

Budget Committee  
December 14, 2017

FINAL

**Roll Call:**

Ann Bond  
Clint Hanson  
David Doherty-School Board Representative  
Mark LePage-Chairperson  
Gerry Fleury-Vice Chairperson  
Brian Seaworth  
Marie Chouinard  
Mike Connor  
Dan Driscoll-School Board Alternative Representative  
Peter Gagyi  
Tina Courtemanche-Selectman Representative  
David Sheldon-Selectman Alternative Representative  
Karen Yeaton

**Call to Order:** 630pm

**Minutes:**

David Doherty moved to approve the minutes from 11/30/17. Motion seconded by Clint Hanson.  
Motion passed 11-0.

Marie Chouinard moved to approve the minutes from 12/7/17. Motion seconded by Tina Courtemanche.

Discussion: Karen Yeaton stated under her statement the wording "surplus" was used. This should state "revenue surplus".

Motion passed 11-0 as amended.

**Budget Review:**

**Library:**

Suzanne Whitbeck was in attendance to present the budget for the Library. The budget presented was comparable to last year. Suzanne noted that the current librarian is retiring and a new librarian will be hired. The original budget presented had additional funding for a transition period to allow the new librarian to overlap with the retiring librarian however this was taken out. Mark LePage expressed his concern for not budgeting for the transition period. Karen Yeaton requested to know more information on the accruals and longevity that was budgeted. David Jodoin explained that this is part of the town's personnel plan. Every five years of longevity the employee receives \$100. Brian Seaworth questioned if

theft, which has been a problem in past years, was under control. Ms. Whitbeck stated that the security system has worked reducing theft to be nearly nonexistent.

### **Water Works:**

Andy Boisvert, Chris Culberson, Kevin Brasley and Matt Gagne were present to discuss the proposed Water Works budget for 2018.

It was explained that the way the estimation is created for the 2018 was that they take the 2017 actual figures and then divide it by 10 (months) as the estimation was done in October. Then they took that number by 12 to get the numbers.

The request was made to explain what “job work” means. This is anything that the Water Works was hired for such as installing service line on private property.

Ann Bond requested to know the difference between a private hydrant and public. The private hydrants are owned, for example Chickering Meadows, and Public Hydrants are owned by the town.

It was stated at this point that there will not be a rate increase however there will be an increase in hydrant fees. This is also followed by a slight decrease in backflow fees.

Karen Yeaton requested to know about the Capital Improvement Funds that the Water Works Department has. The Water Works currently has two funds, one for stations and infrastructure and one for wells.

David Sheldon wanted to know what the Main Supplies Line consisted of as well as a description of the the line item for snow removal. The Main Supplies fund deals with the anticipated road projects and the supplies needed. In regards to snow removal line this is for both the removal of snow and the labor hours associated.

### **Sewer Department:**

Paulette Malo and Oscar Plourde were present to discuss the proposed Sewer budget for 2018. Paulette Malo explained the first bond payment for the Bow Lane Station is due this year. This has a 10 year payout in which the Sewer Department is hoping to pay back in 8 years.

Paulette Malo went on to explain that the collections process has changed this year as well. The Sewer Department lost both of their full time employees and the services are now contracted out. Mark LePage requested to know how back collections are going. Paulette Malo stated that prior to 2012 collections are down to approximately \$38,000 from \$100,000.

Karen Yeaton requested to know if the Sewer Department has Reserve Funds and if so what they are. There are currently 5 Reserve Funds that have an estimated balance of approximately \$800,000. In addition the Sewer Department has approximately \$1 million in revenue that was not spent this year. This money is being used to hopefully pay down the bonds faster as well as putting more in the capital reserve accounts.

Karen Yeaton requested to know why there was as 15% increase in the 705 line item. MRs, Malo stated this is the line that funds her pay. This year she is being switched from Hourly to Salary to not have to pay her overtime anymore.

#### **Revenues Review for the Town-David Jodoin**

David Jodoin started by explaining that his estimations for the budget revenues are done very conservatively. He prefers to air on the side of caution and plan for the worst case scenario. Actual numbers from January to June and makes estimations on the final 6 months from there.

There was discussion regarding the TIF fund. Each year there is a report submitted to the DRA for the town general fund and the TIF Fund. DRA recently informed David Jodoin that the TIF funding now has to be reported differently. David Jodoin is suggesting to go to Town Meeting and requesting to close the TIF Fund and transfer the balance to the General Fund. This would not affect the tax rate at all it just affects what funding source the bond is paid from. This would also reduce the amount of reporting that has to be done. The overall consensus of the committee is that this would benefit the town.

#### **School Review:**

The School Board met Tuesday and approved and authorized the board to spend up to \$10,000 on an audit. This will be done as soon as possible.

Mark LePage requested that as soon as the School Budget is available it be sent to the committee for review. In addition a request for a projector and laptop be available for the next meeting. In addition Mr. LePage stated that this upcoming meeting be an opportunity for passionate discussion however requested that this be done respectfully and that all carry a sense of professionalism.

#### **Adjourn:**

David Sheldon moved to adjourn, Tina Courtemanche seconded the motion. Motion passed 11-0 at 8:35pm