budget as they have taken a harder look.

Mr. Hodgkins commented that because lately people are staying home more we have to have the dump open longer.

Mr. Brown indicated that it is due to an increase in use. He explained they are trying to spread out the customers and by adding additional hours we were hoping to spread out the employees. He noted the overtime is paid to one employee who is full time and all others are part time. This employee works on holidays, which is overtime and comes into the facility a few hours earlier when there are winter storms in order to get ready. There are off days when contractors come in to haul the containers away and during the winter when this occurs snow may have to be removed before the containers can be moved. Mr. Brown indicated there is no flexibility of other full time employees to cover shifts and part time employees have a set schedule due to their other jobs.

Mr. Taylor commented the increase in wages from 2019 to 2020 will offset the reduction in overtime. He indicated the Town needs to look at properly funding the amount of time and runaway overtime in the budget.

Mr. Son agreed, but believes \$1,000 is too high a reduction.

**MOTION:** by Mr. Son

***Move to amend the motion to reduce Account 4321.10, Sanitation Administration, by \$500***

**SECOND:** by Mrs. Douglas

**The motion to amend carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, no; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, no.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, no; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

**MOTION:** by Mr. Taylor

***Move to reduce Account 4321.10, Solid Waste Administration, by \$12,642***

**SECOND:** by Mrs. Douglas

Mr. Taylor commented the reduction is for material disposal. He indicated over time there has been a massive increase in the amount of residents doing cleanouts and he believes in 2021 things will return to more normalcy of what has been historically budgeted.

Mr. Cutter asked Mr. Brown to provide clarification regarding the cost of disposal.

Mr. Brown explained each year hauling increases 3% and disposal costs increase 3%. We use the run rate every year and estimates using actual expenditures are close to accurate. We have waste being produced because people do things at their house like renovations and construction for which waste is produced.

Mr. Brown believes the motion is too aggressive to predict we will reduce that much tonnage. He noted the projections used from that department for the last five years have been consistent.

Mrs. Douglas was concerned with the motion and felt more discussion was warranted.

Mr. Hayes was in favor of the motion as he agrees that once people stop cleaning out we will see a drop.

Mr. Brown commented if you look at the attachment the rates do not vary much from July to December 2019 and from January to June 2020. He noted the tonnage is consistent. He indicated there is no reason to believe that because there was an uptick of disposal with the pandemic, the average has gone back to pre-covid conditions.

Mr. Taylor commented part of the reason for this motion is to let the public know they are getting increased services and some behavior needs to change. He indicated if they do not want higher taxes there have to be hard reductions.

Mr. Brown cautioned that this is one of those services the taxpayers expect their tax dollars to pay for and when they have this type of disposal they expect to be able to do it. He indicated it is hard to take this service away from the taxpayers. He noted based on the interaction with this department and the taxpayers, it is too much of a reduction.

**MOTION:** by Mr. Cutter

***Move to amend the motion to reduce Account 4321.10, Sanitation Administration, by \$6,000***

**SECOND:** by Mrs. Douglas

Mr. Cutter commented he believes the main motion is too aggressive, but he appreciates the rationale. He agrees a hard look is necessary, but reasonable reductions need to be made.

**The motion to amend carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, no; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

**MOTION:** by Mr. Cutter

***Move to reduce Account 4321.10, Solid Waste Administration, by \$56***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated the reduction is being made to the mileage and tolls line.

**The motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Vendor Payments**

No reductions were made to the Vendor Payments budget.

- **Parks & Recreation**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4520.10, Parks & Recreation, by \$3,114***

**SECOND:** by Mrs. Douglas

**MOTION:** by Mrs. Douglas

***Move to amend the motion to reduce Account 4520.10, Parks & Recreation, by \$6,613***

**SECOND:** by Mr. Son

**The motion to amend carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, no; Mr. Hodgkins, yes.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Library**

No reductions were made to the Library budget.

- **Conservation Commission**

**MOTION:** by Mr. Cutter

***Move to reduce Account 4611.20, Conservation Commission, by \$152.50***

**SECOND:** by Mrs. Douglas

Mr. Cutter indicated his motion relates specifically to mileage/tolls, and seminars/conferences.

**The motion carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

**MOTION:** by Mrs. Douglas

***Move to reduce Account 4611.20, Conservation Commission, by \$550***

**SECOND:** by Mr. Son

Mrs. Douglas indicated her motion is related to Line 430. She noted the approved warrant article authorizes the Commission to use conservation funds to maintain trails. She feels the brush mower and chainsaw are not appropriate expenditures.

Mr. Cutter does not agree the line should be reduced to zero as the Commission has spent from this line on needs in the past.

**MOTION:** by Mr. Son

***Move to amend the motion to reduce Account 4611.20, Conservation Commission, by \$549***

**SECOND:** by Mrs. Douglas

Mr. Son indicated that the reduction will leave \$1 in Line 430.

**The motion to amend carried by roll call vote:** *Mrs. Fordey, yes; Mr. Leary, yes; Mrs. Harrison, yes; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, no; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, no.*

**The amended motion carried by roll call vote:** *Mrs. Fordey, no; Mr. Leary, yes; Mrs. Harrison, no; Mrs. Douglas, yes; Mr. Hayes, yes; Mr. Cutter, no; Mr. Son, yes; Mr. Taylor, yes; Mr. Hodgkins, yes.*

- **Debt Service**

No reductions were made to the Debt Services budget.

## **7. MEMBER INPUT / NEW BUSINESS**

Mrs. Fordey mentioned that the District Capital Improvement Planning Committee has changed its name to the Facilities Improvement Committee in light of the approval of the 2020-2026 Capital Plan. She indicated she was not sure if the Committee would like her to continue as a representative on that committee.

**MOTION:** by Mr. Cutter

***Move to nominate Mrs. Fordey to continue on the District Facilities Improvement Committee***

**SECOND:** by Mrs. Douglas

**The motion carried by roll call vote:** *Mrs. Douglas, yes; Mr. Hayes, yes; Mrs. Fordey, yes; Mr. Leary, yes; Mr. Hodgkins, yes; Mrs. Harrison, yes; Mr. Son, yes; Mr. Taylor, yes; Mr. Cutter, yes.*

## **8. PUBLIC INPUT**

There was no public input.

## **9. ADJOURN**

**MOTION:** by Mrs. Douglas

***Move to adjourn the meeting.***

**SECOND:** by Mrs. Fordey

**The motion carried by roll call vote:**

*Mr. Hayes, yes; Mrs. Fordey, yes; Mrs. Douglas, yes; Mr. Hodgkins, yes; Mr. Son, yes; Mr. Taylor, yes; Mrs. Harrison, yes; Mr. Leary, yes; Mr. Cutter, yes.*

**Next meeting: October 29, 2020**

The meeting was adjourned at 9:35 p.m.

**Recorded by: Michele E. Flynn, Recording Secretary**

**Approved:**