

Town of Litchfield, NH
Budget Committee Meeting
October 7, 2021
Litchfield Town Hall

In Attendance:

Members: Andrew Cutter, Chairman; John David Son, Vice Chairman; Derek Barka; Keri Douglas; William Hayes (virtual); and Scott Taylor

Selectmen's Rep.: Robert Leary

School Board Rep.: Christina Harrison

Absent: Kate Stevens

Also in Attendance: Troy Brown, Town Administrator; Laura Gandia, Chair of ZBA; John Brunelle, Director of Technology; Donna Ferguson, Chairperson; and Vicki Varick, Library Director

1. Call to Order:

a. 7:00 pm - Chairman Andrew Cutter called the meeting to order, followed by the Pledge of Allegiance.

2. Virtual Meeting Attendance:

Chairman Andrew Cutter commented that William Hayes was remote tonight, and the Committee would need to vote to allow Mr. Hayes to participate in the meeting.

Mr. Cutter requested a motion to allow remote participation for the Budget Committee meeting.

Discussion: None

Motion: (Ms. Douglas / Mr. Son) Motion to allow for virtual attendance.

Roll-Call:

- a. Mr. Cutter - Yes
- b. Mr. Son - Yes
- c. Mr. Barka - Yes
- d. Ms. Douglas - Yes
- e. Mr. Hayes - Abstain
- f. Mr. Taylor - Yes
- g. Ms. Harrison - Yes
- h. Mr. Leary - Yes

Vote: (7-0-1) The motion carried. (Mr. Hayes abstained)

Mr. Cutter asked Mr. Hayes if there was anyone in the room with him and why was he remote for the meeting? Mr. Hayes stated that he was alone, and his reason was that he had not been vaccinated for Covid-19.

3. Public Input #1 @ 7:02 pm:

a. There was no one present for Public Input

Public Input ended at 7:03 pm.

4. Review / Additions of Agenda:

- a. Mr. Cutter mentioned that he was made aware that the Conservation Committee has a conflicting meeting for tonight and will not be presenting. They requested to defer the Conservation Commission Budget presentation until October 14. Mr. Cutter noted that Ms. Stevens was absent, and she also requested to defer the Planning Board Budget presentation until October 14.

Mr. Cutter stated that Director of Technology John Brunelle would be presenting the Technology Budget tonight and has agreed to present last. He commented that Revenue and Code Enforcement would also be presenting tonight. A Committee member requested that the Budget Committee revisit the 4140.10 Town Clerk Budget.

Mr. Cutter said that he spoke to Ms. Harrison, and they agreed that there was no need to have a School Business session on tonight's agenda. Ms. Harrison mentioned that she would forward the School District's enrollment numbers to the Committee.

5. Correspondence:

Chairman Andrew Cutter reviewed the Correspondence Summary.

- a. Town Budget Reports:
 - i. October 1, 2021
- b. September 30 – Part-time Town Clerk/Tax Collector question and response submitted by Mrs. Harrison and responded by Mrs. Briand
- c. October 1 – CIPC Meeting Agenda circulated for the meeting on October 4.
- d. October 2 – Meeting minutes from 9/30 Meeting
- e. October 4 – Town Administrator Troy Brown sent a reminder to Department Heads of tonight's meeting.
- f. October 5 – Mrs. Stevens noted that she will be not present this evening and requested to defer the Planning Board budget review for next week.
- g. October 6 – Mr. Hayes noted that he would be attending the meeting virtually this evening.
- h. October 7 – Town Administrator Troy Brown circulated requested information regarding the PFOA legal costs, Transfer Station additional hours, and CIP vehicle replacement schedule.

7. Review / Acceptance of Minutes:

- a. September 23, 2021, Meeting Minutes -

Discussion: None

Motion: (Ms. Douglas / Mr. Leary) Motion to approve the meeting minutes from September 23, as amended.

Roll-Call:

- a. Mr. Cutter - Yes
- b. Mr. Son - Yes
- c. Mr. Barka - Abstain
- d. Ms. Douglas - Yes
- e. Mr. Hayes - Yes
- f. Mr. Taylor - Yes
- g. Ms. Harrison - Yes
- h. Mr. Leary - Yes

Vote: (7-0-1) The motion carried.

b. September 30, 2021, Meeting Minutes -

Discussion: None

Motion: (Ms. Douglas / Mr. Son) Motion to approve the meeting minutes from September 30.

Roll-Call:

- a. Mr. Cutter - Yes
- b. Mr. Son - Yes
- c. Mr. Barka - Yes
- d. Ms. Douglas - Yes
- e. Mr. Hayes - Yes
- f. Mr. Taylor - Yes
- g. Ms. Harrison - Yes
- h. Mr. Leary - Yes

Vote: (8-0-0) The motion carried.

8. Town Business:

a. General Updates

Town Administrator Troy Brown commented that the Town has been doing a lot of work regarding the library, the School District, and the Capital Improvement Plan. The Town has also been looking at the Town's Impact Fees. Mr. Brown mentioned that the Fire Department Impact Fees could be used to pay for the Fire Station bond. He noted that the use of the Impact Fees to pay towards the bond is the most appropriate use. Mr. Brown stated that the Town planned on using \$65,000 of the Impact Fees towards the 2022 bond payment.

Mr. Brown commented that the use of the Impact Fees toward the bond payment does not come across as revenue but instead shows as a reduction in the bond payment. He noted that when the bond payment is made, some of the payment will come from the General Fund, and the rest will come from the Impact Fees. Ms. Douglas asked what would happen next year when the Town did not have those funds? Mr. Brown stated that there is the potential that the Town will not continue to collect the Impact Fees from the Fire Department. He noted that the Impact Fees are driven by the houses when they receive their Certificate of Occupancy.

Mr. Taylor asked if the Town considered just using the Impact Fees as a principal payment in addition to what is already budgeted? Mr. Brown stated that the Town cannot make additional payments with the bond that the Town has right now. The bond does not allow for additional principal payments or refinancing for ten-year

b. RSA 32:22: Review of Expenditures

None

c. Review of Accounts

Town Administrator Troy Brown commented that they would begin the budget presentation with Code Enforcement.

i. Code Enforcement - 4241.20

Town Administrator Troy Brown introduced the new inspector, Jeff Blackwell. Mr. Brown mentioned that the Code Enforcement Department has been changing over the last few years. He noted that the Department was originally

under the Town Office. The position was transferred to the Fire Department and the Building Inspector retired, there was an interim inspector, Inspector Peter Dionne was hired, but unfortunately passed away, and the Select Board decided to bring the position back to the Town Office.

Mr. Brown stated that Mr. Blackwell has been on the job for about six weeks, and one thing that has changed with the position is that the position now requires more communication with the Planning Board and the Zoning Board of Adjustment. The position went from an hourly position to a salaried position, and Mr. Blackwell will attend all the Planning Board and Zoning Board of Adjustment meetings.

Mr. Brown mentioned that the salary line has an increase of \$6,329. He noted that the salary increases in increments over the year as Mr. Blackwell achieves certain levels of certification. Ms. Douglas mentioned that her understanding was that the part-time position was made into a full-time position. She asked why the position was made full-time without going before the voters? Mr. Brown stated that the position has been full-time since he started working for the Town in 2015. He noted that Selectman Kevin Lynch held the position for ten years as a full-time employee. Mr. Cutter mentioned that the time-frame Ms. Douglas was referring to was when an Inspector retired and before the Town hired a full-time Inspector.

Mr. Cutter commented that last year when the Committee was presented the budget, they heard a lot about software updates, changes, and new programs to help with the efficiency of the Code Enforcement Department. He asked for an update on the changes that are working regarding the automation of the permits? Mr. Blackwell stated that the Department would get there, but he is still learning the new programs. He noted that the programs would help the efficiency of the office.

Mr. Barka asked if there was a reason that the Town was keeping \$1,000 on line 129 for a Temporary Inspector? Mr. Brown stated that the \$1,000 is there for when Mr. Blackwell has a scheduled vacation.

Mr. Taylor asked Mr. Brown if Inspector Blackwell was receiving a new vehicle? Mr. Brown stated that one of the police cruisers that was going to be traded-in would instead be converted to the Inspector's vehicle. He informed the Committee that Mr. Blackwell took the current Inspector's vehicle to get inspected at Edward's Auto Repair, and the vehicle did not pass inspection. The reason the vehicle did not pass inspection was that the undercarriage of the car was corroded. The vehicle was taken out of service, and Mr. Blackwell is using his vehicle. He noted that the Town would absorb the cost of Mr. Blackwell using his vehicle for work and is hopeful the 2018 Chevy Tahoe will be converted and ready for Mr. Blackwell before the beginning of the year.

The Committee thanked Inspector Blackwell for coming to the Budget Committee meeting.

ii. Health Department - 4411.10

Town Administrator Troy Brown mentioned that Deputy-Chief Doug Nicoll is the current Health Officer, but at the beginning of 2022, the position will transfer back to Inspector Blackwell. The Health Officer is an appointed position by the Select Board and can be any person. The benefit of having the Building Inspector act as the Health Officer is reducing duplication of inspections.

Mr. Brown commented that the Health Officer annually inspects licensed daycare facilities, and the Fire Department would also perform a fire inspection. Mr. Brown commented that Deputy-Chief Doug Nicoll informed him that the State of New Hampshire is coming out with new mandates regarding the training and reporting by the Health Officer.

Ms. Douglas asked if the \$450 for the Health Officer and two Deputies regarding Seminars and Conventions was an estimate or an actual amount? Mr. Brown stated that the amount was an estimate.

Ms. Douglas asked if the Town was going to test Darrah Pond? Mr. Brown mentioned that the State used to come around and test Darrah Pond for E-Coli, and the State has since cut back on the testing. He noted that the Town could hire someone to test Darrah Pond, but it would need to be initiated by the Town.

The Committee discussed whether testing of Darrah Pond should be performed because of their concern that people might swim in untested waters. Mr. Blackwell stated that Deputy-Chief Doug Nicoll is looking into the testing of Darrah Pond.

Mr. Cutter asked if this was the Budget that the Town would see the milfoil treatments? Mr. Brown commented that this was a discussion in the past and was also a Special Warrant Article. He noted that the Warrant Article was pulled because of a lack of information. Rec. Commission Chairman Steve Gannon mentioned that the Rec Commission looked into the cost of treating the milfoil a couple of years ago, and the cost was approximately \$10,000.

iii. Parks and Recreation - 4520.10

Chairman Steve Gannon introduced himself to the Budget Committee. Town Administrator Troy Brown mentioned that the Rec Commission had not created an RFP for field maintenance, and he is very concerned that field maintenance costs might be significantly higher than last year's amount. Mr. Gannon stated that the contract is a one-year contract with the potential for a three-year extended contract. He noted that Ryan Lane from Naticook Lawn and Landscape had not contacted the Rec Commission about extending the contract.

Mr. Gannon mentioned that the materials alone have increased from 30% up to 100%, and with the increase in prices for fuel and the lack of truck drivers, the prices will continue to increase. Ms. Douglas asked if there was a timeline for when the Rec Commission will have a proposal for field maintenance? Mr. Gannon noted that the Rec Commission is re-writing the RFP, but the typical way of requesting an RFP is by a newspaper. The Commission will instead go around to local companies to solicit proposals from the landscapers.

Mr. Gannon mentioned that Corning Field, Justin Bissette Field, Brickyard, Litchfield Park, Roy Memorial Park, Jeff Lane, Scott Innes Field, and John Bryant River Access would be included in the RFP. He commented that the landscaper, this year, took care of the pump and flushed all the irrigation heads.

Mr. Brown reviewed the line items and mentioned that the clerical support for the Rec Commission was eliminated from the Rec Commission Budget and added to the Select Board Budget. He mentioned that the Town is still going out to bid and receive proposals for electricity rates for 2022, and mentioned that the budget for propane gas has increased by \$2,915. The School District received a reasonable price, but the price went from \$1.33 a gallon to \$1.85 a gallon.

Mr. Brown noted that he is anticipating a rate increase for water, and the rest of the budget either was reduced or stayed level-funded. Ms. Douglas asked whether it was worth having or developing a five-year plan on investments in Talent Hall? Mr. Gannon stated that the Rec Commission discussed creating a plan but wondered if they were throwing good money after bad money. He stated that the floor in Talent Hall could no longer be sanded or refinished.

Mr. Taylor wanted to know how much of the Building Repairs and Maintenance Budget was for Talent Hall. Mr. Brown mentioned that it was for Talent Hall, but that could include outside lighting and fencing, Mr. Gannon stated that the Rec Commission would be installing ADA Compliant swings this year and using funds from this year's budget.

The Committee and Mr. Gannon discussed asking the groups that use the Rec Commission's fields and facilities to participate in the maintenance costs. Mr. Gannon provided examples of how this can be done and the benefits that could come from the groups paying for maintenance costs,

Mr. Taylor asked if the Litchfield Rec Commission website was needed? He wanted to know if the Rec Commission website was needed for \$700 a year when the website could be on the Town of Litchfield website? Director of Technology John Brunelle informed Mr. Taylor that the actual cost was \$300 a year. Mr. Gannon explained how he is working on the Rec Commission website and trying to create a calendar that would allow residents to see who is using a field or facility at a specific time. Mr. Gannon added that he does not know if Mr. Brunelle would want everything on the Town's website.

The Committee thanked Steve Gannon for coming to the Budget Committee meeting.

iv. Zoning Board - 4191.30

Town Administrator Troy Brown mentioned that he made a couple of changes to the Zoning Board Budget today. He noted that the Zoning Board was struggling with the cost of the legal notices. Initially, the staff thought they should charge \$300 per meeting, but with the Covid-19 requirements of publishing the notice regarding how to participate remotely, the level-funded Town can get the cost down to \$175 per meeting.

Mr. Brown commented that the Books and Periodicals line is regarding the annual books from the State and updated laws. The books cost \$8 each, and he noted that the Zoning Board is planning on some seminars that will cost \$50 each.

Mr. Brown mentioned that Laura Gandia took over as Chair of the Zoning Board of Adjustment a couple of months ago. Ms. Gandia noted that the Select Board appointed five new Zoning Board of Adjustment members.

Ms. Douglas asked if there was any chance that the laws might be online instead of printing out a new copy every year? She noted that the books that she had were online. Mr. Brown stated that he believed the books were online, but a lot of members on the Zoning Board prefer to read a printed copy instead of an online copy. He stated that the book is updated once a year by the State of New Hampshire.

Mr. Taylor asked if there was a revenue offset with this Department? Mr. Brown stated that he believed he offset the expense of the Department with the Revenue Budget.

The Committee thanked Laura Gandia for coming to the Budget Committee meeting.

v. Library - 4550.20

Library Director Vicki Varick and Chair Donna Ferguson introduced themselves to the Budget Committee. Ms. Varick stated that the Library Department is proposing a budget for 2022 of \$309,347, which is a 1.28% increase. Ms. Varick mentioned that many service-type items were taken out of the last budget because of the pandemic, and they would like to get those services restored and get their programming back up and running.

Ms. Varick commented that the Department is in the third year of the health insurance buyout, which created an increase of \$1,867. She noted that the total wages decreased because of some staffing changes, and because of the decrease in wages, she asked for a four-hour increase for the Assistant Librarian position.

Ms. Varick commented that it took six months to hire a librarian and forced the library to make some adjustments. She noted that the new hire had started his second week on the job. Ms. Varick mentioned that the heating oil went up, and the handicap lift is due for a five-year load test. Community Programming has an increase of \$946, which will allow the library to restore its programs. There is an increase in Library Supplies because they need to order more bank checks and there is an increase in Books and Media for downloadable books. Ms. Varick mentioned that because the library has two levels, they requested funds to purchase a couple of book carts and a flat shelf book truck.

Mr. Taylor mentioned that the year-to-date spending is behind schedule and asked if that was because they went months without a librarian? Ms. Varick confirmed that this had to do with the lack of a librarian. Ms. Douglas questioned if the Library Department has an opportunity to take some of next year's expenses and purchase them out of this year's budget? Ms. Varick stated that there are things that the library is already planning on doing, but it was a possibility.

Mr. Son asked what percentage of checkouts are digital versus print? Ms. Varick mentioned that 30% of the checkouts are digital and 70% are print. Mr. Cutter asked if the library had any metrics to show how many people came into the library or used the library services? Ms. Varick said that this year, it was too difficult to get the metrics.

Mr. Cutter asked what the intention of the Aaron Cutler building was? He wanted to know where the documents are that show the intended use of the building. If the building was vacated, what is the Town of Litchfield's responsibility regarding the building? Ms. Varick stated that Mr. Brown provided her with a copy, a few years ago, of Aaron Cutler's Will which describes where the library has to be built, someone else has to donate the land, but the Will does not address the future of the building. Mr. Cutter reviewed the problems that the building had a few years ago. Similar to Talent Hall, Mr. Cutter wanted to know when enough is enough.

The Committee discussed the options they had with the Aaron Cutler Library and the possibility of outsourcing the library resources. Ms. Varick mentioned that the Town of Hudson Library does not want to support the library needs of Litchfield residents. She added that the library is 100 years old, and very little has been done to improve the building.

Mr. Taylor asked about the feasibility of including the Town library in the GMS Project? He acknowledged that some of the library hours would be restricted because they would be open during school hours. Ms. Harrison stated that it was a possibility, and Mr. Son stated he mentioned several times that the GMS Project needs to have a community component. Ms. Harrison noted that the first community outreach night is scheduled for November 2 at CHS.

Ms. Douglas commented that the mission of the Aaron Cutler Trustees is to protect Aaron Cutler. If the Town or the School District wants to have the input of the voters, then they would need a Warrant Article. Ms. Varick stated that if the hours for the library were restricted because of being part of the school, then many of the programs that the library offers could not be done.

The library will be back at full availability on November 1.

vi. Cemeteries - 4195.10

Town Administrator Troy Brown mentioned that the bottom line increase here is \$97. The groundskeeping and the water budgets were increased. Mr. Brown commented that the Cemetery Trustees are in charge of finding someone to maintain the cemeteries, and they continue to use the same company.

The Committee discussed the difficulty of maintaining a cemetery.

vii. Mosquito District - 4411.20

Town Administrator Troy Brown commented that he put this budget together in June. He mentioned that there was a competition between Municipal Pest Management and a former employee of the company. The Town decided to stay with Municipal Pest Management, and the company offered the same price for 2022.

viii. General Governmental Facilities - 4194.10

Town Administrator Troy Brown stated an increase of \$19,363, and a large amount of that is from the energy costs. Mr. Brown said that the salary for the custodian increased by \$750. He mentioned that the old Fire Station has a proposed increase of \$1,850 for electricity and \$2,678 for propane, and noted that the electricity and propane costs include the two of the new communication towers. Mr. Brunelle commented that the Town has four new communication towers:

- a. Morgan Road (Private)
- b. Rocky Hill Road
- c. Roy Memorial Park
- d. Old Town Hall / Cable Studio

Mr. Brown mentioned that the old Town Hall electricity cost is expected to increase by \$146. The Historical Society will reimburse the Town for the cost of the electricity. He noted that the most significant increase came from the cost of gasoline, and the increase was \$12,705. Mr. Taylor commented that he thought that car gas per gallon excludes taxes. Mr. Brown said that the gasoline does exclude taxes, but the Town has to rely on a truck to come and deliver gasoline to the site. The Town is not paying a tax but instead is paying for the gasoline to be delivered.

The Committee discussed making a deal with a local gas station to save money. Mr. Brown stated that he still has hope that the public gas station project could still occur. Mr. Cutter commented that the Budget Committee might have to revisit this budget later in the season.

Mr. Cutter asked why only two of the four communication towers are on line? Mr. Brunelle mentioned that all four are on line.

ix. Information Technology - 4150.20

The Director of Technology, John Brunelle, provided an update on the communication towers. Mr. Brunelle commented that the communication towers went into service at the end of May for both the Fire and Police Departments and in September for the DPW. He noted that building four steel communication towers during the pandemic was challenging. Mr. Brunelle mentioned that he had received reports that the Fire and Police Departments have significantly improved communications.

Mr. Brunelle stated that the two free sites are Rocky Hill Road and Roy Memorial Park. The Rocky Hill Road site has a generator, and if the Town receives a grant, they will add a generator at Roy Memorial Park. The third site is at the

old Town Hall, and cable studio and the fourth site is Morgan Road at the Verizon tower site. He noted that the towers are going through a communications audit. Once the audit is complete, the project will be handed over to the Town, and the one-year warranty will begin. After the first year is complete, the Town will need to place the towers in a maintenance program, and the maintenance project will cost approximately \$15,000 to \$25,000 a year.

Mr. Barka asked Mr. Brunelle for a description of the project? Mr. Brunelle stated that the Town voted to replace the aging communication system across the three departments. He noted that the departments had three aging communication systems in the past, and the parts to fix or upgrade the systems were no longer available.

Mr. Brunelle explained how the system works and how the Police, Fire, and DPW departments can now communicate. He added that the SRO at CHS can communicate with the Dispatch. Mr. Brunelle described the cost issues he ran into with the project, mainly because of the pandemic. Mr. Taylor asked if the cost overruns were paid for out of an existing budget or did the overrun end up being rolled up with the lease payments? Mr. Brunelle mentioned that the bond/lease payment that the voters approved is set, but he said that the Tech Budget should help with the payments, and he is hoping for a grant to help offset some of the cost.

Mr. Cutter asked when they would know about the maintenance cost line item? Mr. Brunelle said they would know next year. Mr. Taylor asked how much were the overruns that came out of this budget? Mr. Brunelle said that it came out of last year's budget, and the Select Board authorized him an additional \$35,000, and he exceeded that by around \$19,000.

Mr. Brown mentioned that the Town had received unanticipated funding. The Town received around \$200,000 for Covid related costs (CARES Act), and the reimbursement allowed the Town a one-time opportunity to improve its communication systems.

The Committee discussed the expenses that will significantly impact the tax cap next year. Ms. Douglas commented that the line item for the Director of Technology's contract has a zero, and she wanted to know if that was accurate? Mr. Brunelle mentioned that the Technology Budget was reorganized appropriately, and his salary was placed on line item 110 Wages. Mr. Brunelle said that he is a part-time employee for the Town, and the Committee discussed how the change in employment status should have been done.

Mr. Brown stated that last year the Select Board decided to define the position as an employee. Before last year, it was unclear whether Mr. Brunelle was considered an employee or a contractor. He added that Mr. Brunelle was doing part-time employee work.

Ms. Harrison noted that the concerns from 2003 are very different from the concerns of 2020. She mentioned that the Select Board and the School District have the authorization, as legislative bodies, to make the decisions. Ms. Harrison added that these decisions need to be made in a timely manner and can not wait for a Warrant Article on the ballot. Ms. Douglas respectfully disagreed with Ms. Harrison.

Mr. Brunelle reviewed the Technology Budget with the Budget Committee. The budget for 2022 is \$173,692, and that is an increase of \$39,864. The significant increases come from Software Support and Equipment Purchases. He noted that Software Support increased by \$13,919, and Equipment Purchase increased by \$15,647.

Mr. Brunelle commented on the equipment purchases for the Police Department and other Town Departments. He mentioned the Online Forms, Microsoft Office, and other programs that the Town needs. Mr. Brunelle stated that he had proposed five computer upgrades. The upgrades would include monitors.

Mr. Brunelle described the Online Forms software. The software would allow someone to send an email, and the employee could electronically sign the form. The software costs \$6,700 a year.

Mr. Taylor asked why the residents in Town would want to search for the correct online form instead of having the Road Agents' email address and sending him an email. Mr. Brunelle mentioned that with email, there is no acknowledgment that someone received the email. Online Forms responds to the sender of the email as soon as the email is received.

Mr. Brunelle mentioned that he receives pay for 24 hours a week and 40 weeks a year. Mr. Brunelle noted that he keeps track of his work hours, and he exceeds 36 hours a week.

Mr. Barka asked if the Microsoft Office was the Town buying it or would it be a yearly \$250 expense? Mr. Brunelle commented that he had not decided yet.

The Committee thanked John Brunelle for coming to the Budget Committee meeting.

x. Revenues

Town Administrator Troy Brown mentioned that the Town is holding strong for what they budgeted for revenues. He noted that the Town is proposing an increase of \$55,890 from last year's budget. The Town is proposing an increase of \$1,500 regarding the Timber Tax, and the Land Use Change Tax has a proposed increase of \$10,000, and the Payments in Lieu of Taxes (PILOT) for the Town of Hudson is increased by \$494. Mr. Brown stated that whatever the property is assessed at, then a property tax is generated.

Mr. Brown stated that the Excavation Tax has a proposed increase of \$1,000, the Motor Vehicle Permit Fees has a proposed increase of \$28,000, the Building Permits has a proposed increase of \$1,200, and Other Licenses, Permits, and Fees have a proposed increase of \$600. He added that Revenue from the Federal Government is level-funded, and Revenue from the State of New Hampshire (Block Grant) has a proposed increase of \$10,000.

Mr. Brown commented that Income from Departments has a proposed increase of \$950. The Sale of Municipal Property is level-funded, the Interest on Investments is level-funded, and Other Miscellaneous Revenues has a proposed increase of \$2,146.

Mr. Taylor asked if there was some way to increase the fees to help offset the cost of the fire hydrants? Mr. Brown mentioned that the Timber Tax, Land Use Change Tax, and Excavation Tax are all driven by the State, and the Town does not control those fees.

Ms. Douglas asked how does the Town capture those expenses in Impact Fees? Mr. Brown commented that the Impact Fees are not part of the General Fund, and a house typically generates anywhere from \$8,000 to \$12,000. He noted that the Impact Fees are tied up in the methodology study and the Capital Improvement Plan. Mr. Brown described the process that the Town went through that took about two-and-a-half years to complete. The Planning Board worked with Bruce Mayberry from BCM Planning to create the Impact Fee methodology.

He added that the Capital Improvement Planning Committee agreed on Monday to go back and revisit the Town's Impact Fee methodology.

Ms. Harrison asked if Mr. Brown knew of any additional funding that the Town might receive from Federal Relief Programs? He mentioned that any relief funds that are received by the Town would be considered as Unanticipated Funds. The Town has received \$452,000 in ARPA funds this year and will receive another \$452,000 next year. The Capital Improvement Planning Commission is responsible for contacting Department Heads, Commissions, Committees, and Boards and asking them to develop some ideas on how to spend the funding.

Ms. Douglas asked what the Seymour Restitution for \$400 was? Mr. Brown commented that a former Town Official embezzled funds, and the Town receives restitution of \$400 a year.

Mr. Brown mentioned that when the voters approve the budget, there is a schedule of gross appropriations and estimated revenues. Once the budget is approved, the Town is not allowed to expend more than what was appropriated. Mr. Brown provided an example of him bringing in a million dollars of revenue; the Town is still not allowed to spend the money. If the Town receives Unanticipated Revenue, then the Town could spend the additional money.

xi. Town Clerk - 4140.10

Mr. Son wanted to know if there was a budget concern or implication from the information communicated to the Committee from the Town Clerk. Mr. Leary mentioned that he spoke with the Select Board and they are not in favor of the two part-time positions. Mr. Leary added that he had spoken to the Select Board, and they are in favor of keeping everything the way it is. If there is a new part-time position created, it will go in front of the voters. Mr. Leary commented that the Select Board took an employee that had been here for 25 years and who did not want to be the Deputy Clerk any longer and reduced her hours. The Select Board then voted to give the employee her benefits.

The Committee discussed their concerns about the number of hours the employee will work, how much the employee will be paid, and how this will impact the health insurance coverage. Mr. Brown noted that he was shocked that this information was shared but acknowledged that the Select Board had Non-Public sessions and worked with legal counsel regarding this matter.

9. School Business:

a. General Updates

No report

b. RSA 32:22: Review of Expenditures

None

10. Old Business:

a. None

11. Member Input / New Business:

a. None

12. Next Budget Committee Meeting

Chairman Andrew Cutter said that the next two Budget Committee meetings would be:

a. October 14 - Thursday

b. October 21 - Thursday

13. Public Input #2 @ 9:20 pm

- a. There was no one for Public Input

Public Input ended at 9:21 pm.

14. Adjournment:

Motion: (Ms. Douglas / Mr. Barka) motioned to adjourn the public meeting at 9:21 pm.

Roll-Call:

- a. Mr. Cutter - Yes
- b. Mr. Son - Yes
- c. Mr. Barka - Yes
- d. Ms. Douglas - Yes
- e. Mr. Hayes - Yes
- f. Mr. Taylor - Yes
- g. Ms. Harrison - Yes
- h. Mr. Leary - Yes

Vote: (8-o-o) The motion carried.

Respectfully Submitted,

Matthew Sullivan

Budget Committee Recording Secretary

Approved by the Budget Committee:

Andrew Cutter, Chairman

John David Son, Vice Chairman

Derek Barka

Keri Douglas

William Hayes

Kate Stevens

Scott Taylor

Christina Harrison, School Board Representative

Robert Leary, Selectmen's Representative