

Town of Pembroke  
Budget Committee Minutes

November 17, 2016

Attendance: Clint Hanson, Pat Boucher, Tina Courtemanche, Gerry Fleury, Mark LePage, Brian Seaworth, Ann Bond, Mike Connor, Dave Doherty

Excused: Karen Yeaton, Marie Chouinard, Sandy Goulet

Call to Order: 6:30pm

Energy Budget:

Dan Crean was present to request that a warrant article be proposed at Town Meeting to appropriate \$94,000 to convert overhead street lighting to LED. This cost would be offsite by a \$24,000 rebate and \$10,000 from the Energy Trust Fund, leaving a balance of \$59,500 to be raised by taxation. The town currently pays \$44,000 a year in street light bills, which would be reduced approximately 50% by converting to LED. The estimated payback period for the conversion is 3.3 years.

Although the Town would not own the light poles they would be required to maintain the fixtures and repair them if damaged or broken. This would be done via an outside contractor as the town does not have the equipment to do so. The conversion is currently budgeted to replace all 240 lights in the town although discussion could be had about removing unnecessary lights. The Town however is not planning to add any lights at this point in time.

Ambulance:

Chris Gamanche was in attendance to present the budget requests for the ambulance. The appropriation for the next fiscal year comes in less than the current year. In addition to this, the focus for the upcoming year is to set up a Reserve Fund within their budget for major repairs and equipment replacements. Most small equipment has been replaced over the past couple of years.

A new ambulance was purchased this year and will arrive in late January. The current rotation for the ambulances is to have the new piece run the primary runs for six year then move to the secondary spot. This will allow a 12 year life for the ambulances and allows for replacement of one ambulance every 6 years.

Fuel costs were discussed and questions to how the line item was estimated for the upcoming year. Mr. Gamanche stated he carried over the same amount as the current year. This was done due to not having a detailed tracking system as well as not having the knowledge on what the pricing would be. Now that the ambulance fills on one of the town cards this will allow mileage tracking as well as better estimation on the amount of gas would be needed.

## Town Budget:

The Town Budget excluding the Fire Department, Police Department, Highway Department, Recreation and the Departments listed above was discussed in overview. Although the budget was not discussed line by line the following questions arose:

1. The new website looks great however it seems as though there is only a limited amount of historical data that you can access. Are there plans to have access to more in the future?

David Jodoin explained that the reason for the limited access was due to the cost of the new company uploading all of the files. He does have all of the information and in time all of this information will be uploaded to the website. All files however are available if needed.

2. Reevaluation: This is a statistical update that means we will need to do it in 2017. Even though a recent revaluation was done, we are finding some properties whose equalization ratios are off. Currently we are required to be between 90-110% on our ration and currently we are under 90.
3. In the cemetery budget, it shows that we pay contractors to mow and maintain the cemeteries. Why doesn't the Public Works Department take care of this?

The Town does not currently have the mowers or the other equipment necessary to maintain the cemeteries. In addition, this would take an employee away from the tasks they already perform.

4. Health Insurance:

The town currently pays 85% of the cost and the employee pays 15% for Medical Insurance. Dental, Long Term Disability, Short Term Disability and Life Insurance is paid 100% by the town. All of the employees are offered the same plan at this time, with the exception of sewer employees who have a higher plan.

The current contract on the insurance ends at the end of 2017 and the town will be forced to move to a different plan as the current plan will not be offered anymore. Further discussion on this will happen for next year's budget.

5. Gerry Fleury had a concern with the role the Library Trustees have. He was unsure if the budget was under the control of the selectman or that of the trustees. Per David Jodoin, it is under the terms of the trustees, as the selectman do not manage this.

## School Update:

1. The budget is scheduled to be completed and to the Budget Committee for December 15<sup>th</sup>.
2. There is a new auditing company for the 2016-2017 School Year. There are concerns however, that there could be issues although the school is ready to tackle these.
3. A request for electronic versions of the School Budget was given. This way the Budget Committee could sort these the way wanted and to best fit each person.

4. Who should be at the first meeting?

Dec 15- Superintendent and Business Administrator

Dec 22-Superintendent, Business Administrator and Facilities Director.

Tax Sheet:

There was discussion on whether changes should be made to the tax sheet ~~was presented~~. Some would like to see the same format however more information and some would like to see a smaller amount of years listed. This will be reviewed to see what changes can be made.

Motion to adjourn was made by Tina Courtemanche and seconded by Clint Hanson. Motion passed at 8:26pm.