

## **DRAFT MINUTES**

### **Budget Recommendations Committee Minutes**

**August 24, 2011**

Place: Nowak Room, Town Offices

Time: 6:00 p.m.

Present: Chairman Don Brabant, Bob Kelly, Corey Stevens, Dan Chartrand, Allen Corey, Don Woodward.

Absent: Carol Aten, Harry Thayer, Mark Leighton

Staff: Town Manager Dean, DPW Director Perry, Maintenance Superintendent Smart, Staff Accountant Hill, Library Director Godino, Office Manager McEvoy, Code Officer Eastman.

Others: Don Clement, Frank Ferraro, Julie Gilman

Chairman Brabant convened the committee. The committee has received the July 31<sup>st</sup> year to date revenues and expenditures from the Finance Department. Tonight we will review more budgets and talk about CIP process.

Mr. Eastman discussed the building department budget year to date. There are few line items, three personnel, with two full time and one part time. The committee discussed building permit revenue and asked Mr. Eastman to provide an updated survey of other Towns and charges. This will be completed. The committee thanked Mr. Eastman and Mrs. McEvoy. The committee asked Mr. Eastman to provide a survey of similar communities for building permit fees and inspection fees when presenting his 2012 budget. Mrs. McEvoy handed out a document from the Town Planner regarding the planning budget for 2012 as she could not be in attendance this evening. The committee will review the document.

The Maintenance Superintendent and DPW Director next discussed the Maintenance budget year to date with the committee. The project list approved last year is well underway along with the Town Hall brickwork. Things are being completed. Mr. Smart reviewed the list of items of which many were complete, a few in progress, and a few would be done this Fall. Mr. Smart went over the utility accounts – natural gas prices have increased four times this year and it is causing a budget issue for those accounts. The committee asked Mr. Smart to look into a purchase agreement for natural gas similar to electricity and Mr. Smart will research this concept. Mr. Smart then described the generator project for the Town Office, where a small generator that formerly powered dispatch during emergencies will be relocated to the Town Office. This will be replaced by the larger generator at the Public Safety Complex which was secured through a grant by the Fire Department. The smaller generator will allow emergency power for lights at the Town Office and will be helpful during outages.

Mr. Smart then reviewed the list of items on the CIP for 2012 including the Town Office HVAC project which include ductless splits which are needed in the Town Office. The committee discussed this project. The Town Manager stated that air conditioners in individual offices are loud and make it hard to hear the phone and other people. The committee meeting room is the same, there have been many issues this summer with the wall in air conditioner – the public cannot be heard, and channel 22 broadcasts suffer as a result. Mr. Smart then discussed the Town Hall space renovation in the old court space. The Provident Bank renovated their side and further renovation is needed to

make the total space usable by a department or another entity. Mr. Smart then described the Historical Society roof replacement project, which is a 100 year roof, the DPW generator project, the current backup power is only for fuel pumps which is an issue. He described the Water Treatment Plant boilers. The two boilers at the plant were approved for emergency replacement on Monday night by the Selectmen and therefore the CIP request will drop by \$50,000 to \$70,000. A discussion was then had regarding applying savings to the budget – when efficient boilers are introduced the utility budgets should see savings. Mr. Dean mentioned that with rates increasing all the time that has to be considered as the savings may be from an increased rate and therefore budgets may not be reduced by the exact amounts.

The Library then discussed their budget through Ms. Godino. The committee discussed ongoing issues at the Library including the age of the current Library, which dates to 1987. Ms. Godino indicated the CRF for the new library design funding would be pushed back to 2013 per the Library Trustees to allow further grant research.

The CIP was then discussed and the process of reviewing projects. It was agreed that there would be a separate Budcom meeting to review CIP items that are expected to be part of the warrant. In regards to those CIP items that will not be on a warrant but part of the department budget those items will be reviewed with the department's budget review. Prioritization is needed. Discussion on general budget items, and union contracts, and how to fund the CIP properly were discussed. The Town Manager reviewed the debt service projections made based on the CIP submittals for the general, water, and sewer funds.

Mr. Brabant reviewed the schedule with the committee including their receipt of the 2012 budget on September 19<sup>th</sup>. October 25<sup>th</sup> will be moved with the 26<sup>th</sup> established as a new date for an all day session. At this session the proposed 2012 budgets of the Town Clerk, Finance department, Planning and Building, Assessors office, IT and HR departments will be reviewed. The subcommittee process will take place as normal and Mr. Brabant reviewed the subcommittee assignments. The dates of the other departmental budget reviews are as follows: November 1<sup>st</sup> is DPW, November 3<sup>rd</sup> is Police/Fire, November 13<sup>th</sup> is Library, Recreation and Social Services, November 17<sup>th</sup> is water/sewer.

The committee welcomed the participation of Selectmen Ferraro, Clement and Gilman in the review process and encourages all selectmen to join in.

Mr. Kelly moved to adjourn, seconded by Mr. Chartrand and the committee stood adjourned at 8:30 p.m.

Respectfully submitted,

Russell Dean  
Town Manager