

# BUDGET COMMITTEE MEETING MINUTES

THURSDAY NOVEMBER 29, 2018

**Presiding:** Ed Morgan

**Members Present:** Paul Donnellan, William Jones, Steve McLean, Sue McIntyre, Ed Morgan.

**Members Absent:** Howard Burnham, Justin Reinhartd

**Selectmen Present:** Dottie Richard

**Guests:** John McIntyre, resident; Steve Malamute, resident.

## **1. Call to order – count for quorum**

The meeting was called to order at 7: 03 p.m.

A quorum was established

## **2. Review minutes of prior meetings**

*A motion was made by Sue McIntyre to correct the minutes of November 1, 2018, seconded by Paul Donnellan. It was noted that under Agenda item #4 - Review Proposed Town Clerk / Tax Collector Budget, Deputy Town Clerk / Tax Collector Budget and Elections Budget that this motion should be corrected to read as follows: Paul Donnellan motioned to accept the Town Clerk / Tax Collector Budget of \$55,129.15 for 2019, as well as, to accept the proposed Deputy Town Clerk / Tax Collector Budget of \$32,570.73. It was also noted that in the last paragraph of "Other Business", that the Animal Control officer's name should be corrected to read "Wade Andrews" and not "Mike Welch". Paul Donnellan motioned to accept the changes seconded by Sue McIntyre. Motion to amend the minutes as corrected passed with 3 in favor. (2 members abstained because they were not in attendance at the November 15<sup>th</sup>, 2018 meeting).*

*Paul Donnellan moved to approve the meeting minutes of November 15, 2018, seconded by Sue McIntyre. Motion passed with 3 in favor. (2 members abstained because they were not in attendance at the November 15, 2018 meeting.)*

## **3. Review Proposed Recreation Department Budget**

Ed Morgan noted that the Parks and Recreation Department had agreed at the last meeting that the \$17,650 for capital improvements would be handled separately and would be listed as a separate warrant article.

The Committee then focused on the proposed Operational budget section totaling \$16,800. The group reviewed and discussed the varied proposed category amounts as listed by Lisa LePage and agreed to the following: Wages: \$4,950.00; FICA: \$378.98; Supplies: \$3,356.19; Equipment: \$1,061.00; and, Services: \$2,250.00. Hence, agreeing to a total Operational Budget of \$12,000.

*Paul Donnellan made a motion to approve a Parks and Recreation Operational Budget of \$12,000.00 seconded by Bill Jones. Motion passed with all in favor.*

## **4. Review of Proposed Fire Department Budget**

Ed Morgan referred to a proposed budget for "Option 2 Staffing Full Year – Blended Coverage" for the Fire Department that he distributed at last week's meeting.

The Fire Department's proposed Operational Budget totals \$136,665.45. Ed noted that his proposed Option 2 staffing budget totals \$247,439.98. This includes first, second and third shift coverage. To that amount he added a total response stipend of \$20,000. Subsequently, he came up with a total proposed Fire Department Budget of \$404,105.43 for 2019 for both staffing and operational parts.

The Committee then took into consideration that the proposed staffing budget total should reflect 42 weeks and not the entire year since the proposed budget would only take effect on March 10<sup>th</sup>, the day following next year's Town Meeting. After subtracting monies for 10 weeks from the staffing section, the total proposed Fire Department Budget came to \$356,521.

***Bill Jones motioned to accept a proposed Fire Department Budget of \$356,521, seconded by Sue McIntyre. Motion passed with all in favor.***

#### **5. Review of Proposed of Selectmen's Budget**

Ed Morgan referenced a proposed Town Meeting Warrant for 2019 that he sent by email to all Budget Committee members. The draft copy is still being worked on by Board of Selectmen, Wendy Thorne. Ed suggested that the group take time review the items and return to the next scheduled Budget Committee meeting with their questions and/or concerns.

It was noted that a joint meeting with both the Budget Committee and Board of Selectmen is scheduled to take place on December 20<sup>th</sup>.

#### **6. Old Business**

The Committee had not yet voted on the proposed Elections Budget. It was noted that the initial proposed budget did not take into consideration the upcoming new minimum wage of \$11.00 per hour that is scheduled to take effect on January 1<sup>st</sup>, 2019. Subsequently the Committee increased the total proposed Elections budget to \$9,404.00 to reflect the upcoming new wage.

***Paul Donnellan motioned to accept a budget of \$9,404.00 for Elections, seconded by Bill Jones. Motion passed with all in favor.***

The group then reviewed a request from Cindy Smith, the Librarian/Director. She is requesting an increase of \$2,112 to cover the last phase of carpeting that began three years ago. A brief discussion ensued as to whether carpeting should be considered part of a Capital Improvement project.

***Steve McLean motioned to table the request pending outcome of discussion with Board of Selectmen as to whether this amount should be listed as a Capital Improvement Project, seconded by Paul Donnellan. Motion passed with all in favor.***

***Paul Donnellan made a motion to adjourn. It was seconded by Bill Jones. Motion carried with all in favor.***

**Adjournment:** Meeting adjourned at 7:42 p.m.

**Next Meeting:** Thursday, December 6, 2018 at 7:00 p.m.

Respectfully Submitted,  
Suzanne McIntyre  
Recording Secretary