



Selectmen Meeting 1/17/2017

Approved Minutes of Preliminary Budget Meeting

**Present:** Selectmen Bernie O’Grady, Charlie Moser and Louise Lavoie; Brenda Wiley, Kathy Wile; Budget Advisory Committee member Bob Larochele; Deb Morrison, Barbara Devore, Brandon Latham

**Called to Order:** Meeting called to order at 7:44 by Louise Lavoie.

**Approvals:** Appointment papers for Bob Larochele as member of Budget Advisory Committee were signed by all 3 selectmen, Bob, and Town Clerk Deb Morrison.

**New Business:**

Initial conversation about the question of abatements, and if a dollar amount should be put into that line item. Reviewed that \$25,000 had been keep in the fund balance for that purpose, and it was researched if, in previous revaluation years, anything had been put into that line. No evidence to show it had ever been recorded that way, only the actuals were found. It was decided to keep an amount of \$1.00 on that line (6011-02) to keep it active.

Noted that warrant articles will total \$123,000, and are included in the line “Total Capital Outlay and Operating Expenses”. This gives up to \$80,000 to consider for salary increases and other purposes while keeping the budget as a whole level funded.

It was mentioned that line 6004, legal expenses, did not have an amount assigned yet. Review of the last two budgets for that showed 2016 was budgeted \$15,000, and 2015 was \$10,000. Decision to average those amounts and put \$12,500 in line 6004 for 2017.

NRPC costs were discussed, and the quote for 2017 is \$5040. Last year the amount was \$5500; outstanding invoices against 2016 were discussed , and it was decided to level fund line 6006-12 at \$5500 to cover the outstanding invoices.

It was noted that page numbers had not printed on the budget; people took a moment to do that.

**Capital Outlay:**

Warrant articles noted for:

<b>6032-4 - 4 Scott X3 SCBA</b>	\$20,000 (clarification needed from FD as to how many, paks vs bottles – had previously been requested separately)
<b>6032-43 - Radio Upgrade to Highband</b>	\$37,000 (year one of two year ask for total of \$74,000; clarify wording for warrant)
<b>6034-20 - road improvements</b>	\$50,000
<b>6036-28 - Police Cruiser Capital Reserve</b>	\$14,000
<b>6036-29 – 250<sup>th</sup> Anniversary Fund</b>	<u>\$ 2,000</u>
Total	\$123,000

Further conversation included the need for a warrant article to remove part of the funds from the K-9 Fund and re-purpose it within the PD. It was decided that the article could ask for the amount of \$10,000 forfeiture money be removed from the K-9 fund and placed in revolving fund for PD special purposes, would cover whatever the amount needed for IT wiring at PD would be, and the donations portion could be moved over to PD revolving account once permission was granted from donors.

**Conservation 6028:**

01- Actual are negative due to auditor's adjustment; 7% increase (\$39) projected costs of supplies

6029-01 Town Forests – Keep the \$1.00 placeholder

**Culture and Recreation 6024:**

Level funded, except line 04 – activities increased by \$400

**Library 6026:**

Wage increase of 5% requested by trustees was noted.

Line 06- telephone - increase to \$1248 (this line includes internet, phone, fax)\

Line 14 – IT Services – increase to \$1776, actual number from new Microtime contract

**Patriotic Purposes 6027:**

Level funded

**Debt Service 6030:**

Decrease, only backhoe bond

**General Government**

**Executive 6000:**

Level funded

**Election, Reg & Vital Stats 6001:**

01 – down, fewer elections, as is true for other election areas

14 – TC telephone up to \$1596 (phone, internet)

22 – Tech Support – up, \$2664, actual from Microtime contract

**Financial Administration 6002:**

21 – Telephone/Internet increasing to \$1596, re-assignment of phone cost from building inspector budget and increase cost of internet

23 – Tech Support decrease to \$1776 actual portion of Microtime contract.

**Revaluation of Property 6003:**

01 – decrease, just cost of cyclical work this year

**Legal Expenses 6004:**

Insert amount of \$12,500 as discussed earlier

**Personnel Administration 6005:**

05 – Health & Safety – remove this line, not been used for at least 3 years

**Planning and Zoning 6006:**

10 – includes manuals purchased for both boards, more ordered for next year. Maintain training budgets for both boards, many new members

**General Government Buildings 6007:**

06 – Record Preservation – work done for TC office, final invoice not delivered yet. Keep funded at \$2000 for BOS work in 2017

**Cemeteries 6008:**

Level, except no WC rebate to offset WC amount

**Insurance 6009:**

Number reflects actual invoice

**Advertising 6010:**

6010 Advertising – other insert \$1.00 placeholder

**Health 6022:**

Level fund

**Highway Town Maintenance 6018:**

05 – Noted that part time wages are up, but OT wages are down. Brief conversation about seasonal management of employees. Keep as proposed.

09 – change in amounts due to nature of staff – who is paying in

32 – Aggregate – Kathy to ask Dave for final number

**Highway Department Expenses 6019:**

Conversation centered on the possibility of installing one of the donated desktop computers at the HD office, and another upstairs in the Mann House meeting room for the Building Inspector. It was decided to budget \$500 for software/installation for each, and then decide how/when best to do it over the next few months.

22 - Line renamed “shop and office supplies”. Added \$500 for total of \$1500.

**Street Lighting 6020:**

Slight decrease for next year, based on lower actual cost in 2016.

**Public Safety**

**Police Department 6012:**

07 – rate changes (increases) mid-year showing a year total increase

29 – actual telephone/internet will be \$6720, assuming a year of new internet cost

33 – actual number, based on new Microtime contract, will be \$6448

**Ambulance 6013:**

Real number, from Brookline, will be \$22,930.

**Fire Department 6014:**

06 – Insurance; remove the \$580, as the program has ended  
12 – Telephone – increase due to adding a dedicated fax line  
27 - Physicals – have done 3 more in process. Keep funding as planned.

**Building Inspection 6015:**

04 – add \$500 to BI expenses for computer

**Sanitation 6021-01:**

Actual number from Town of Wilton shows a 7% decrease in Mason's share; Charlie attended that meeting 11/12/17.

**Total Expenses - \$1,723,805.19**

Louise will run some scenarios for employee raises and communicate those, working within the current \$60,000 surplus if budget stays level as a whole.

**Budget Hearing will be Jan 24, 2017 at 8:15 PM, Town Hall, immediately following the HD Building Bond Hearing at 7:30.**

Final note – increase line **6001-20** ,TC/TX equipment replacement, to \$1500 to cover planned computer replacement.

Charlie made the motion to adjourn, Bernie seconded, 3 votes to adjourn at 9:36 PM

Respectfully Submitted,  
Kathy Wile