

## Budget Recommendations Committee

October 22, 2014

Final Minutes

### **Call Meeting to Order**

Chairman Corey Stevens called the meeting to order at 8:36 am in the Nowak Room of the Exeter Town Offices Building on Wednesday October 22, 2014. Other members present were Allan Corey, Nelson Lourenco, Bob Kelly, Bill Campbell, Peter Lennon, Francine Hall, Vice Chairman Harry Thayer, Don Woodward, Robert Wentworth, Stephanie Canty, Judy Rowan, and Dr. Anthony Zwaan. From the town were Russ Dean, Town Manager, Doreen Ravell, Finance Director and Laura Hill, Staff Accountant. Also there were Selectman Don Clement, Selectwoman Nancy Belanger, BOS Chair Julie Gilman, and BOS Vice Chair Dan Chartrand.

Chairman Stevens explained that the meeting was to start the annual review of the 2015 budget and how there will be reports from two different subcommittees. The next meeting is on October 29<sup>th</sup>.

Chairman Stevens explained about the schedule change and that the next week on the 29<sup>th</sup> they will be meeting to talk with the BOS on the idea of setting a goal on the budget. Police and Fire have been moved to November 5<sup>th</sup>, and DPW moved to November 13<sup>th</sup>. Also, when the committee meets on the 29<sup>th</sup> they will be making the changes to the budget and then vote on it. Mr. Kelly asked if they could get the numbers and then vote on it. Mr. Stevens said he would like a draft too.

Mr. Robert Wentworth made a motion to approve the draft minutes from the past two meetings, moved that they be approved, the 24<sup>th</sup> but adjust the time on it, Mr. Woodward seconded it. All in favor as amended- motion carried.

### **Assessor**

Mr. Russ Dean, Town Manager spoke on assessing and gave an overview of revenue and net value being up slightly .25 percent adjusted to .22 percent. Increase is 4 million; the residential piece is the highest due to construction. The assessors have done a statistical update. As a result they have revalued mobile homes and condos. The manufactured homes are down 2.8 percent. The last 4 years have seen stable property values. Revenues have remained stable.

### **Question**

Vice Chair Thayer asked in regard to ambulances. Mr. Dean said that the decrease you are seeing is because we are funding the ambulance.

Chairman Stevens asked about interest in penalty taxes, where the 80 is broken down. Ms. Ravell explained the leaned fees and says it is 75/25; the interest is a big part of it. Chairman Stevens would like to know about delinquent reports; Ms. Ravell said it has gone down \$600,000 in the uncollected taxes. Mr. Dean would agree with that.

Dr. Zwaan asked to confirm the state highway aid, the interest in penalty and taxes expected to collect. Mr. Dean said they look at prior years and that 180 is a responsible number, and that their projections are consistent.

Mr. Dean explained if there is a property that goes through a process, there is quite a lot of tax due on the property but helps keep the line up. Dr. Zwaan wants to come back to the EMS fund.

Mr. Campbell asked about the number on property tax, is there a calculation that can be done. Mr. Dean said it would be premature. Mr. Dean said that the revenues to set the rate are 5.258444 million projected, we are projecting lower revenues.

Mr. Dean explained that the budget reflects that total \$223,817 projected budget was down \$23,000. The Select board has contract with MRI as we do not have full time assessor. We have saved money by contracting assessing. We also have the full time position of Janet, the assessing clerk. The expense budget is due since they hired out a temp help to upgrade the vision system. Supply they do not anticipate too much change. Under mapping they hire graphics. Part of additional expense is the timing of the contract is they are billed due to it being a timing issue. Registry of deeds, the revaluation is there in case they have to hire outside person. The software is the vision contract. The travel reimbursement is in case anyone uses their personal vehicle. Education and training has helped our assessor clerk get trained. The equipment purchase was only a printer.

Questions:

BOS Chairwoman Gilman asked where the money came from to buy the printer. Mr. Dean explained that there was fund kept in the assessor's office.

Dr. Zwaan asked when dealing with mapping is there any synergy; the other question was about placeholders. Chairman Stevens wants to get back to that. Vice Chair Thayer asked why he is not looking at the budget that he approved last year and said that the line items have been shifted. Mr. Dean says the bottom line stays the same. Vice Chair Thayer said it is confusing when the money is moved around. Doreen said that we have the ability to do so but we have a very formal process. Mr. Campbell says why not just leave it and show the pluses and minuses. Mr. Dean disagreed and says that we could leave the line item, but we like to keep it covered. Chairman Stevens says that maybe in the future we add two more columns and show where the money is going. Mr. Kelly said it should have been in the presentation.

Mr. Wentworth makes a comment that there is always a slip and that the overview of budget setting, we should be focused on the total per department but also have a column that explains the changes. Chairman Stevens agreed with Mr. Wentworth.

Mr. Dean said that they document all the transfers but we do show the bottom line. Vice Chair Thayer said that it would be nice to have explanation to tell them. Chairman Stevens said it should be put in for next year. Mr. Lennon asked if there was a way to show the number of transfers and is it easy to run those numbers. Mr. Dean said it is not over significant; the net budget does not change.

Mr. Corey said as long as it is in the total budget, and is only a couple hundred for a service they do not have the time as there is only 3 people maintaining all the transactions, but a big dollar transaction is important. Discussion ensued.

Mr. Lourenco asked about transfers. Mr. Dean said transfers stay within the department. Mr. Corey said that a selectman would have to be involved. Mr. Dean said that his bottom line budget they stay within. BOS Vice Chair Chartrand states that he wants to say that he thinks it is a success to have a key employee retire and then have Janet step up, thinks it is one of the best things the organization has a stronger finance department and have junior member step up, and is a significant savings for the tax payer. Vice Chair Thayer agreed.

#### Comments

Vice Chair Thayer read the entire sub-committee report for Assessing. Comment is that it needs to be changed from the postage of \$500 to \$6,000. Chairman Stevens says there is a recommendation but we understand it will change. Vice Chair Thayer said that the department total still is a decrease. Chairman Stevens said when they get draft number 2 next week they will agree on it.

Dr. Zwaan said he recalled hearing that there were two place holders. Mr. Dean clarified that there is no other place holder.

Ms. Canty asked about mailing, whether or not they need it. Mr. Dean and Janet said the revaluation is required to be mailed.

Motion made by Mr. Campbell to change under Assessing #5010 Postage from \$500 to \$6,000, seconded by Dr. Zwaan. All in favor- motion carried.

#### **Library**

Ms. Hope Godino gave an overview of the library and all the current services that the Library provides. Ms. Godino spoke about future plans in regard to the purchase of several laptop computers. The boiler is broken and a wall needs to be repaired. All of that comes out of the library reserves.

Chairman Stevens wanted to reserve the discussion for the CIP until November 20<sup>th</sup>. Mr. Don Woodward spoke on the library budget.

Dr. Zwaan asked where the money to fix the boiler would come from. Ms. Godino said that the library will have it.

Vice Chair Thayer explained that the unspent money is kept by the library and asked what is the reserve money you have. Ms. Hope Godino said that they have money and they will pay their repairs. Vice Chair Thayer asked for a note for the next meeting with the financial number on it.

Ms. Rowan asked what else is under technology. Ms. Godino said anything that has to do with the technology in the library. Dr. Zwaan said that he is puzzled why the financial numbers are not shown to go up even though the utility will go up.

Chairman Stevens said it would be great to have a narrative next time.

## **Planning**

Chairman Stevens stated that the board will not vote on the bottom line, but there will be a vote on the line that might be changed.

Sylvia Von Aulock, the Town Planner, gave an overview of the planning department and the responsibilities of the department as well as the goals that have budget implications.

Ms. Von Aulock introduced Doug Eastman and Kristen Murphy from the planning department. Ms. Von Aulock gave an overview of the planning department and the responsibilities of the department as well as the goals that have budget implications. To run a smooth department needs a functioning data base system, training for staff they will review and revise master plan chapters and also do research and apply for multiple grants.

Handout- #5681 GIS Software- data base software which gives information on property, etc., is from 2000,2001 but it needs to be updated as it is unreliable. Ms. Von Aulock stated that they have been looking into other communities to advise them, had discussion with Andy Swanson, their IT expert and so they decided to go with People Forms, and they can use it for their monthly reports. Ms. Von Aulock also spoke on a kiosk at the counter that people can use for research. People Forms will also allow the data to be searched in multiple ways. The annual maintenance fee of \$5000 would be under way by September 1, 2015.

## Questions

Mr. Corey asked about whether or not the staff will handle the implementation. Ms. Von Aulock said they will not be asking for more staff.

Ms. Ravell asked if there was any other maintenance fee. Ms. Von Aulock asked for 4 months to implement the new programs but they are giving it 6 months, but there is no extra cost.

Mr. Wentworth asked about a different database. Ms. Von Aulock explained more about the data base. Mr. Dean spoke on it as well and said that they are gradually bringing the data more into focus.

Mr. Lennon asked that if they give Planning \$19,600 is there any other money needed? Ms. Von Aulock said not for planning and building, that they are not duplicating efforts. Mr. Lennon stated that he is trying to understand the cost reaching those options and why this option is the best cost effectiveness. Mr. Lennon said it seems to be another uncoordinated software bill. Mr. Dean disagreed and said that it is not uncoordinated and it has synergy dealing with Public Works.

Dr. Zwaan stated that he asked the Assessor in regard to their program and he hopes that it will not make the Assessor's system obsolete. Also he said that software needs hardware, and he does not see it reflected in the request. Dr. Zwaan said his last question is if the old data going to be incorporated

in the new system. Ms. Von Aulock answered that they do not know the condition of the data base come April 1<sup>st</sup>. First they will retrieve what they can, but we do not know as of now. Ms. Kristen Murphy stated that we will get the majority of everything and anything that is missing will be inputted.

Mr. Lourenco asked about the terminal, and if residents will have access from home. Ms. Von Aulock said that they will decide what is appropriate for the residents to access. If there are any questions it will be easier to have the kiosk in the office for the residents to use and then have questions answered. Ms. Francine Hall explained that this is a service, not just software.

Ms. Judy Rowan asked if the system can go from micro to macro and the multiple things that the planning department needs to do.

#### Committee Report

Chairman Stevens started by saying that the subcommittee is in favor of the new system. The fact that you can have data in one place is a time saver, and we need a new system.

Mr. Kelly asked about the \$5,000, whether they paid the last person, but Ms. Von Aulock stated that it was included. Mr. Kelly asked if that \$5,000 covers ongoing training. Ms. Von Aulock answered that she would imagine in house staff would be trained.

Chairman Stevens asked if there was a way to get a one page summary detailing the new system. Mr. Kelly agreed to make sure that they are getting the most for the money. Chairman Stevens also stated that there needs to be a person in charge of managing the project to ensure successful implementation. Ms. Von Aulock agreed.

Vice Chair Thayer made the motion to change the number and Mr. Wentworth seconded it. All in favor- motion carried.

Mr. Campbell asked about cutting back on the master plan updating. Ms. Von Aulock said she wants to continue with it. Chairman Stevens spoke on reductions and also decided to move line #5681 line total at the next meeting. Ms. Von Aulock spoke on the year to date for the fee revenue.

#### **Building department**

Mr. Doug Eastman gave a summary and said that they are ahead of last year.

Mr. Campbell asked about the increase and Mr. Doug Eastman said he believes it comes from the hospital, Sterling Hill, The Meeting Place, and finishing Linden Commons.

Mr. Dean spoke on building permits, it does not necessarily translate into taxable value, as the time from permit given and time it is finished is variable.

Dr. Zwaan asked on the permit fees covering the cost on the man power to do those inspections. Vice Chair Thayer answered and said that it does more than cover it. Mr. Eastman said they

are anticipating more multifamily housing. Mr. Doug says that they are not requesting any increases besides salary and benefits. They did receive a new vehicle last year.

He spoke that they went from 2 cell phones to one cell phone.

#### Questions

Vice Chair Thayer asked on the conference. Mr. Eastman spoke on that. Vice Chair Thayer spoke on having homes and that they should have commercial businesses in a third column. Mr. Dean agreed on that. Chairman Stevens said to make that change for next year's report. Mr. Eastman thanked Ms. Von Aulock and Ms. Murphy for doing a great job doing the research for the data program.

Mr. Lennon asked about an updated number for September and whether they are expecting a lot of expenses. Mr. Eastman answered that he believes because the expenditures for electrical are stopped in May and then started in November. The money lapses to surplus.

#### **Conservation**

Kristen Murphy represented Conservation.

Questions on conservation

None.

#### **Historic District**

BOS Chairwoman Ms. Gilman asked if people know what a certified local government is- gave a summary on grant money and said that they have the tools to protect and document our heritage, etc. When it is certified then monies are made available to towns. We are getting less grant money as there is so much competition. Ms. Gilman spoke on a grant that the Historic District asked for.

#5022 Grant matching- Additional funding request for 2015. Ms. Gilman spoke on spending \$900 for educational supplies.

#### Questions

Vice Chair Thayer brought up that money was moved to Historic District from the Heritage Commission department. Ms. Gilman acknowledged that there is some miscommunication with the volunteers. Mr. Kelly suggested adding a line and bringing that money back.

Chairman Stevens left open motion for #5022 under Historic District Commission to match the funding. Vice Chair Thayer made a motion to move that Historic District Commission \$2,088, Mr. Campbell seconded the motion. Vice Chair Thayer made a motion to move the \$2,088 for the Heritage commission and Mr. Kelly seconded. All in favor- motion carried.

## **Board of Adjustment**

Mr. Thayer made a motion to approve the request for \$2600 and Ms. Rowan seconded the motion. All in favor- motion carried.

## **Human Resources**

Donna Cisewski spoke on the supplies being down on the budget as the equipment requested from last year has arrived. Ms. Cisewski also spoke on creating a pay scale program for union positions. The increase in flexible spending is due in regard to employees signing up for it this year. They are anticipating more employees going on the flexible spending plan. Spoke on conference rooms and meals as having gone up. Under education and training Ms. Cisewski said how she will be taking a training program herself.

### Questions

Ms. Hall spoke on #5380 and #5810 and says that the committee might need to talk about more in regard to the out of town travel. Chairman Stevens stated that if it is important to Ms. Cisewski then the subcommittee will not have a problem with overnight travel and if the department can find a creative way to keep cost in line. Mr. Dean mentioned that the issue of travel has been flagged across the committees. Ms. Hall agreed that some things in the budget need certain discretion. Vice Chair Thayer reminded that once the budget did cancel out of state travel for one year.

Dr. Zwaan also acknowledged that the prices of flight have gone up. Also, Dr. Zwaan brought up the cell phone of Human Resource and where they stand on that issue. Mr. Dean answered in regard to cell phones and communication methods, smart phones are being used by employees and where the expectations are, that there is no fully developed policy in regards to cell phones.

Mr. Dean stated that the cell phones are evolving but that there is no standard set yet. Dr. Zwaan said how he noticed in planning there is no cell phone mentioned but that there is phones for the building and planning inspector and he does not understand how human resources needs it as much as the inspectors. Ms. Cisewski said how she uses her cell phone work related. Chairman Stevens said that it is a fair question. Mr. Dean agreed and stated that they do not necessarily reimburse everyone.

Mr. Wentworth commented that it depends on the work of the department and that being on the committee they should not make a decision on an operating system and that we have to have some flexibility and they should be judged on an individual basis. Mr. Dean says that they should establish a base line.

Ms. Rowan asked regarding the program and Ms. Cisewski answered that she is the wellness coordinator so there is no cost to the town.

Mr. Campbell asked about employee relations. Ms. Cisewski said that some expenses have not hit that line yet. Mr. Campbell also asked regarding reference materials. Ms. Cisewski agreed that she might be able to lower that budget for reference materials. Ms. Cisewski spoke on the flexible spending

line and is not sure it should be in the human resource section or under benefits. Mr. Dean explained that they are creating an employee benefit but there are also assisting the tax payer as well. Chairman Stevens said that they should go back and work on it. Mr. Corey objected and said that it should be spread out throughout the departments but the problem is that it creates a lot of extra work.

Mr. Kelly spoke on the budget and how there seems to be some room that you can soften the budget without having to ask for an increase.

Chairman Stevens agreed and suggested to tweak the Human Resource budget.

### **Human Services**

Sue Benoit, the Director of Human Services gave an overview on the budget in regard to Human Services. Ms. Benoit spoke on having donations in the past for oil and gas and acknowledged that the funds have been drying up.

Dr. Zwaan asked if there are requests that are not being met with this budget. Mr. Dean stated that Ms. Benoit does great work, but the other resources are triaged, and that this is a tough one. Chairman Stevens says that it seems that we are over budgeting for this.

Mr. Campbell said that his feeling is that he would like to wait a week and then look at it. Mr. Lennon would like to know if there is any way to see the need. Selectman Clement stated that this number is a hard number to predict and that due to the increase in electric and gas, Human Services might be in a tight spot.

Chairman Stevens stated that this conversation happens every year. Mr. Dean says that it would have to come from somewhere. Ms. Benoit said that when she fixes the crisis there used to be other help but now that help is dissipating. Mr. Corey says that you cannot tell what you are getting for what you are putting out. Mr. Corey mentions that it would be nice to be able to measure and see.

Mr. Kelly discusses the notations for past budget requests in Human Services. Mr. Kelly agrees with Mr. Campbell. Mr. Kelly voices that he does not see the need to up the budget this year. Mr. Wentworth comments that he too is in agreement with Mr. Campbell, and that when crisis comes it will get taken care of. Also in regard to the issues that his take is that the voters do have a choice now. Mr. Corey disagreed and says that you will have duplication of effort, that state law requires the town to take care of its people.

Chairman Stevens clarified that there is the warrant articles on page 36 and not an extra \$200,000. Discussion ensues. Mr. Corey objects and thinks that the placement should be different. Mr. Woodward says that it makes sense to have it and if it is not used then it goes back to the general fund. Dr. Zwaan is concerned from an underfunding standpoint that there is not enough data.

Ms. Hall says that they will not turn people out on the streets. Mr. Lennon would agree with reducing the number allotted but thinks that there are other spending areas in the budget that are proposed that could be reallocated to find the extra needed.



Vice Chair Thayer said that maybe they did a better job last year than they thought they did.

BOS Vice Chair Chartrand states that since there was 5 years of money not being overspent. Mr. Corey voiced that state laws says that you must pay out if someone needs care

Mr. Campbell made a motion flatten Line 5703- Direct Relief, Mr. Kelly seconded it. Opposed Dr. Zwaan and Mr. Woodward. Motion carried.

## IT

Andy Swanson gave an overview of the IT department. Stated that there are about 140 devices that they make sure they constantly work. Mr. Dean adds that Mr. Swanson handles a diversity of software and it is only himself in the department, and is a real key troubleshooter.

Mr. Swanson says that he does not feel any of the budget requests are wanting but needed.

Chairman Stevens goes through the requests. #1210 Wages Temp- Mr. Stevens said that his budget request of \$12,500 and the SC recommended a total of \$8500. Also that the temp position was brought to his attention by Mr. Swanson might turn into a full time position. The next line was #5680 in regard to Computer Software, currently working on server 2003, will bump it to 2012. Line #5704 is network supplies, and Mr. Stevens says that all are legitimate but the question is the need factor. Then there is line#7000 computers which talks about a survey that was done town wide on different departments and there was a lot of computer/ laptops asked for.

Mr. Swanson stated that he would like to talk in depth. First, he spoke on all the different technicalities as well as the television program and taking photos for the data base. Mr. Swanson says he is on call all the time. Mr. Dean adds how they hired high school kids to help, but going forward they need to move away from the dependence on high school kids and they need a person that can assist. Mr. Swanson came up with the idea of a part time tech for 14 hours, \$12 per hour.

Vice Chair Thayer says you cannot hire someone in January. Ms. Doreen Ravell says that Mr. Swanson deserves help and is the most needed position. Mr. Woodward asked if anyone on the town staff can do it, and Mr. Swanson says he already has it lined up.

Mr. Corey says that Mr. Swanson should ask for 25 hours a week.

Ms. Rowan brought up the idea of training someone with the specific purpose of starting as an internship. Mr. Dean says that whenever they bring in an intern they have to consider the training and the leadership that is needed.

Chairman Stevens also brought up the point that if something happens to Andy then they should have someone ready at hand to step in. Mr. Corey states that Mr. Swanson should get the help he needs. Dr. Zwaan wants to go on record and states that he agrees with Mr. Corey and supports additional hours.

Chairman Stevens asked about network supplies #5704. Discussion ensues regarding the laptops for the town clerk's office.

Motion to move line #5680 from \$19,500 to \$12,000 motion made by Mr. Woodward seconded by Vice Chair Thayer. All in favor- motion carried

Motion made to change line #5704 to move request from \$20,700 to \$12,900, made by Mr. Woodward seconded by Vice Chair Thayer. All in favor- motion carried.

Motion made to change line #7000 reduced from \$10,000 to \$6,550 made by Vice Chair Thayer and seconded by Mr. Woodward. All in favor- motion carried.

### **Tax Collection**

Linda Fecteau, the Tax Collector, spoke on reducing supplies and gave an overview of her department and procedures. Mr. Dean speaks on the legal line due to more delinquent accounts.

#### Questions

Ms. Francine Hall asks about the legal expense and deeded property expense. Ms. Hall wants to know if the numbers of delinquent properties are going down but the expenses are going up. Mr. Dean answered and said that this is the process that we go through nowadays. Ms. Hall believes it is important to get the process out to the people.

Ms. Fecteau explained the process and the benefits and Mr. Dean agrees that there is more positive result.

Vice Chair Thayer wants to urge the board to set as a goal for the next year to add the legal expenses for 2014 to see if it is worth it to hire a full time attorney.

Mr. Dean would like Ms. Fecteau to be recognized for the great job she has done.

Vice Chair Thayer would like on Line #5010 to be changed to certified postage.

### **Town Clerk/ Elections**

The Town clerk Andrea Kohler states that the Town Clerk's office does not have a lot of changes but for postage asking for \$1200, line #5010 to let people know about the Top Dog Contest. Ms. Kohler spoke on the Top Dog Contest to register the dog in the town, send a picture which will be uploaded to the website and then in April a winner will be drawn, a way to get the residents to register their dogs and have them the rabies vaccine.

Vice Chair Thayer spoke on the line item #4310 in regards to office equipment maintenance. The other line is #5005 for computer supplies and the town clerk has agreed to reduce both. Mr. Dean

stated that the postage used to be doubled before. Mr. Kelly would like to adjust it to save more money.

Motion to move the two lines #4310 from \$850 to \$500 and line #5005 from \$1500 to \$1200 made my Mr. Woodward and seconded by Mr. Thayer. All in favor- motion carried.

### **Elections**

Motion made by Mr. Woodward and seconded by Mr. Thayer to reduce several line items in the elections budget to reflect the fact that 2015 is an off year for elections. Total is from \$12,040 to \$9,868. Motion carried- all in favor. Mr. Thayer moved and Mr. Woodward seconded motion to reduce lines. Motion carried- all in favor.

### **Economic Development**

Darren Whittham introduced himself and spoke on an overview in regard to bringing wealth into the community. Mr. Whittham said how he speaks to the developers and all the commercial businesses, as well as bringing people in as investors, has identified several properties that are underdeveloped. Chairman Stevens asked his first impression and Mr. Whittham says that he loves the town and that the people are wonderful as well as the school and community.

Chairman Stevens asked about interns. Mr. Whittham said that the interns do some of the day to day work that is necessary such as research. He thinks that it would be perfect for interns to perform studies, etc. Mr. Whittham says that having interns is very important as well as data gathering.

Ms. Francine Hall spoke that interns might take time away from the supervisor, but by asking us for paid interns what is the value with paid verses unpaid interns. Mr. Whittham stated that for him paid interns is the way to give an opportunity to someone. Mr. Dean added that it strikes him that different departments have different scenarios and that also there are interns in public works as well as parks and rec.

#### Questions

Mr. Campbell questioned in regards to the hours and the pay. Mr. Whittham is paying \$12 hour for 8 hours of work.

Ms. Rowan asked if it is more qualified students that come for the paid internships. Mr. Whittham answered and said that for the paid internships there are more students that try for it.

Mr. Wentworth added that the tendency in government seems to be required to be paid internships. Vice Chair Thayer questioned if there is a letter that he writes to the professors. Mr. Whittham answered that next year he hopes to have it set up but this year it was started late in the school year.

Chairman Stevens stated that he would like Budcom members to consider and come back to the discussion later. Mr. Dean answered that the interns fill W2s in answer to a question proposed by Mr. Corey.

BOS Vice Chair Chartrand would like to acknowledge the work already done in 2 ½ months since Mr. Whittham has started.

Ms. Hall stated that they would like to focus on the commercial aspect. Mr. Dean stepped in and said there were a lot of issues discussed in the past. Mr. Whittham says that he knows it was a contentious issue and he has a great track record of bringing in the commercial aspect but now he is looking at how to get the commercial development, so he is looking at the conditions to do it. Vice Chair Thayer asked how many acres he has for commercial development and Mr. Whittham said it depends on wetlands. Mr. Whittham says he is working on a plan to looking at making the zone and gets it ready for development.

Chairman Stevens said that no vote on it right now.

### **Finance**

Doreen Ravell speaks on finance and all the revolving funds, auditors, regulations, tax filings, and assisting with ongoing projects. Ms. Ravell says that she has kept everything flat for the 2015 budget and that there is no recommendation to change anything. She states that there is no out of state travel. Mr. Dean states how they go and attend seminars and have valuable training.

Vice Chair Thayer asks if it is wise that the education budget is so small. Ms. Ravell acknowledges that they do take the opportunities to take more training.

Chairman Stevens says that they will leave the final numbers until next week.

### **Treasurer**

In regards to the Treasurer, Chairman Stevens ask about the Deputy Treasurer position. Mr. Corey answers as Treasurer and details the position. Chairman Stevens asked the time line for Deputy Treasurer and Mr. Dean answered that it has been hard to find someone that is right for the position. Mr. Corey says that it is a very time consuming position.

Chairman Stevens asked if the year to date is updated on line #s 5420 and 5820, Mr. Corey answered and said that they should probably submit some in November but they are good.

Vice Chair Thayer made motion to move the \$11,419 and Mr. Woodward seconded the motion. All in favor- motion carried.

Motion to convene until next Wednesday October the 29<sup>th</sup> at 6:30pm made by Mr. Bill Campbell and seconded by Mr. Thayer. All in favor- motion carried.

Meeting ended at 4:39 pm.

Respectfully Submitted,

Brigitte Nelcoski  
Recording Secretary