

Town of Litchfield, NH
Budget Committee Meeting
October 21, 2021
Litchfield Town Hall

In Attendance:

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

Selectmen's Rep.: Robert Leary

School Board Rep.: Christina Harrison

Also in Attendance: Troy Brown, Town Administrator; Karen White, Finance Manager; and Thomas Scotti, Captain;

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) So moved.

Roll-Call:

- | | | | |
|----|-------------|---|-----|
| a. | Mr. Cutter | - | Yes |
| b. | Mr. Son | - | Yes |
| c. | Mr. Barka | - | Yes |
| d. | Ms. Douglas | - | Yes |
| e. | Ms. Stevens | - | Yes |
| f. | Mr. Taylor | - | Yes |
| g. | Mr. Leary | - | Yes |

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

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 was still concerned with the Covid-19 variants. He added 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.

Christina Harrison entered the meeting at 7:03 pm.

4. Review / Additions of Agenda:

- a. No additions or changes to the agenda.

5. Correspondence:

Chairman Andrew Cutter reviewed the Correspondence Summary.

a. Town Budget Reports:

- i. October 15, 2021

- b. October 16 – Minutes from 10/14 shared.
- c. October 18 – Update from Chief Fraitzl on propane heating costs; forwarded to the Committee.
- d. October 18 – Minor word edit to minutes submitted by Mr. Hayes.
- e. October 20 – Circulation of 10/28 tentative Budget Committee meeting agenda.
- f. October 20 – Town Administrator Brown adjustment to Fire Station propane; forwarded to the Committee.
- g. October 20 – Invitation to join the 11/4 and 11/8 School Board Budget Meeting sessions; 6:30 pm start at CHS.
- h. October 20 – Mr. Hayes email confirming remote participation for the 10/21 meeting.
- i. October 20 – Updated Business Administrator report from school; sent to Budget Committee on 10/21.
- j. October 21 – Town Administrator Brown submitted six budget revisions.

6. Review / Acceptance of Minutes:

- a. October 7, 2021, Meeting Minutes -

Discussion: None

Motion: (Ms. Douglas / Ms. Harrison) Motion to approve the meeting minutes from October 14, as amended.

Roll-Call:

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

Vote: (9-0-0) The motion carried.

7. Town Business:

a. General Updates

Town Administrator Troy Brown mentioned that the Town received the Unemployment, Worker's Compensation, and Property Liability Insurance rates. The Town made the following revisions:

- i. Unemployment increased by \$196 to \$1,372.
- ii. Workers Compensation will have a zero dollar change.
- iii. PLT Insurance increased by \$9,273 to \$86,473.
- iv. Fire Heating Fuel was reduced by \$3,926 to \$9,723.
- v. The Library Budget was reduced by \$6,170 to \$303,177.

- vi. Debt increased by \$42,000.00 to \$237,189.00

The total increase to the budget is \$41,373.00

Mr. Taylor asked Mr. Brown to confirm that the Impact Fees for years two and three were not going to expire and be returned to the taxpayers? Mr. Brown confirmed that the Impact Fees were not going to expire, and Finance Manager Karen White said that the Impact Fees will not expire until March 2025.

Mr. Brown added that the State made some changes to the methodology to the Revenue Sharing and will result in an additional \$287,000 for the tax rate this year (2021). Instead of the State calculating based on their forecast, they will take a percentage of that amount and redistribute it throughout the cities and towns. The State has changed the formula so that they are working on actual collections. The State will then set aside 30% of the collections, and that amount is redistributed throughout the cities and towns.

He added that this is the plan for the next couple of years, subject to change. The amount is pretty much locked in for 2021 and 2022, and the Town will set its tax rate in a couple of weeks. Mr. Brown noted that these revenues would be part of the tax rate.

b. RSA 32:22: Review of Expenditures

None

c. Town Voting:

i. Board of Selectmen - 4130.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$145,102. Chairman Cutter commented that the budget has an increase of \$7,611 and asked for a motion.

Discussion: None

Motion: (Ms. Douglas / Mr. Leary) So made.

Roll-Call: Mr. Cutter - Yes; Mr. Son - Yes; Mr. Barka - Yes; Ms. Douglas - Yes; Mr. Hayes - Yes; Ms. Stevens - Yes; Mr. Taylor - Yes; Ms. Harrison - Yes; and Mr. Leary - Yes

Vote: (9-0-0) The motion carried.

ii. Town Meeting - 4130.30

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$12,700. This represents an increase of \$3,684.

Discussion: None

Motion: (Ms. Douglas / Mr. Son) Motion to approve.

Roll-Call: Mr. Cutter - Yes; Mr. Son - Yes; Mr. Barka - Yes; Ms. Douglas - Yes; Mr. Hayes - Yes; Ms. Stevens - Yes; Mr. Taylor - Yes; Ms. Harrison - Yes; and Mr. Leary - Yes

Vote: (9-0-0) The motion carried.

iii. Town Clerk - 4140.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$134,922. This represents an increase of \$11,174. The Committee discussed the pros and cons of voting to approve a budget that includes two part-time employees with no benefits.

Discussion: Mr. Leary commented that the Selectmen did not endorse this, and the part-time positions still need to go to a Warrant Article.

Motion: (Mr. Taylor / Ms. Douglas) Motion to reduce the bottom line number by \$11,163.36 by taking advantage of the part-time option that was listed in the budget.

Roll-Call: Mr. Cutter - No; Mr. Son - No; Mr. Barka - No; Ms. Douglas - Yes; Mr. Hayes - No; Ms. Stevens - No; Mr. Taylor - Yes; Ms. Harrison - No; and Mr. Leary - No

Vote: (2-7-0) The motion failed.

Motion: (Mr. Barka / Ms. Douglas) Motion to approve \$134,922.

Roll-Call: Mr. Cutter - Yes; Mr. Son - Yes; Mr. Barka - Yes; Ms. Douglas - Yes; Mr. Hayes - Yes; Ms. Stevens - Yes; Mr. Taylor - Yes; Ms. Harrison - Yes; and Mr. Leary - Yes

Vote: (9-0-0) The motion carried.

iv. Accounting - 4150.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$268,502. This represents a reduction of \$6,226.

Discussion: None

Motion: (Ms. Douglas / Mr. Barka) I make a motion to recommend.

Roll-Call: Mr. Cutter - Yes; Mr. Son - Yes; Mr. Barka - Yes; Ms. Douglas - Yes; Mr. Hayes - Yes; Ms. Stevens - Yes; Mr. Taylor - Yes; Ms. Harrison - Yes; and Mr. Leary - Yes

Vote: (9-0-0) The motion carried.

v. Information Technology - 4150.20

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$173,692. This represents an increase of \$39,864.

Ms. Douglas asked if the replacement of monitors was going to be an ongoing expense? Mr. Brunelle answered that this would be an annual expense.

Mr. Son asked if there is an opportunity for the equipment purchase to come out of this year's budget? Mr. Cutter stated that this would be a Select Board's decision, and Mr. Brown mentioned that the Town has already made some decisions to convert the street lights to LED lights. Mr. Brown added that the Town had done the Police and Fire Department vehicles, but it can be looked at around Thanksgiving.

Discussion: Mr. Taylor said the reduction is around line 740. He added that the growth rate is more than he would like to see, and the budget is increased by \$40,000. Mr. Brunelle commented that some of these monitors would be a one-time expense, and he added that the computers are an annual expense. The \$4,250 is a one-time expense. Mr. Brunelle acknowledged that the price of \$975 per computer would more likely be \$1,025 per computer, and he is already waiting on the computers that he ordered last year.

Ms. Douglas pointed out that next year the Budget Committee will see a Police Cruiser in the budget. She mentioned that the reality is that this budget is not a bad year to purchase the equipment.

Mr. Cutter suggested that if the Budget Committee is wrong with the reduction in the IT Budget, then the Committee could entertain a motion to add money back into the budget before the bottom-line vote.

Motion: (Mr. Taylor / Ms. Douglas) Motion to reduce the bottom line by \$4,250.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - No; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (8-1-0) The motion carried.

Mr. Cutter stated that the Information Technology Budget is now at a bottom-line for \$169,442.

Motion: (Ms. Douglas / Mr. Son) Motion to approve \$169,422.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - No; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (8-1-0) The motion carried.

vi. Tax Collection - 4150.40

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$130,869. This represents an increase of \$8,197.

Discussion: Ms. Harrison had a question regarding the health insurance; she wanted to know if the increase of \$6,372 was reflective of the decrease in the health insurance rates? Town Administrator Brown stated that it had to do with the new Deputy Clerk.

Motion: (Mr. Hayes / Ms. Douglas) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

vii. Revaluation of Property - 4152.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$27,210. This represents an increase of \$214.

Discussion: None

Motion: (Mr. Son / Ms. Barka) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

viii. Legal Expenses - 4153

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$29,721. This represents a reduction of \$279.

Discussion: Ms. Douglas commented that after reviewing the history of the Legal Expense Budget, the budget should have been around \$25,000. She noted that the 2018 budget for \$43,888 might have skewed the three-year average for the budget. Mr. Cutter noted that he was comfortable with the budget of \$29,721

Motion: (Ms. Douglas / Ms. Son) Motion to reduce by \$4,000.
Roll-Call: Mr. Son - Yes; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - Yes; Mr. Taylor -Yes;
Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;
Vote: (6-3-0) The motion carried.

Mr. Cutter stated that the Legal Expenses Budget is now at a bottom-line for \$25,721.

Motion: (Mr. Hayes / Ms. Douglas) Motion to approve \$25,721.
Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - No; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes;
Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;
Vote: (8-1-0) The motion carried.

ix. Personnel Administration - 4155

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$833,218. This represents an increase of \$84,868. Mr. Cutter asked for a motion to approve the budget.

Motion: (Ms. Douglas / Mr. Son) So made.
Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes;
Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;
Vote: (9-0-0) The motion carried

x. Planning Board - 4191.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$41,940. This represents an increase of \$1,374. Mr. Cutter asked for a motion:

Discussion: Mr. Taylor mentioned that there was one line item that was out of whack, compared to other parts of the Town. The Committee discussed line item 120. Mr. Brown stated that the Administration Assistant position is a part-time position for 16 hours per week at \$25.68 an hour and a \$1,000 longevity stipend. The person has worked for the Town of Litchfield for 34 years. Mr. Son asked if the Board approved the longevity stipend? Mr. Brown stated that the stipend was a Personnel Policy based on years of service.

Motion: (Mr. Taylor / Ms. Douglas) Motion to reduce the line item by \$4,726.
Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor -Yes;
Ms. Stevens - Abstain; Mr. Barka - No; and Mr. Hayes - No;
Vote: (1-7-1) The motion failed.

Mr. Cutter stated that the Planning Board Budget remains at \$41,940.

Motion: (Mr. Barka / Mr. Hayes) Motion to approve \$41,940.
Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes;
Ms. Stevens - Abstain; Mr. Barka - Yes; and Mr. Hayes - Yes;
Vote: (8-0-1) The motion carried.

xi. Zoning Board - 4191.30

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$2,330. This represents an increase of \$1,464. Mr. Cutter asked for a motion:

Motion: (Ms. Douglas / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xii. General Government Building - 4194.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$270,506. This represents an increase of \$19,363. Mr. Cutter asked for a motion:

Ms. Douglas asked if the Town had revisited line 635 for Gas at \$2.75, looked at the current futures, or is the number still close to where they should be? Mr. Brown mentioned that today the Town paid \$3.20 a gallon. He suggested that he and the Committee watch this and revisit this line when the Committee gets down to making a final decision. Mr. Brown noted that diesel fuel is \$4.00 a gallon.

Mr. Hayes asked Mr. Brown to provide the gas invoices for the past three months.

Discussion: Mr. Taylor commented that the increase that Pennichuck is going to pass on is a temporary increase of 15% for the first year, then it is going up from there. He noted that the line item had an 18% increase. Mr. Brown stated that Pennichuck petitioned the PUC to increase the rates by 22%. The PUC, in turn, authorized a temporary 15% increase, and Pennichuck will come back with a rate that is pretty close to the 22% that they petitioned for.

Motion: (Mr. Taylor / Ms. Douglas) Motion to reduce line 412 - PS Water Charges by \$435.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor -Yes; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - No;

Vote: (1-8-0) The motion failed.

Mr. Cutter stated the General Government Buildings would remain at \$270,506.

Motion: (Mr. Leary / Ms. Douglas) Motion to approve \$270,506, with the understanding that the Committee will revisit the budget in December.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xiii. Cemeteries - 4195

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$13,887. This represents an increase of \$97. Mr. Cutter asked for a motion:

Motion: (Mr. Hayes / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xiv. Other Insurance - 4196.90

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$78,960. This represents an increase of \$9,273. Mr. Cutter asked for a motion:

Motion: (Mr. Son / Mr. Cutter) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xv. Advertising & Regional Associations - 4197.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$16,712. This represents an increase of \$396. Mr. Cutter asked for a motion:

Motion: (Mr. Cutter / Mr. Leary) Motion to approve \$78,960.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xvi. Police - Administration - 4210.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$1,800,556. This represents an increase of \$5,094. Mr. Cutter asked for a motion:

Discussion: Mr. Taylor mentioned that a \$2,500 reduction would occur from line 140 - Wages - Overtime - Officers, and the other \$2,000 reduction would occur from line 199 - Community Detail. He noted that with the Additional Officer being hired there might be less Overtime and a reduction of Community Detail.

Ms. Douglas asked if the new Officer needed to go to the Academy? Captain Scotti stated that the Officer would need to undergo an FTO period, 8 - 12 weeks before being released. Officer McDonald is in the Academy right now, and when he gets out, he will need a couple of weeks of FTO. Captain Scotti added that the Officers had been restricted in their use of vacation time because of the pandemic, and he believes reducing the line item would be a mistake.

Captain Scotti pointed out that one of the State mandates that starts in January 2024 is that Officers will be required to maintain their certification. This means that Officers will need 24 hours of additional training, which will increase the overtime and training costs.

With regards to the Community Detail, Captain Scotti stated that the Department has shown that the \$12,000 is always used. The Department is still short of staff, even with the addition of two Officers. Mr. Leary commented that the Police Department has always been very good with its budget and is willing to cut when the Town needs cuts.

Motion: (Mr. Taylor / Ms. Douglas) Motion to reduce the bottom line by \$4,500.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor - Yes; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - No;

Vote: (1-8-0) The motion failed.

Mr. Cutter stated the Police - Administration would remain at \$1,800,556.

Motion: (Ms. Harrison / Mr. Cutter) Motion to approve \$1,800,556.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xvii. Police - Support - 4210.50

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$168,188. This represents an increase of \$2,503. Mr. Cutter asked for a motion:

Motion: (Mr. Hayes / Ms. Douglas) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xviii. Ambulance - 4215.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$70,500. This represents an increase of \$1,275. Mr. Cutter asked for a motion:

Motion: (Mr. Son / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xix. Fire - \$220.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$610,358. This represents a decrease of \$31,759. Mr. Cutter asked for a motion:

Discussion: Ms. Douglas noted that no matter how the Committee votes, they will revisit the budget in December.

Motion: (Mr. Hayes / Ms. Harrison) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xx. Hydrants - 4220.90

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$490,559. This represents a decrease of \$17,631. Mr. Cutter asked for a motion:

Mr. Brown commented that the hydrant budget is one that the Committee will want to revisit in December. A question was asked 'what would happen if the Town did not pay the hydrant bill?' Mr. Brown stated that the hydrants would likely be bagged and turned off by Pennichuck. The insurance rates would also increase. The Committee agreed that they did not want that to happen but agreed the Town should look into other options.

Discussion: Ms. Douglas noted that no matter how the Committee votes, they will revisit the budget in December.

Motion: (Mr. Cutter / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxi. Code Enforcement - 4241.20

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$94,103. This represents an increase of \$10,312. Mr. Cutter asked for a motion:

Mr. Taylor asked Mr. Brown what the plan was regarding the vehicle that did not pass inspection? Mr. Brown stated that the Town would take the 2018 Chevy Tahoe, retrofit the vehicle, and use the vehicle. The Tahoe has about 80,000 miles on it.

Motion: (Mr. Leary / Ms. Douglas) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxii. Emergency Management - 4290.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$16,977. He added that there is no change and no increase. Mr. Cutter asked for a motion:

Motion: (Mr. Leary / Mr. Cutter) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxiii. Road Agent - 4311.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$26,173. This represents an increase of \$2,069. Mr. Cutter asked for a motion:

Motion: (Ms. Douglas / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxiv. Road Maintenance - 4312.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$808,693. This represents an increase of \$86,693. Mr. Cutter asked for a motion:

Discussion: Ms. Douglas stated that the historical data shows that the cost falls under \$5,000. She wanted to bring the proposed budget in line with what she believed it should be.

Motion: (Ms. Douglas / Mr. Taylor) Motion to reduce line 571 - Road Sweeping by \$1,000.

Roll-Call: Mr. Son - Yes; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - Yes; Mr. Taylor - Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (6-3-0) The motion carried.

Discussion: Ms. Hayes commented that line 660 Vehicle Repairs & Maintenance should be reduced because the Town is going to have a \$45,500 increase in salt purchases. Ms. Douglas asked why 2018 was close to \$80,000 but 2020 and 2019 were around \$50,000 each? Mr. Leary stated that the Town replaced two old trucks with new trucks. The numbers more accurately reflect the 2019 and 2020 numbers.

Mr. Taylor mentioned that the Budget Committee approved the purchase of a new truck last year with the understanding that the truck would reduce maintenance costs, and this year, the line item was increased by \$10,000. Mr. Brown said that maintenance costs should decrease when a Town replaces an old truck with a new truck. At the same time, maintenance costs will always be needed on the vehicles. Mr. Son stated that he could support a reduction of \$5,000 but not a \$10,000 reduction.

Ms. Douglas noted that she remembered the conversation last year about moving away from vehicles requiring a CDL. The idea was that drivers with their CDL are challenging to find, and the newer vehicles would allow the Town to hire drivers without their CDL.

Motion: (Mr. Son / Mr. Barka) Motion to amend the amended motion to reduce line 660 by \$5,000.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - No; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (8-1-0) The motion carried.

Motion: (Mr. Taylor / Mr. Hayes) Motion to reduce line 660 by \$10,000.

Vote: (0-0-0) No vote was taken.

Mr. Cutter stated that the Road Maintenance Budget is now at a bottom-line for \$802,491.

Motion: (Ms. Douglas / Mr. Son) Motion to approve \$802,491.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - No; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (8-1-0) The motion carried.

xxv. **Street Lighting - 4316.30**

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$8,800. This represents a decrease of \$5,000. Mr. Cutter asked for a motion:

The Board thanked Mr. Brown for pursuing the LED Street Lighting project.

Motion: (Mr. Cutter / Mr. Son) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxvi. **Sanitation Administration - 4321.10**

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$478,348. This represents an increase of \$30,373. Mr. Cutter asked for a motion:

Discussion: Ms. Douglas commented that the expanded service causes the increase. She added that if the

Town is going to expand their service; then it should be done through a Warrant Article. Mr. Brown mentioned that the staff at the solid waste facility did increase their hours of operation by six hours a week. However, they increased the hours with less staff. He added that the backbone of the staff is part-time employees.

Motion: (Ms. Douglas / Ms. Stevens) Motion to amend line 120 by a reduction of \$4,900.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - Yes; Mr. Taylor -No; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - No;

Vote: (1-8-0) The motion failed.

Discussion: Mr. Taylor stated that line 693 should be reduced back to what the 2020 actual expenditures were. He added that the line item was increased during Covid because everyone was home and cleaning out their house, and now that the houses have, for the most part, been cleaned out, the line item should be reduced.

Ms. White commented that the Town received GOFERR (Governor's Office For Emergency Relief and Recovery) Funds because the State realized residents were going to be cleaning out their homes. The State paid for some of the hauls. Mr. Brown noted that the Budget Committee also reduced this line last year. Mr. Mellen informed him that the amount of waste dropped off at the Solid Waste Facility has not slowed down. The amount of people moving into and out of Litchfield has kept generating more trash.

Motion: (Mr. Taylor / Ms. Douglas) Motion to amend by a reduction of \$10,000.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor -Yes; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - Yes;

Vote: (2-7-0) The motion failed.

Motion: (Ms. Douglas / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxvii. Health Department - 4411.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$2,085. This represents an increase of \$55. Mr. Cutter asked for a motion:

Motion: (Ms. Harrison / Mr. Son) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxviii. Mosquito - 4411.20

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$28,600. This represents a decrease of \$3,251. Mr. Cutter asked for a motion:

Motion: (Mr. Taylor / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxix. Animal Control - 4414.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$20,116. This represents an increase of \$360. Mr. Cutter asked for a motion:

Motion: (Mr. Hayes / Mr. Leary) Motion to approve.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxx. Health Agencies - 4415

Town Administrator Brown stated that there is no amount requested. He noted that the Health Agencies Budget would be a Warrant Article, and it would be presented to the Budget Committee later. No action was taken.

xxxi. Vendor Payments - 4445.20

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$9,500. This represents a decrease of \$500. He added that the budget is here because of historical budgets, but the Town created a Capital Reserve Fund last year of \$10,000. Mr. Brown noted that the Town had not spent a dollar of the fund and thanked the Budget Committee for the idea to create the Capital Reserve Fund. No action was taken.

xxxii. Parks & Recreation - 4520.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$91,912. This represents an increase of \$1,435. He noted that the Rec Commission has not gotten back to him about the Field Maintenance contract. This budget is using last year's contract amount of \$55,000 and is subject to change.

Ms. Douglas asked if line 443 might be altered since the Rec Commission uses the schools more often? Ms. Douglas was not sure if the long-term plan was to keep using the school fields. Mr. Brown stated that what happened was about three years ago; the Rec Commission decided not to pay for the porta-potties at the school facilities. Mr. Cutter asked for a motion:

Motion: (Mr. Taylor / Mr. Cutter) Motion to amend to reduce the bottom line by a reduction of \$3,320.

Vote: (0-0-0) No vote was taken.

Discussion: Mr. Taylor stated it is time for the Parks & Recreation to push back on the leagues to pitch in and for the chemical toilet rentals since line 443 will be increasing. He added that line 740- Equipment Purchase should be reduced from \$320 down to \$0. Mr. Taylor noted that there is no reason that LRBL and Pickleball could not pay to replace the nets at the facilities.

Mr. Cutter stated that would mean a reduction of \$3,000 from line 443 and \$320 from line 740.

Mr. Leary asked for two separate motions because he would support the toilets but not the nets. Ms. Douglas stated that she would support the nets, but not the toilets. Mr. Taylor agreed to amend his

motion. The Committee discussed the impact of reducing line 443 by \$3,000. Ms. Douglas discussed how the leagues and groups have helped clean up the fields and put up the pavilions. The concern was that by expecting the leagues and other groups to help pay for the maintenance, the groups would have less incentive to volunteer their time towards the upkeep of the facilities.

Mr. Brown noted that the Budget Committee does not see a request for funds to pay for uniforms, umpires, referees, and coaches. These are all things that are required to run a youth sports program. He acknowledged that by requiring the leagues to pay towards the upkeep of the facilities, there would be less incentive to help and more disputes over which groups should pay more.

Mr. Cutter said it was time to call for a vote.

Motion: (Mr. Taylor / Mr. Cutter) Motion to amend the amended motion to reduce line 443 by \$3,000.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - Yes; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor -Yes; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - No;

Vote: (2-7-0) The motion failed

Discussion: Ms. Douglas mentioned that the nets are used at the outdoor facilities for everyone to use. She added that it is better to have children outdoors playing than inside playing with their Xbox. Mr. Leary pointed out that if he played tennis and had to pay for the net, he would bring the net home with him.

Motion: (Mr. Taylor / Mr. Son) Motion to amend the amended motion to reduce line 740 by \$320.

Roll-Call: Mr. Son - No; Ms. Harrison - No; Mr. Leary - No; Mr. Cutter - No; Ms. Douglas - No; Mr. Taylor -Yes; Ms. Stevens - No; Mr. Barka - No; and Mr. Hayes - No;

Vote: (1-8-0) The motion failed

Motion: (Ms. Douglas / Mr. Cutter) Motion to approve the budget of \$91,912, with the understanding that the Rec. Commission is still missing information, and the Budget Committee will revisit it in December.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxxiii. Library - 4550

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$303,177. This represents a decrease of \$2,276. Mr. Cutter asked for a motion:

Discussion: Mr. Taylor mentioned that the motion for a reduction was based on staffing costs. Ms. Douglas agreed that the library is overfunded and overstaffed, but there is not much to say regarding the budget. She added that the Committee needs to have a long conversation regarding the future of the library. Mr. Cutter agreed and added that his thoughts were to motion and make the budget \$1. He acknowledged that the motion was unlikely to pass but thought it would start a conversation within the Town that the Budget Committee needs some advice from the residents.

Mr. Brown commented that the Library Budget is provided to the Select Board as a courtesy, but the Library Trustees have control over this budget. Ms. Douglas asked if there is any requirement that the Library Budget has to be in the Board of Selectmen Budget and not a standalone Warrant Article? Mr. Brown stated that on the Municipal Budget Form, the Library Budget is part of the form.

Mr. Taylor stated that his issue was with line item 123 – Wages for Assistant Librarian. Ms. Stevens noted that the library has not been closed for 18-months.

Motion: (Mr. Taylor / Ms. Douglas) Motion to amend the Library Budget by reducing the budget by \$45,000.

Roll-Call: Mr. Son – No; Ms. Harrison – No; Mr. Leary – No; Mr. Cutter – No; Ms. Douglas – Yes; Mr. Taylor –Yes; Ms. Stevens – No; Mr. Barka – No; and Mr. Hayes – Yes;

Vote: (3-6-0) The motion failed

Discussion: Mr. Brown stated that he would get legal counsel’s opinion on Ms. Douglas’ motion.

Motion: (Ms. Douglas / Mr. Leary) Motion to approve the budget of \$303,177, with the understanding that if a Warrant Article is possible the budget will be removed.

Roll-Call: Mr. Son – Yes; Ms. Harrison – Yes; Mr. Leary – Yes; Mr. Cutter – Yes; Ms. Douglas – No; Mr. Taylor –No; Ms. Stevens – Yes; Mr. Barka – Yes; and Mr. Hayes – No;

Vote: (6-3-0) The motion carried.

xxxiv. Patriotic Purposes – 4583.10

Mr. Leary asked if this budget includes the flags that the Veteran’s Group is going to do? Mr. Brown mentioned that the purchase would happen this year, and Mr. Leary noted that the Veteran’s would replace the flags on 3A.

Discussion: None

Motion: (Mr. Cutter / Mr. Hayes) Motion to approve the budget of \$1,550.

Roll-Call: Mr. Son – Yes; Ms. Harrison – Yes; Mr. Leary – Yes; Mr. Cutter – Yes; Ms. Douglas – Yes; Mr. Taylor –Yes; Ms. Stevens – Yes; Mr. Barka – Yes; and Mr. Hayes – Yes;

Vote: (9-0-0) The motion carried.

xxxv. Conservation Commission – 4611.20

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$4,215. This represents an increase of \$3,422. Mr. Cutter asked for a motion:

Discussion: Ms. Douglas mentioned that at the last Budget Meeting, they discussed how the Conservation Commission has a significant Conservation Commission Fund that the voters have approved for the use of maintenance and ongoing work. She added that the funds exist without having to go to the taxpayers for more funding. Ms. Harrison asked if the \$2,199 was part of the fund to purchase land? Mr. Brown responded by saying that the funds are all included.

Mr. Cutter asked if the Conservation Commission had used any of the funds within the past year. Mr. Brown stated that they used it recently to purchase the Colby property for around \$100,000. He added that the Town would likely see a Warrant Article this year regarding a previous Warrant Article that set a cap of \$1,000,000 on the Conservation Fund. The language of the Warrant Article is that any funds received above the \$1,000,000 would go into a holding account until the next Town Meeting. The Town Meeting will be used to vote on how to use the excess funds.

Mr. Cutter agreed with the Committee but added that he wanted to thank Chairman Lepore for his hard work with the Conservation Committee.

Motion: (Ms. Douglas / Mr. Taylor) Motion to amend the budget to reduce line 430 by \$2,199.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

Mr. Cutter stated that the Road Maintenance Budget is now at a bottom-line for \$2,016.

Motion: (Mr. Son / Mr. Cutter) Motion to approve the budget of \$2,016.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

xxxvi. Debt - 4723.10

Town Administrator Brown stated that the Board of Selectmen is recommending for 2022 a budget of \$237,189. This represents a reduction of \$26,375. He added that \$25,000 of that budget comes from Impact Fees and is used as payment towards the Fire Station Bond. Mr. Cutter asked for a motion:

Motion: (Mr. Cutter / Ms. Douglas) Motion to approve the budget for Debt Service.

Roll-Call: Mr. Son - Yes; Ms. Harrison - Yes; Mr. Leary - Yes; Mr. Cutter - Yes; Ms. Douglas - Yes; Mr. Taylor -Yes; Ms. Stevens - Yes; Mr. Barka - Yes; and Mr. Hayes - Yes;

Vote: (9-0-0) The motion carried.

Chairman Cutter stated that the Budget Committee made \$16,448 in reductions to the budget. The Committee will re-look at the budget in December due to the adjustments and costs anticipated with the fuel and other items. Town Administrator Brown will look into the Library Warrant Article.

The Committee decided to review Revenues in December, and they confirmed that the Tax Cap is correct. The Town is \$42,022 under the Tax Cap. Mr. Brown stated that the Tax Cap is benchmarked against 2021, and until he gets the tax rate set, things will change a little.

8. School Business:

a. General Updates

No report

b. RSA 32:22: Review of Expenditures

None

9. Old Business:

a. None

10. Member Input / New Business:

- a. Vice-Chairman Son mentioned that the School District has the 'Reimagining GMS' session on Tuesday, November 2 at 6:30 in the GMS gym.
- b. Ms. Harrison stated that the School Board Budget Meeting with the Budget Committee would be in the CHS Library on November 4 and 8.
- c. Mr. Son asked how the Budget Committee can receive paper copies of the School District Budget? Ms. Harrison was unsure how they would be delivered, but they will be made available to the Committee.

- d. Town Administrator Brown thanked the Budget Committee for their hard work and making this process the best in the six years he has been with the Town. Chairman Cutter agreed with Mr. Brown and noted that in prior years the Budget Committee had to reduce the budget by more than \$100,000 compared to \$16,448.

11. School Budget Meeting Schedule

- a. November 2 - Tuesday - Delivery of Draft School District Budget to Budget Committee
- b. November 4 - Thursday - Joint Budget/School Session - School Presentations (CHS Library @ 6:30 pm)
- c. November 8 - Monday - Joint Budget/School Session - School Presentations (CHS Library @ 6:30 pm)
- d. November 11 - Thursday - Veteran's Day- No Meeting
- e. November 18 - Thursday - School Budget Review @ 6:30 pm
- f. December 2 - Thursday - School Voting - Budget Sections Presented
- g. December 9 - Thursday - School Voting - Top Level
- h. December 16 - Thursday - Town and School Warrant Article Presentations
- i. January 6, 2022 - Thursday - Warrant Article Voting

12. Public Input #2 @ 9:15 pm

- a. There was no one for Public Input

Public Input ended at 9:16 pm.

13. Adjournment:

Motion: (Mr. Leary / Ms. Douglas) motioned to adjourn the public meeting at 9:16 pm.

Roll-Call:

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

Vote: (9-0-0) 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