

# DRAFT MINUTES

## BUDGET RECOMMENDATIONS COMMITTEE AND BOARD OF SELECTMEN MEETING MINUTES

January 26, 2012

### 1. Call Meeting to Order

Chairman Brabant called the budget committee to order. Present: Dan Chartrand, Harry Thayer, Bob Kelly, Don Woodward, Allen Corey, Carol Aten. Present from the Board of Selectmen: Chairman Bobby Aldrich, Julie Gilman, Frank Ferraro, Don Clement. Also present: Russell Dean, Town Manager.

2. Chairman Brabant referred to a handout that compared the Selectmen's final budget recommendation to the Budget Recommendations Committee. Chairman Aldrich of the Selectmen spoke about the changes, which included: moving the EMS expenses to the EMS revolving fund upon implementation January 1<sup>st</sup>, adding \$20,000 in consulting services, \$10,000 for a new website design and \$10,000 for an organizational review that will look at management structure, reduction in EDC expenses, added vehicle maintenance to the Fire budget to account for anticipated expenses due to not replacing the ladder truck, reduced direct relief in Welfare based on past expenses, additional funds for fireworks that may not be found in the revolving fund budget, the replacement of the Fire Department inspection vehicle, and a 2 percent COLA for non union employees. The water and sewer funds had no changes except the 2 percent non union COLA. Warrant articles. Some organizations did not petition for supplemental funding, paving was increased by \$100,000, budgets for the Town Office HVAC and the 47 Front Street roof project were reduced after further review, and the new ambulance would be funded out of the EMS revolving fund. Chairman Brabant asked for any comments. The Town Manager indicated that if the budget were adopted, the tax rate would decline by 17 cents per 1,000 if only the budget were passed. Warrant articles would add to that figure. Harry Thayer asked that the impact of the default budget also be brought forward as it is higher than the regular budget.

3. Chairman Brabant asked how the process went. Selectman Ferraro thought it went well and efficient. The Selectmen determining the position cuts meant the budget committee did not have to get into the area. General discussion was the process went well, all committee members and Board members thought it was a good process. This was unlike other years.

4. Discussion on the slate. Chairman Brabant asked if those in attendance would come back for another term. Mr. Chartrand indicated he could not as he was running for the Board of Selectmen. Discussion.

5. Budget. The issue of budget committee recommendations on the warrant was discussed. The committee would like to recommend Article 11. Mr. Dean read the statute; it is up to the Town to decide or the governing body. The warrant would need to be amended. Chairman Aldrich stated this would need to be done at deliberative session as the warrant has been posted. Mr. Chartrand moved to ask the Selectmen to amend Article 11 at deliberative session to read "Recommended by the Budget Recommendations Committee." Mr. Woodward seconded. Vote is unanimous in favor.

6. Mr. Thayer asked for some clarification on the warrant articles. Should the committee be recommending these too? Some? All? It was felt that unless there were recommendations on all it might be confusing, so given that, the committee will be prepared to speak to the articles at deliberative session. Mr. Kelly asked the Board of Selectmen to clarify the paving increase in the warrant article. Mr. Clement indicated he had spoken strongly in favor of this. The DPW is trying to get to a 1.1 million

# DRAFT MINUTES

dollar annual budget for paving to keep the Town's rating at an acceptable level. This amount would make the total paving budget \$850,000 and at least get us closer. Mr. Thayer reminded that Jady Hill will be paved with the water/sewer bond issue money, and Mr. Jay Perkins indicated this would be around \$150,000. So it's getting closer.

7. More discussion on slate. It was recommended outreach be done by Mr. Dean and Mr. Thayer on another potential candidate. The Board of Selectmen can also appoint members if needed. The maximum size of the committee could be 15. Chairman Brabant mentioned he felt perhaps more members could help the subcommittee process.

8. Process of CIP. Lengthy discussion on the CIP process. Presentations could be improved by some departments. This year the Board of Selectmen pared down projects, which helped. The committee felt handling CIP on one night worked. The CIP should be reviewed in April when the committee meets next to begin work on the next cycle. What is coming up. Chairman Brabant asked whether the process of the larger departments coming under subcommittee review, with smaller departments being done in a day worked. The committee agreed that was a good approach.

9. Other Items. Mr. Brabant revisited the April meeting by saying the group could get a jump on the upcoming CIP and also look at the Human Services process. To do this they would need the current forms that are used. Mr. Thayer also mentioned he thought the practice of subcommittees getting their reports to Departments prior to the meetings should be followed by all. Some subcommittees had specific agendas and in the past it functioned that way, it should not now. The Town Manager reported that Department Heads are always more prepared to speak to issues if they have the reports. Budget Committee members may disagree with a department budget but open give and take is important. The Chairman wished Selectman Aldrich well in his new position and thanked him for his service. Selectman Aldrich thanked the members for all of their work on the budget, it isn't easy. Mr. Thayer and Chairman Brabant also mentioned the efforts of Kelly Geis this past year, assisting with meetings, and getting food for the group.

10. Adjournment

Mr. Thayer moved to adjourn, seconded by Mr. Chartrand. Unanimous vote in favor. Adjournment at 7:00 p.m.

Respectfully submitted,

Russell Dean  
Town Manager