



# Budget Hearing

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January 13, 2022

# Committee Members

- Andrew Cutter, Chair (2022)
- John David Son, V. Chair (2023)
- Scott Taylor (2022)
- William Hayes (2022)
- Keri Douglas (2023)
- Kate Stevens (2023)
- Derek Barka (2024)
- Christina Harrison (School Board Representative)
- Robert Leary (Select Board Representative)

# Chairman Highlights

- The membership of the Committee shall be comprised of such number of members and other representation as determined by Town Meeting adoption of RSA 32.
- The Town of Litchfield adopted the provisions of the Municipal Budget Law by petition at the 1969 Annual Town Meeting (article 10) and at the same meeting, the Town voted to elect 6 budget committee members (article 11).
- In 2013, the town voted (article 14) to increase the elected membership from 6 to 7 members.
- Members serve staggered terms of three years.

# TOWN BUDGET

# Chairman Highlights

- March 2021: Resignation of Committee member Fordey. Mr. Scott Taylor appointed by Committee until town meeting in March 2022.
- Budget Review process began with Town Reviews on the following dates:
  - 9/30/21
  - 10/7/21
  - 10/14/21
- The Select Board delivered a budget to the Budget Committee after the Select Board meeting on 10/11/21 for \$7,442,795 which was under the tax cap by ~\$25k. This represented a 3.57% increase over FY2021

# Chairman Highlights

- The Budget Committee voted on the Town Budget on 10/21/21.

Actions taken:

- Information Technology: (\$4,250)
- Legal: (\$4,000)
- Road Maintenance: (\$6,000)
- Conservation: (\$2,199)
- On 10/21/20, the Budget Committee reduced various budget lines by a total of (\$16,449)
- Total revised town budget \$7,425,719

# Chairman Highlights

## Select Board Budget Updates:

Total Town Budget: \$7,425,719

Advertising: \$163

Fire Chief Contract: \$12,128

Hydrants: (\$61,973)

EMS Code Red: \$304

Recreation Fields: \$32,301

Gas: \$4,395

Revised Total Town Budget: \$7,413,037

# Town Summary – Final

- Town Budget is \$7,413,037
- 2.82% Increase over 2021 Approved Budget of \$7,203,793
- Budget is (\$72,165) under Tax Cap

	Tax Impact	No Tax Impact	Balance	
Art 4 - Operating Budget	\$7,413,037	\$0	-\$72,165	Under tax cap
Art 5 - Human Service Agencies	\$21,255	\$0	-\$50,910	Under tax cap
Art 6 - FT Highway Position	\$41,736	\$0	-\$9,174	Under tax cap
Art 7 - FT SRO Police Officer Position	\$0	\$0	-\$9,174	Under tax cap
Art 8 - PT Clerk Position	\$9,144	\$0	-\$30	Under tax cap
Art 9 - Fire Engine Lease	\$147,948	\$0	\$147,918	Over tax cap
Art 10 - Property Revaluation ETF	\$0	\$25,000	\$0	
Art 11 - Technology & Communication ETF	\$0	\$12,000	\$0	
Art 12 - Fire Vehicle & Equipment ETF	\$0	\$25,000	\$0	
Art 13 - Public Works ETF	\$0	\$80,000	\$0	
Art 14 - Conservation Fund Cap	\$0	\$0	\$0	
Art 15 - Farmland Capital Reserve Fund	\$0	\$0	\$0	
Art 16 - Petition Veterans' Credit				
<b>Total Tax Impact</b>	<b>\$7,633,120</b>	<b>\$142,000.00</b>		



**TOWN  
WARRANT ARTICLES**

# Town Summary – Warrant Articles

## **ARTICLE 4 - OPERATING BUDGET**

- Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$7,413,037. Should this article be defeated, the default budget shall be \$7,364,547 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2022 tax rate impact: \$0.09.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

# Town Warrant Articles

## **ARTICLE 5 - HUMAN SERVICES AND HEALTH AGENCIES**

- Shall the Town vote to raise and appropriate the sum of \$21,255 to support Human Services and Health Agencies providing services to the Town of Litchfield. Estimated 2022 tax rate impact: \$0.02

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

# Town Warrant Articles

## ARTICLE 6 - FULL TIME HIGHWAY POSITION

- Shall the Town vote to establish a full-time Highway position effective July 1, 2022 for an estimated annual wage, benefit and other related costs of \$85,607 and further vote to raise and appropriate the sum of \$41,736 for wages, benefits and other related costs for the period of July 1, 2022 to December 31, 2022. Estimated 2022 tax rate impact: \$0.03.

Wage & Benefits	2022	2023
Wages	\$26,000	\$52,000
Health	\$9,663	\$19,325
Dental	\$428	\$856
NHRS	\$3,656	\$7,311
SSI	\$1,612	\$3,224
Medicare	\$377	\$754
WC	\$0.00	\$2,137
Total	\$41,736	\$85,607

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

# Town Warrant Articles

## ARTICLE 7 - FULL TIME SCHOOL RESOURCE POLICE OFFICER POSITION

- Shall the Town vote to change the part-time School Resource Police Officer position to a full-time position effective July 1, 2022 at an estimated annual increase in wages, paid benefits and other related costs of \$41,067 and further vote to raise and appropriate the sum of \$0.00 for wages, benefits and other related costs for the period of July 1, 2022 to December 31, 2022. Estimated 2022 tax rate impact: \$0.00.

Wage & Benefits	2022	2023
Wages	\$0.00	\$7,952
Health	\$0.00	\$13,116
Dental	\$0.00	\$579
NHRS	\$0.00	\$19,066
SSI	\$0.00	\$0.00
Medicare	\$0.00	\$115
WC	\$0.00	\$239
Total	\$0.00	\$41,067

Recommended by Board of Selectmen (5-0-0)  
Recommended by Budget Committee (9-0-0)

# Town Warrant Articles

## ARTICLE 8 - PART TIME CLERK POSITION

- Shall the Town vote to establish a part-time clerk position to assist the Town Clerk / Tax Collector effective July 1, 2022. This position would be assigned to a 20 hour work week with no paid benefits at an estimated annual wage and other related costs of \$18,323 and further vote to raise and appropriate the sum of \$9,144 for wages and other related costs for the period of July 1, 2022 to December 31, 2022. Estimated 2022 tax rate impact: \$0.01.

Wage & Benefits	2022	2023
Wages	\$8,494	\$16,988
SSI	\$527	\$1,053
Medicare	\$123	\$246
WC	\$0	\$36
Total	\$9,144	\$18,323

Recommended by Board of Selectmen (4-0-1)  
Recommended by Budget Committee (9-0-0)

# Town Warrant Articles

## **ARTICLE 9 - FIRE ENGINE LEASE PURCHASE (CIP Plan Action YR 2022 - Replace 1995 Fire Engine)**

- Shall the Town vote to authorize the selectmen to enter into a 5 year lease purchase agreement for the sum of \$703,984 for the purpose of lease purchasing a fire engine with equipment and attachments for the Fire Department and to raise and appropriate the sum of \$147,948 for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2022 tax rate impact: \$0.12

Recommended by Board of Selectmen (5-0-0)

Not Recommended by Budget Committee (3-6-0)

# Town Warrant Articles

## **ARTICLE 10 - PROPERTY REVALUATION EXPENDABLE TRUST FUND**

- Shall the Town vote to raise and appropriate \$25,000 to be placed in the Property Revaluation Expendable Trust Fund established in 2021. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (4-1-0)

Recommended by Budget Committee (6-3-0)

Note 1 - Current balance \$25,000

Note 2 - Goal is to establish \$100,000 balance by 2024; next revaluation is 2025



# Town Warrant Articles

## **ARTICLE 11 - TECHNOLOGY & COMMUNICATION EXPENDABLE TRUST FUND**

- Shall the Town vote to raise and appropriate the sum of \$12,000 to be placed in the Technology & Communication Expendable Trust Fund as previously established? This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Note 1 - Current balance \$38,112

Note 2 - Goal is to establish \$50,000 balance

# Town Warrant Articles

## **ARTICLE 12 - FIRE VEHICLE AND EQUIPMENT REPAIR EXPENDABLE TRUST FUND**

- Shall the Town vote to raise and appropriate \$25,000 to be placed in the Fire Vehicle and Equipment Repair Expendable Trust Fund as previously established? This sum to come from the unassigned fund balance and no amount to be raised from new taxation.  
Estimated 2022 tax rate impact: \$0.00

Recommended by Board of Selectmen (4-1-0)  
Recommended by Budget Committee (6-3-0)

Note 1 - Current balance \$51,317

Note 2 - Goal is to establish \$75,000 balance

# Town Warrant Articles

## **ARTICLE 13 - PUBLIC WORKS EXPENDABLE TRUST FUND**

- Shall the Town vote to raise and appropriate the sum of \$80,000 for deposit into the Public Works Expendable Trust Fund as previously established? This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (7-2-0)

Note 1 - Current balance \$20,843

Note 2 - Goal is to establish \$100,000 balance

# Town Warrant Articles

## **ARTICLE 15 - FARMLAND CAPITAL RESERVE FUND**

- Shall the Town vote to raise and appropriate the sum of \$35,408.71 to be placed in the Farmland Capital Reserve Fund as previously established? This sum to come from the Land Use Change Tax Fund as previously established, which represents land use change tax revenue received as of December 31, 2021 but not transferred to the Conservation Fund in accordance with the \$1,000,000 cap established in 2014. No amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

(Pending) Recommended by Conservation Commission (0-0-0)

Recommended by Budget Committee (8-1-0)

Note 1 - Current fund balance is \$125,172

Note 2 - Board of Selectmen are agents to expend

# SCHOOL BUDGET

# Chairman Highlights

- The Budget Committee joined the School Board Budget Review sessions held on 11/4/21 and 11/8/21.
- The Budget was delivered to the Budget Committee on 11/4/21. Total delivered budget was \$23,931,881
- The Budget Committee reviewed the budget details on 11/18/21
- Voting on the school budget occurred on 12/2/21 and 12/9/21.
- On 12/2/21, the Budget Committee reduced various budget lines by a total of (\$14,257)
- On 1/6/22, the Budget Committee further reduced Special Education by (\$150,000)

# School Summary

## Budget Committee Reductions:

Total School Budget: \$23,931,881

CHS: (\$3,459)

LMS: (\$3,099)

GMS: (\$500)

Facilities: (\$5,500)

Business Services: (\$1,699)

Vocational Ed: (\$990) – SAU Adjustment

Special Education: (\$150,000)

Revised Total School Budget: \$23,766,634

**SCHOOL  
WARRANT ARTICLES**



# School Warrant Articles

## ARTICLE 1

- Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling \$23,766,634? Should this article be defeated, the default budget shall be \$24,184,241, which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Operating Budget:  
Estimated Tax Impact (per \$1000): Reduction of -\$0.29

Default Budget:  
Estimated Tax Impact (per \$1000): Reduction of -\$0.05

Recommended by School Board (5-0-0)  
Recommended by Budget Committee (9-0-0)

# School Warrant Articles

## ARTICLE 2

- Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association, which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
2022-2023	\$351,187
2023-2024	\$364,665

and further to raise and appropriate the sum of \$351,187 for fiscal year 2023, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact (per \$1000): \$0.29

Recommended by School Board (5-0-0)

(Pending) Recommended by Budget Committee (0-0-0)

# School Warrant Articles

## ARTICLE 4

- Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Support Staff Association, which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
2022-2023	\$99,433
2023-2024	\$98,202
2024-2025	\$91,822

and further to raise and appropriate the sum of \$99,433 for fiscal year 2023, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact (per \$1000): \$0.08

Recommended by School Board (5-0-0)

(Pending) Recommended by Budget Committee (0-0-0)

# School Warrant Articles

## **ARTICLE 6**

- Shall the Litchfield School District authorize the School Board to enter into a 20 year municipal lease agreement in the amount of \$5,066,140 for the purpose of funding the Litchfield Middle School project including but not limited to building renovation, heating and ventilation, lighting and controls, and renewable energy, and further to raise and appropriate the sum of \$195,000 for the first year's payment for that purpose? This lease agreement contains an escape clause. Majority vote required.

Estimated Tax Impact (per \$1000): \$0.16

Recommended by School Board (5-0-0)

Not Recommended by Budget Committee (3-6-0)

# School Warrant Articles

## ARTICLE 7

- Shall the Litchfield School District vote to raise and appropriate the sum of \$125,000 to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning and cost of new construction or renovation of existing facilities in the Litchfield School District? This sum to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no amount to be raised from taxation. *This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020.*

Estimated Tax Impact (per \$1000): \$0.00

Recommended by School Board (5-0-0)

Recommended by Budget Committee (6-3-0)