

Budget Recommendations Committee
General Government Subcommittee Reports
Friday, October 19th, 2018
Town Offices, Nowak Room
Draft Minutes

1. Call meeting to order

Attendees: Doreen Chester, Finance Director; Laura Zogopolous, Accounting; Russell Dean, Town Manager; Mike Dawley, Rec, Welfare, and Library Subcommittee; David Beavens, DPW General Subcommittee; Len Benjamin, Police and Fire Subcommittee; Judy Rowan, Police and Fire Subcommittee Chair; Nancy Belanger, General Government Chair; Tai Chin Tung, General Government; Nick Gray, vice-chair and DPW Subcommittee chair; Niko Papakonstantis, Water Sewer subcommittee and chair of the Budget Recommendations Committee; Bob Kelly, chair of the Water and Sewer Subcommittee; Christine Soutter, chair of the Welfare and Human Services Subcommittee; Corey Stevens, Police and Fire Subcommittee; and Julie Gilman and Don Clement, Select Board Members, were present at this meeting.

The meeting was called to order by Mr. Papakonstantis at 8:33 AM.

2. Approval of Minutes

- a. There were no minutes for approval.

3. Subcommittee Report Review

a. Assessing

Paul McKenney and Ed Tinker of Municipal Resources Assessing were present to discuss the budget. Mr. McKenney said that Assessing is a yearly comparison between last year's and this year's assessment valuations. The Land Valuation decreased by .24%, primarily because of condominium units being developed and incorporating land, which value is then counted under buildings. Building valuation increased by 1.54%, and the total valuation before exemptions increased by 1.02%. Blind exemptions stay the same. Elderly exemptions increased by 14.23%, and disabled exemptions were down by 26.63%, due to it being a requalification year; a requalification is done every five years to ensure individuals still meet the requirements. The overall net valuation increased by 1.23%. This is substantial but in line with the current real estate market.

Mr. Stevens asked them to speak about the 19% exempt non-taxable increase. Mr. McKenney responded that most of it is due to RiverWoods, which they reported in a different way. Ms. Tung asked about Veterans Credits. Mr. Dean said that these are part of the town tax rate; they show up on the tax bill as a credit against tax due, but they raise the funds in the town's share of the tax rate to offset.

Mr. Dean mentioned that the assessors are in the midst of a revaluation, and this value doesn't include that. Mr. McKenney added that the ratio for 2017 is 84.9% of market value, and with the revaluation they hope to bring this up close to 100% next year.

Ms. Chester stated that the new benefits total for Assessing is \$31,863.

MOTION: Ms. Belanger moved to move the new benefits total of \$31,863. Ms. Tung seconded. All were in favor.

Mr. Stevens asked about Postage. Ms. Belanger said that there's an increase due to the revaluation notices and hearing notices. Mr. Stevens asked if residents can opt into an email instead of a mailing, and Mr. Dean said no, Assessing has to prove they've sent a physical notice. Mr. McKinney said the initial mailing goes to everyone, but the final notice goes only to a smaller set who have a value change or attended a hearing, so there's some savings there.

Ms. Belanger mentioned that in line item 5750, Contract Services, there's an increase of \$2,500 for the contract agreement with MRI. This contract expires in 2020. As of August 31st, this contract is at \$82,781. The 2018 budget is \$102,500. \$14,358 is billed separately as "Other," for BTLA and litigation work. Mr. Clement asked if the Contract Services line item will be overspent in 2018, and Mr. Dean said yes.

Mr. Gray said that in 2018 they've spent only 10% of their \$2,500 Supplies budget, and with the exception of 2014, they've never spent more than half of this budget. Ms. Belanger said with the revaluation, they'll need the extra postage. Mr. Dean added that anything extra in the Supplies budget covers other expenses; anything left unspent falls to the town's Unreserved Fund balance.

Ms. Belanger mentioned line item 5800, Travel Reimbursement, which had been reduced from \$300 to \$1. Mr. Dean said that when the deputy assessor needs a vehicle, she can arrange for use of a DPW car, rather than use a pool car.

Ms. Chester stated that the Assessing total is \$223,257.

MOTION: Ms. Belanger moved to move the new Assessing total of \$223,257. Mr. Kelly seconded. All were in favor.

b. Town Clerk

Ms. Belanger discussed the request for an additional part time person in the Town Clerk's office for 35 hours per week at \$17.45 per hour, for a total of \$24,406. This position will cover ongoing medical issues and a possible retirement, as well as 11 weeks of vacation in the department.

Andie Kohler, the Town Clerk, said that the Town Clerk's office serves an average of 75 - 100 people per day, not including telephone calls and requests for directions or information. Even if this hire is approved, they will only have 7 months to train one or two part time people for 2020, which will be a huge election year. Mr. Papakonstantis asked if this position is benefits eligible, and Mr. Dean said no. Mr. Stevens asked about the makeup of the department, and Ms. Kohler responded that she is elected, she has two full-time assistants, and a full-time deputy. If there is a retirement in the department next year, they would be looking at this part-time position plus an additional part-time or full-time position.

Ms. Chester stated that the cost for one part-time position with no benefits would be \$17,835 for 2019. The total impact for a full year would be \$24,406.

MOTION: Ms. Belanger moved to update the Town Clerk Salaries total by \$17,835 to cover the new part-time position. Ms. Rowan seconded. All were in favor.

Ms. Chester stated that the new Salaries total is \$226,834. The new benefits total is \$107,766. The total for Town Clerk is \$366,314.

Ms. Belanger said that line item 4310, Office Equipment, at \$500, will be used by the end of the year. Line item 5630, Records Retention, they propose decreasing from \$10,000 to \$5,000, since the shelving project is complete. The new total will allow them to restore 2 - 3 books per year. In line item 5810, Conferences, Rooms, and Meals, there's a request for an increase of \$1,300 to \$2,000, in anticipation of training for an additional part-time hire. Mr. Stevens asked what caused the spike in this line item in 2017. Ms. Kohler said that it was due to her attending two extra Town Clerk conferences last year. Ms. Soutter said she supported any educational efforts that town employees want to attend.

MOTION: Mr. Kelly moved to decrease line item 5630, Record Retention, by \$5,000. Ms. Belanger seconded. All were in favor.

MOTION: Ms. Belanger moved to move the new Salaries total of \$226,834. Mr. Stevens seconded. All were in favor.

MOTION: Ms. Belanger moved to move the new benefits total of \$107,766. Mr. Kelly seconded. All were in favor.

MOTION: Ms. Belanger moved to move \$366,314 for Town Clerk. Ms. Rowan seconded. All were in favor.

Mr. Gray said that not including the budget impacts of new hires in the total budget clouds the decision-making process. He asked for a summary of the dollar value of all the hire requests. Mr. Dean said they had provided that information in a one-page sheet. The budget tends to be fluid because of the health insurance rating update, and once the positions are approved, the department totals will be updated to include the increases. Mr. Gray said they had planned to assess the new hires based on their own merits separately from the department budget, but with the Town Clerk budget, they discussed it all at one time. Mr. Dean said that one issue with new personnel requests is that including the salary and benefits increase in the department's budget obscures other increases or decreases in the budget. The idea was that as these things came up, they would become part of the budget at that point. Mr. Kelly asked what Mr. Gray wanted to see, and Mr. Gray responded that he was looking for the percentage impact on individual departments. He would have preferred the hire request to be included in the preliminary budget. By separating it, it seemed like they were going to make the hiring decisions separately from the department budgets. Mr. Kelly said that he wanted to hear the subcommittee's support for the new hires. Ms. Belanger said she can provide that information going forward. Ms. Tung said that including the potential hire and potential CIP in separate lines in the budget would make their decisions more clear.

Ms. Belanger moved on to Elections. The subcommittee recommended reducing line item 5640, Voting Expenses, to \$3,000, because there is only one election next year. Ms. Belanger then mentioned line item 5661, Voting Machines. Ms. Kohler said their voting machines are 20 years old; she said she called the Secretary of State's office and they don't

have a plan to replace them, but they're suggesting to the towns to start saving for new voting machines. The current three machines were \$6,500 each; now they're looking at \$10,000 each, for a total of \$30,000. When the state approves new voting machines, the town will have to pay for it. Ms. Belanger said that's probably an issue for the 2020 budget.

Ms. Chester stated that the total for Elections is \$11,759.

MOTION: Ms. Belanger moved to move \$11,759 for Elections. Ms. Rowan seconded. Mr. Benjamin abstained, and the motion was passed 10-0-1.

Mr. Papakonstantis moved on to Moderator. Ms. Belanger said there's one election, one deliberative, one special election, one special deliberative. Ms. Chester said there were no changes to the total.

MOTION: Ms. Belanger moved to accept the Town Moderator total of \$861. Ms. Rowan seconded. All were in favor.

c. IT

Andy Swanson, the IT Director, was present to discuss the IT budget. Ms. Belanger mentioned before starting that there are increases in every department this year due to step increases. She then brought up line item 5000, Supplies; in 2018 they budgeted \$600, but the spent year to date is \$41. In 2017, they spent \$659. Mr. Swanson said that the number spent today is \$423. Ms. Belanger said that line item 5680, Computer Software, is \$9,200, \$3,200 of that is just in antivirus costs. Mr. Swanson clarified that it's any software for each computer, including Microsoft Office and other programs. They are taking over 40 computers in the Police Department. Ms. Belanger mentioned line item 5681, GIS software, is at \$0 spent now but will be spent by the end of the year. Line item 5683, Internet Services, has decreased by \$4,000 because the cost from last year was moved to Training this year. Mr. Stevens noted that there was only a 36% pass rate in the internet security training, and said that in this security climate everyone should be taking and passing this training. Mr. Papakonstantis asked Mr. Dean if Primex offers cyber insurance to municipalities, and Mr. Dean said he would look into it.

Ms. Belanger mentioned that line item 5704, Network Supplies, has decreased by \$2,500 because they have switched to a new company. Mr. Swanson corrected her, saying that last year they were replacing all of their switching gear, and this year the servers didn't need to be replaced. Next year they should do the servers, and maybe they should be putting the money aside. Mr. Dean said "putting it aside" would be a Capital Reserve Fund that would be a warrant article and go through the Trustees of Trust Funds. They have to decide whether to do it that way or just put it in the budget.

Ms. Belanger said that line item 5704, Software Agreement, is at \$4,800, but there's a history of \$2,000. Mr. Swanson said he went back ten years on that account; usually agreements come with hardware, and you have to pay for support on software. They come in 2 or 3 year cycles, not every year. Last year, they didn't spend any. This year they'll have to pay \$1,200 for MUNIS database software and one piece of hardware. Next year, it will be over \$4800. He will try to get one of those bills early so he can pay it from this year's budget. Mr. Kelly asked if they assimilated costs in other lines in the past; he wanted to see them be more accurate. Mr. Swanson said the agreements only come due every few years. Mr. Beavens said he should look at the contracts and predict when they are due again, and use that for budgeting.

Mr. Swanson responded that when they come due again, they'll be going into a different generation or manufacturer and everything will change. Mr. Beavens said that forecasting would still be more predictable than the way it's being handled now.

Ms. Belanger mentioned line item 5750, Contract Services. There's been an increase in labor of \$3,200. One of the contractors, JDSCC, has a very low rate: \$64 an hour and they're available 24/7. The contractor is having trouble staffing and has indicated that they're raising their rates. They haven't given Mr. Swanson a quote, but he thinks it will be raised to around \$80. Mr. Gray observed that the Contract Services line item was historically at \$6,000, but jumped to \$12,800 in 2017. Mr. Swanson said that there's more demand for IT. Mr. Dean added that the Police Department used to have their own IT person, but that's no longer the case. The town has also expanded their communications networks, and now have a social media presence and an app, so they need a contractor. Mr. Swanson added that JDSCC are very experienced with the Police software, which he doesn't know as well. Mr. Kelly said he has a hard time raising this number without a quote from the contractor.

Ms. Chester stated that the year to date spent in Contract Services is \$19,200, which is overbudget. Mr. Dean corrected that they've spent \$6,400 and there's a purchase order for the full budget amount of \$12,800, so it looks like \$19,200 in the records but they're only half spent. Mr. Swanson added that he typically he buys 100 hours of the contractor's time in January and again in July. Mr. Kelly said he's more comfortable with an increase to \$16,000 knowing that they would spend \$12,800 this year, rather than zero. Mr. Swanson said they've used up these hours every year.

Mr. Gray asked Mr. Dean to explain what happens to the total unspent funds in the reserve account. Mr. Dean said that the budget of \$18,646,000 is the limit on spending. The Unassigned Fund Balance is a balance sheet which shows the surplus; as of the 2017 year-end audit, it's \$4.17 million dollars. They'll be applying around \$600,000 of that to lower the town's share of the tax rate, leaving \$3.5 million for next year. The reserves impact the town's bond rating and are important for presenting your financials to third parties. The GFOA recommends that you have at least 5% of appropriations in the Unassigned Fund Balance. Mr. Gray said that he'd like to keep this line item at \$12,800 and if they overspend to take the rest from the Unassigned Fund Balance, but Mr. Dean said they have to spend against a line item. He appreciates that they're budgeting as tightly as they can, but it has to be within reason. Mr. Kelly said that in this case he would support allowing IT to increase this line item, since contract spending is better than hiring a part time person.

MOTION: Mr. Dawley moved to accept \$16,000 for Contract Services. Ms. Belanger seconded. All were in favor.

Ms. Belanger mentioned line item 5820, Training. There's a proposed increase of \$2,800 for the town-wide internet training and for online training for two full-time personnel. Mr. Swanson clarified that this was moved from line item 5683, Internet Services, which was also reduced by \$4,000, because he got a better rate in the second year.

Ms. Belanger moved on to line item 7,000, IT Computers, an increase of \$13,800. They are taking over Police Department computers. 88 total upgrades from Windows 7 to Windows 10 are needed by January 2020, either by getting new computers or buying the software, since older versions will no longer be supported by Microsoft. He's also trying to have departments

give up PCs that are little-used. Mr. Swanson said that in coming years, they'll be replacing 20% of the computer fleet yearly, rather than 35% as in the proposed 2019 budget.

Mr. Kelly asked why they are purchasing Police computers with the IT budget, and Mr. Dean said that Chief Shupe and Mr. Swanson had come to that agreement. The Police Department is the last department to centralize the computer purchasing, although they will retain control over the Cruiser Tablets in the Police Department's budget. Ms. Rowan said that the chief was happy to have the responsibility for computer hardware out of the Police Department, but Mr. Stevens disagreed that this was the case, saying that Chief Shupe was apprehensive about the change.

Ms. Tung said that there should still be line items in each department's budget so that each could have a responsibility, rather than having a free service. Mr. Dean said it's an accounting question, and for a small town like Exeter it's not something they necessarily need to track that way. Mr. Dawley said that if they are centralizing the IT function, the IT Department should act as more of a leader in this area, rather than take their cues from the departments.

Mr. Stevens suggested they should consider replacing the machines more frequently than every five years, since a standard warranty is only three years and it may not be worth their time to make repairs on machines out of warranty. Mr. Swanson said that only about 8% of the computers have an issue in their fourth or fifth year, and if a machine is really a problem then they will get a new one instead of fixing it.

Mr. Stevens asked why line item 2100, Health Insurance, was up 55%. Ms. Belanger said one person in the department had a buyout in 2018 but will be taking the insurance in 2019.

Mr. Gray asked why in line items 9997 and 9998, Water and Sewer Funds are being allocated to the IT budget. Mr. Dean responded that Water and Sewer is self-supported by user fees, so they've set up a direct charge-back system to account for them using 12.5% (or more) of the IT department's time. A self-supporting fund such as the Water and Sewer Fund and the Cable Fund is charged, unlike a town-supported department such as Police or Parks and Rec. Mr. Kelly added that if Water and Sewer didn't use IT's time, they would have to hire their own IT person.

Ms. Chester stated that the new benefits total is \$32,305.

MOTION: Ms. Rowan moved to move \$32,305 for the IT Benefit total. Ms. Belanger seconded. All were in favor.

Mr. Papakonstantis asked if any members of the committee wanted to make a motion about any other line items before the total. Mr. Gray, Mr. Kelly, and Mr. Dawley said that they were not comfortable with the accounting for Contract Services and wanted Mr. Swanson to bring more accurate information to next year's budget.

Ms. Chester stated that the total for IT is \$230,005; this is an 11% increase.

MOTION: Ms. Belanger moved to move \$230,005 for IT. Ms. Rowan seconded. Mr. Gray voted nay and the motion passed 10-1-0.

d. Tax Collection

Ms. Belanger mentioned line item 5000, Supplies, which had an increase of \$400 to \$2400; the \$400 is for a copier that needs to be replaced. Ms. Chester stated that the YTD spend is \$788 through October 19th. Mr. Papakonstantis said that the year before it was almost \$1,600. Ms. Belanger then discussed Tax Lien and Deeded, which she said doesn't have a number. As of August 31st, this line is at \$1,940. This money has been separated out of line item 5224, Legal Expenses, which is down by \$3,000. They began to contract the search service out in mid-2017. Mr. Dean said it's a requirement of RSA80 that when they do tax lien work to notify the mortgagees and do lien searches, but the volume of work is unpredictable. Mr. Kelly said that if there are unknowns, he'd prefer to see a net zero, i.e. Legal Expenses go down by \$3,000 and Tax Lien Deeded go up \$3,000. Ms. Tung said that they should be looking at Billing Services, Tax Lien and Deeded Searches, Legal Services, and Contract Services; there were changes in the other lines that offset the change in Legal Expenses and have an additional \$1,000 increase, for a total of \$9,500. Mr. Kelly said these four lines should net zero. Mr. Dawley said he's frustrated with the large percentage increases coming through, and proposed that they reduce the tax collection total budget to \$2,511. Mr. Papakonstantis said that they needed a new benefits total, and Ms. Chester said that the new benefits total is \$50,328. **MOTION:** Ms. Rowan moved to move the new benefits total of \$50,328. Ms. Belanger seconded. All were in favor.

Mr. Dean said that Contract Services is separate from the other three line items under discussion. Mr. Kelly said that in the absence of information to support an increase in this line, he'd like to see it level funded. Ms. Tung said that the subcommittee recommended that Tax Lien and Deeded Property increases by \$4,000, Legal Expenses is reduced by \$3,000, and Deeded Property is reduced by \$1,500, which is a total reduction of \$500. Mr. Kelly said they're then increasing Contract Services by \$1,000, but Ms. Tung said that's separate, and in aggregate it's only increased by \$500.

MOTION: Mr. Kelly moved to reduce line item 5471, Deeded Property, from \$5,000 to \$3,500. Mr. Dawley seconded. All were in favor.

Mr. Dawley asked if they could just do the bottom line for each department, and Mr. Papakonstantis said no, when the subcommittee recommends a change they must vote on each changed line item.

MOTION: Mr. Kelly moved to revise line item 5750, Contract Services, to \$3,000. Mr. Dawley seconded. Ms. Belanger voted nay and Mr. Benjamin abstained, and the motion passed 9-1-1.

Ms. Chester said the new Tax Collection total is \$113,226.

MOTION: Ms. Belanger moved to move \$113,226 for the Tax Collection total. Ms. Rowan seconded. Mr. Dawley and Mr. Gray said they're headed in the wrong direction with increases, and were concerned that this total didn't include new hires. Mr. Dawley and Mr. Gray voted nay, and the motion passed 9-2-0.

e. Conservation Commission

Kristen Murphy, the Natural Resources Planner, and Bill Campbell, chair of the Conservation Commission, were present to discuss the budget. Ms. Belanger mentioned a big percentage increase in line item 5331, Land Administration, but explained that part of this is due to combining in Trail Management and Maintenance (formerly a separate line item, 5582). They've also reduced Conservation Land Administration by \$400. Overall it's only an increase of \$350, and it's the first increase in this line item in five years. In line item 5820, Training and Education, there's an increase of \$60; in 2018, they've already spent \$190. Ms. Murphy said that they've hired seasonal interns in the past, but not this year. They had budgeted \$2,520, so there's overage to cover the increase in Recording Secretary. Regarding the internship, the positions were listed as having just an invasive species focus, which Ms. Murphy said was too narrow, and she hopes to fill the positions in 2019. Much of the trail work is done by volunteers, and the Commission just pays for materials; there's a \$480 increase from previous years.

Regarding the 2018 year to date numbers, a bill for \$2,075 in mowing was just processed; they wait until the end of the season to mow. There will be two attendees to the Annual Conference for Conservation Commissions on the first Saturday in November. They will also be paying dues for the Exeter Squamscott Local Advisory Committee. Mr. Gray asked which organizations they pay dues to. Ms. Murphy said they pay three organizations. The largest portion goes to the NH Association of Conservation Commissions, who advocates for them in the legislative process and offers year-round support for procedural questions. The second group is the Southeast Land Trust, who has been a partner over many years; for example, they helped with fundraising, grant writing, and support on the purchase of the Eliot property. The third is the Exeter Squamscott Local Advisory Committee, which handles any concerns or issues regarding the river. They're also the connection to other towns which impact the river.

Mr. Gray observed that the line item for Community Services is at \$850, but the dollars spent year to date is only \$13. Ms. Murphy said that it's \$253.08 as of October 17. The money is used for costs associated with public events, some of which are upcoming, such as the Disc Golf event and the StoryWalk. Mr. Campbell added that Peter Waltz does a tree program with fifth-graders, which he has done for the past 25 years.

MOTION: Ms. Soutter made a motion to accept the budget [the amount was not specified]. Mr. Kelly seconded. All were in favor.

f. Building

Doug Eastman, the Building Inspector, was present to discuss the Building budget. Ms. Belanger said that the only increases are step increases, and the budget recommended as is. The subcommittee looked at what comprised line item 5450, Dues, and found that there are monthly seminars at \$35 each, and a yearly conference at UMass Amherst at \$300. In 2018 permits are down to \$180,000 as of August 31st, as compared to \$500,000 in 2017. Mr. Eastman said that as of the end of September 2018 the permit revenues are \$148,167, whereas last year at this time it was \$502,000. There were two huge projects last year which brought the number up, the new theater at the Academy and the track and field house. He estimates that by the end of 2018 the fees collected would be \$180,000-200,000. Number of total permits (electrical, gas, and building) would be about the same.

Mr. Eastman said that the Building Department's responsibilities are to review and process building permit applications, inspect all residential and commercial construction projects, administer and enforce zoning regulations, review all permits for variances or special exceptions, and process applications for HDC demolition review committees. They work closely with all other departments. They have two full time employees and a 24 hour/week electrical inspector. Their budget is flat other than step increases. Mr. Dawley added that they are a huge revenue offset department, and wondered if they are adequately staffed and if the fees are appropriate. Mr. Eastman said they adjusted the fees a few years ago; they're \$10 per \$1,000 for commercial and \$5 per \$1,000 residential, and each application fee is \$50 for residential and \$125 for commercial. They're in line with other communities. Staffing needs are up and down, and some weeks it would be nice to have an additional person. They did not hire any additional help last year; the largest projects hire a third party themselves to do concrete and structural inspections, which helps with the department's workload.

Ms. Chester stated that the new benefits total is \$71,633.

MOTION: Ms. Soutter moved to move \$71,633 for benefits. Ms. Rowan seconded. All were in favor.

Ms. Chester stated that the total for Inspections is \$257,932.

MOTION: Ms. Soutter moved to move \$257,932 for Inspections. Ms. Rowan seconded. All were in favor.

Mr. Papakonstantis recessed the meeting for a 45 minute lunch.

g. Human Resources

Ms. Chester stated that the updated benefits total for Human Resources is \$36,533.

Donna Cisewski, the Human Resources Director, was present to discuss the budget. Ms. Belanger said that there had been an error in line item 5200; it says \$1,501 but should be \$1. She also pointed out that line item 5820, Training, has been moved into line item 5810, Conferences and Meals.

Mr. Dean said they are requesting a part-time position assisting Human Resources, EXTV, and the Town Manager's office. Human Resources is busier due to an increase in town personnel and related administration issues. The HR Director can't perform higher level activities because she's doing tasks that a benefits assistant should perform. Examples of these tasks are filing the first report of injuries for workers' comp; base level payroll duties, such as reviewing hours; enrolling employees in benefit programs or dealing with changes in plans; employment verifications; updating employment files; creation and processing of personnel action forms; and processing FMLA paperwork. Higher level tasks such as updating job descriptions, updating the compensation plan, and reviewing position classifications are either not being done or are contracted out. Other departments, such as IT and Economic Development, also need administrative support. There are issues with more active committees and facilities, more postings, more minutes and activities, and they need supplemental help there. Keeping facilities open to organizations also creates administrative work. The position would be 80% HR, 10% EXTV, and 10% Town Manager's office. Ms. Tung asked if the cost would be in the Town Manager's office rather than HR, and Mr. Dean said it's flexible. 10% could come from the Cable Fund.

Mr. Dawley asked about the increase in personnel that Mr. Dean mentioned, and Mr. Dean estimated there are 10-15 new full time positions since 2008. There are four new Wastewater Facility operators, new Police and Fire personnel and a new Economic Development Director. Prior to 2008 when they hired the HR Director, the Town Manager's Administrative Assistant did the HR paperwork, but it was not effective. Mr. Stevens asked if Ms. Cisewski was doing all benefits changes for the town's 300 employees, and she responded yes, she has a constant flow of employees and retirees needing changes. Ms. Tung said that the union workers require more paperwork. Ms. Soutter said it's not the size of the town or even necessarily the employee count that have changed, it's the scope of the department, and that's happened in every community. Mr. Papakonstantis agreed, saying that since 2008 they're dealing with EAP, FMLA, ACA, and retirees. Mr. Papakonstantis added that a lot of this department's tasks are time sensitive, so while he's sure it's being handled adequately, they could be facing potential issues such as fines if deadlines aren't met. Mr. Dean said that the HR component is the biggest investment the town makes, millions of dollars, and it's hard for a single person to keep up. They've come a long way in HR, but there are issues that the department should be leading on that they're currently unable to get done. Mr. Dawley asked if they've had union grievances on the lack of timely processing of personnel matters, and Mr. Dean said yes, on related issues. If Ms. Cisewski had more time, she could do more on contract negotiations and other union relations work.

Mr. Stevens asked how the department is using consultants. Mr. Dean said they contract with MRI when a person in a town position requests a job classification review, which is a labor-intensive process involving a comparables exercise. Mr. Stevens asked if there's anyone in the Town Offices with the capacity to help with day-to-day tasks, and Mr. Dean said there's no one who has that kind of time. Mr. Dawley asked what the departments' personnel responsibilities are. Ms. Cisewski said that each department forwards her any certificates that a new police officer may have, but she does all the paperwork for new hires. In a workers' comp case, the department starts the process but she does the processing with the insurance carrier. Mr. Dean added that HR is dealing with all military leave, jury leave, bereavement leave, contract administration, personnel policy administration, and health insurance benefits administration. They'd like the director to focus more on plan design and education of personnel on their options. Mr. Dawley asked if they would be better served with a dedicated benefits administrator. Mr. Dean said the working title for the position is benefits assistant, but this person may be shared between departments.

Ms. Cisewski mentioned that the workload fluctuates greatly; for example, over the summer she had to onboard 65 seasonal employees for Parks and Rec over a few days. Mr. Dean said retirement issues also take up a lot of time. Mr. Kelly asked who this new person would report to; Mr. Dean said it would probably be Ms. Cisewski. Mr. Kelly asked if other departments would really get the help, if the need is so great in HR. Mr. Dean said this would be an HR person with a little logistical help for other departments.

Mr. Stevens asked to hear the subcommittee's thoughts on the position. Ms. Belanger was in support. They found that Ms. Cisewski has fallen behind in key areas and needs the help. This is a new position, part-time, no benefits, to help HR catch up. In the future, this could be more of a floater position. Mr. Dean said they've graded it at the Administrative Assistant level. Ms. Soutter said they may have trouble finding a person with an HR background who can

also do IT, as well as is willing to work part time with no benefits; Mr. Dean said they'd be looking primarily for an HR person.

Mr. Kelly asked about the funding for job reclassification of \$20,000, and Mr. Dean said that this is not the same as this position. Mr. Kelly said it's almost a Capital Reserve Fund for salary. Mr. Dean gave the example of having to do a compensation match recently to keep an employee. They need the ability to absorb a compensation increase in the future, but it's never been a separate line item, since this is an unanticipated cost. Mr. Kelly said that there's a Reserve Fund for this purpose, but Mr. Dean countered that any expenditures from that fund have to go to Town Meeting. Mr. Dawley was very concerned that between this reclassification fund and the new position, they're looking at an addition \$41,000. Mr. Kelly said this is a need, not a want. Mr. Stevens said there's a cost savings to retaining an employee as opposed to recruiting and training a new employee, and added that the job market makes retention difficult.

Mr. Gray said he shared Mr. Dawley's concern about the budget increase, since they're trending towards a 4% increase in the general budget, which he's not comfortable with. Mr. Dean said they could have done the reserve by department, but they don't have a good grasp of where it may be needed; they could assess the outcome of this funding next year. He added that \$20,000 as a percentage of total payroll is very small. Mr. Dean said that retention has been an issue multiple times over the last few years, and they need to address that issue when it arises. Mr. Dawley asked if comparable towns are carrying reserve funds. Mr. Dean said yes, anyone that has a classification system in place has a mechanism to deal with reclassification issues. Mr. Benjamin asked if they could lower the reclassification fund amount.

Mr. Stevens was concerned about funding the part time HR position when they haven't heard the other departments' presentations. Mr. Kelly suggested deferring the decision on the new position and the reclassification number, as well as the final Human Resources number. Mr. Dean said that one of the issues is that many town employees are not covered by contracts. A lot of comparable towns use a collective bargaining process for all positions, but Exeter does not have a mechanism like that to address personnel issues.

Mr. Stevens said he didn't know how one person had managed to do the HR for 300 people, and felt they were understaffed. Mr. Dean agreed that they are behind and need to catch up. Ms. Belanger added that Ms. Cisewski works late many nights.

Mr. Papakonstantis felt that there was a compelling need for this position, but that they should defer voting on Human Resources until they'd discussed the other positions. Mr. Kelly said he wanted to see the department total including this position and the reclassification funding. Mr. Dean said this position would be 85% General Fund, 5% Water, 5% Sewer, and 5% Cable Fund. Mr. Kelly said he wanted to put it all in the HR budget.

Mr. Gray said he felt that the reclassification funding was not necessary, and would like to take this out of the budget. Ms. Tung said it seemed that they all agree they part time position is justified and wondered why they are lumping it together with the reclassification funding. She asked what is the risk of losing people whose retention would be covered by the funding. Mr. Dean said that in the current job market, he is afraid of losing people who have a very good track record in their positions. He feels the \$20,000 is reasonable. Mr. Gray asked about the numbers in the case that had happened in 2018, and Mr. Dean said that annualized the salary increase was about \$3,500, but this fund covers both retention and reclassification.

MOTION: Mr. Dawley moved to defer the decision on the Human Resources budget. Mr. Kelly seconded for discussion. Mr. Stevens suggested that they wait on the positions but decide on the other line items. Mr. Dawley and Mr. Beavens voted yay, and the motion failed 2-9-0.

MOTION: Mr. Gray moved to change the Wages Reclassifications line item in the Human Resources budget to \$0. Mr. Kelly seconded. Mr. Stevens asked if it made sense to put in \$6,500 or \$7,000 to cover a few instances of retention issues. Ms. Soutter said that if reclassification happens, there has to be money in the budget for it. They're not losing the money if it isn't used. Mr. Beavens said the \$20,000 is not just for HR but for any department, so maybe the department should be challenged to come up with the money if they want to retain the person. Ms. Belanger asked where the departments would find \$3,000 if the BRC is going through the budget so closely. Mr. Beavens said the labor market isn't going to get better, so they need to come up with a policy. Mr. Papakonstantis asked what they did in the past. Mr. Dean said the decisions were driven by funding; this new fund would allow them to be proactive. Going forward, departments shouldn't be penalized for running into these issues. By a show of hands, Mr. Dawley, Mr. Beavens, Mr. Gray, and Mr. Kelly voted yay, and the motion failed 4-7-0.

MOTION: Mr. Gray moved to reduce the Wages Reclassification line item to \$6,000. Mr. Kelly seconded. By a show of hands, Mr. Gray, Mr. Stevens, Mr. Kelly, Mr. Beavens, Mr. Papakonstantis, Ms. Belanger, and Mr. Dawley voted yay, while Ms. Tung, Ms. Soutter, Mr. Benjamin, and Ms. Rowan voted nay, and the motion passed 7-4-0.

Mr. Kelly wanted to integrate the proposed HR benefits assistant number into the benefits total. Ms. Chester said \$95,649 for salaries and the revised benefits total is \$36,955. The new Human Resources total is \$119,446.

MOTION: Mr. Kelly moved to accept the proposal for a part-time Human Resources benefits person. Ms. Belanger seconded. By a show of hands, Mr. Gray voted nay, and the motion passed 10-1-0.

MOTION: Ms. Belanger moved to move \$119,446 for Human Resources. Ms. Rowan seconded. By a show of hands, Mr. Gray voted nay, and the motion passed 10-1-0.

Mr. Gray asked about the percentage increase for Human Resources, and Ms. Chester said 33.9%.

h. Planning

Dave Sharples, the Town Planner, gave an overview of the Planning budget. The department includes himself; Kristen Murphy, the Natural Resources Planner; and Kathleen Croteau, the Administrative Assistant. They process land use permits such as subdivisions, site plan applications, and commercial development. They provide support to the Conservation Commission and Planning Board. They assemble the Capital Improvement Program based on department requests. They work closely with the Building department and share some costs.

He then discussed specific line items. The line item for Dues increased to \$13,000 in the budget, but can be revised to \$12,800 now that the Regional Planning Commission has updated

their numbers. The Studies line item was \$6,000 last year but this year he's proposing \$12,500. This would be used to implement a Master Plan action item to conduct a buildout analysis under current zoning conditions and see if development will meet future needs. There was a non-parcel-specific buildout analysis a few years ago, but it is misleading as to the amount of developable land. This would be a parcel-specific buildout analysis, which better captures the potential. Mr. Stevens asked what they do with that information. Mr. Sharples said they can determine if zoning changes are needed to meet their goals, and identify areas of town that have development potential. Mr. Dawley asked if Mr. Sharples could do this study himself. Mr. Sharples responded that he has done them in the past, but he may not have the capacity. Ms. Rowan asked if it could be done with an intern; Mr. Sharples said no, it's a technical process and requires familiarity with GIS and the zoning laws.

Mr. Sharples mentioned Capital Overlay, which is level funded. This item has \$3,500 left but will be spent by the end of the year. There's pressure to add trash receptacles downtown, and they'll be doing some bench replacements. Benches are \$1,700 each. The work in this area supports Master Plan goals.

Mr. Sharples then discussed overages in their 2018 budget. Contract Services was over by \$420 for temp minute takers. In Printing, they're overspent by about \$600, but they changed their contract and it shouldn't be an issue next year.

Mr. Sharples mentioned that for Studies, they got an MTAG grant of \$5,000 for a match, and they will spend that item. Travel and Training is underspent but he does have a conference next week.

Mr. Gray asked why funding for the replacement of benches is in Planning and not DPW. Mr. Dean said that the bench replacement project didn't have a home, and they gave it to the Planning Department knowing that it would be implemented effectively. Mr. Stevens said that in 2017's budget they started the trash receptacle program and capital outlay showed up on Planning's radar, and asked if they wanted to continue with that line item. Mr. Dean said they have to consider the Master Plan and what people have indicated there's a need for. Mr. Sharples added there's enough projects for next year to continue. Mr. Dean mentioned Complete Streets and ADA projects which may come up and wouldn't fall to Public Works.

Mr. Kelly revisited the issue of the Studies line item, asking if Mr. Sharples could do at least a majority of the study in-house. Mr. Sharples said that when he did it in the past, he had a full time Planning secretary who gathered a lot of the data. He could get it done but it would take a long time. Mr. Kelly suggested that RPC do the groundwork, and Mr. Sharples do the final analysis. Mr. Sharples said that the quote for \$12,500 took into account that Mr. Sharples would be doing some work on the study. Mr. Dawley said this study is a luxury item, and he would not want to fund it.

MOTION: Mr. Dawley moved to delete the \$12,500 for the line item 5571, Studies, from the 2019 budget. Mr. Beavens seconded. Mr. Sharples said that he does see it as a priority. This is one of the short-term goals in the Master Plan, and it will help them understand their development capacity as a town. Mr. Dawley raised the issue of Rose Farm, saying that developers can figure out where to put stuff up. Mr. Sharples countered that this work will help them prepare for those opportunities with potential zoning amendments. Ms. Rowan asked if this would make a difference between town-driven or developer-driven planning, and Mr.

Sharples this would allow them to encourage or prohibit certain types of development by adjusting the zoning laws. Mr. Kelly said this doesn't appear to be time-critical, and suggested level-funding the line item. Mr. Sharples said he could do the study, he likes doing them, but his workload makes it difficult. Mr. Dean said they gave the Planning department \$50,000 to do a Master Plan and they did a great job, they had a lot of public participation. This study will lead to tangible changes. Mr. Dawley said they can get through the necessary development in the short term without this study. Ms. Belanger asked at what point are they going to overload the Town Planner, and Mr. Dawley said they simply shouldn't do the study. Mr. Gray asked the goal of the study, and Mr. Sharples said it will determine how many units can be built and where they can be built. He can't determine any potential zoning changes until the analysis is done. Mr. Gray mentioned that developers come before the Planning Board and say that zoning ordinances are preventing them from building affordable housing. Mr. Sharples said that examining zoning ordinance with an eye toward affordable housing is already underway, but that's only in the C1 District. Buildout analysis could also support that work. By a show of hands, Mr. Dawley, Mr. Beavens and Mr. Gray voted yay, and the motion failed 3-8-0.

MOTION: Mr. Kelly moved to level fund line item 5571 at \$6,000. Mr. Benjamin seconded. By a show of hands, Ms. Belanger and Ms. Tung voted nay, and the motion passed 9-2-0.

Ms. Soutter left the meeting at this time.

Ms. Chester stated that the new benefits total for Planning is \$50,149, and the revised total for Planning is \$260,414.

MOTION: Ms. Belanger moved to move \$260,414 for Planning. Ms. Rowan seconded. All were in favor.

Mr. Sharples moved to the Zoning Board of Adjustments. The Postage line item is being raised from \$1,200 to \$1,500. In 2017, they overspent by \$626; in 2018 they're \$690 overspent. \$300 should cover it, but it's unpredictable. Most of the cost is notifying direct abutters when people put in ZBA applications, and the notifications cost \$6-7 each. The department pays for the notifications and the developers reimburse them. They also send out packages to the boards, which are not reimbursed. For Travel and Training, he encourages volunteers on the Board of Adjustment, Heritage Commission, and HDC to get training; even if they don't always take advantage of it, he doesn't recommend reducing the budget. Mr. Dawley said if anything, he'd increase it, since people need more training.

Ms. Clement said that there's been a change in the hourly rate to \$15, so the salary adjustment is \$855. Mr. Kelly asked if someone on the board could do the minutes, but Mr. Sharples said that hasn't been the case here. To meet the state law, you only have to have a general description of the discussion, but the timing of the minutes is difficult. By state law, they have to be complete within 144 hours, and they struggle with that when it's a volunteer or member of the board. Mr. Dawley said that more than ever the land use boards need good minutes. Mr. Kelly said that the streaming video would be far more detailed than the minutes. Mr. Sharples said it's a requirement that someone takes minutes. Ms. Tung asked how much they spend on minutes over all the committees, and Ms. Chester said they'd get a summary.

Ms. Belanger said that in her notes, Postage was at \$2,000; Mr. Sharples said that that figure came out of the subcommittee discussion and he preferred that to \$1,500.

Ms. Chester said the new total is \$4,320.

MOTION: Mr. Stevens moved to move \$4,320 for ZBA. Ms. Belanger seconded. All were in favor.

Mr. Sharples moved on to the Historic District Commission. The Travel and Training issue is the same as with ZBA. The CLG Match was \$1 last year, but is \$2,500 this year; this money switches between Heritage and HDC each year. Julie Gilman has been successful in getting grants to do survey work on historical resources, and this year they got \$20,000. Now they're doing the Park Street area survey, identifying historical resources there. This work supports the Master Plan goals of identifying historic properties. Mr. Stevens asked if they will spend the \$2,500 this year, and Mr. Sharples said yes, they got the grant and will be spending it on the Park Street survey. Mr. Kelly pointed out that both lines were \$1 in 2017, and Ms. Gilman said they didn't get the grant that year.

Ms. Chester stated that the Historic District total is \$4,317.

MOTION: Ms. Soutter moved to move \$4,317 for Historic District. Mr. Benjamin seconded. All were in favor.

Mr. Sharples had no discussion points for the Heritage Commission, other than that he didn't want to reduce the unspent training funds. Mr. Dawley asked what type of training this group would take. Mr. Sharples said they do a lot of demolition reviews and make recommendations, so they need technical education in determining historic significance. Mr. Kelly suggested they could host a seminar or speaker in-house, and Ms. Rowan liked this idea. Mr. Dawley said they should make training mandatory.

Ms. Chester stated that the new total is \$988.

MOTION: Ms. Belanger moved to move \$988 for Heritage Commission. Mr. Stevens seconded. All were in favor.

Mr. Sharples then discussed their CIP proposal, which is an ADA Accessibility Capital Reserve Fund to identify and address ADA compliance issues in public buildings. They've requested \$50,000; the study won't cost that much, but they can use the remainder to address issues. Mr. Kelly said that many of the buildings are old enough to be exempt from ADA. Mr. Sharples responded that this is just about knowing where they're at. Mr. Kelly asked Mr. Sharples to specify on CIP night the cost of the study versus the projects. Ms. Rowan asked if this is a project for an intern, but Mr. Sharples said no, it's more for an architect, civil engineer, or planner.

Mr. Sharples then discussed the \$940,000 Epping Road Sidewalk extension. They submitted a Transportation Alternatives Program (TAP) grant and it's funded 80/20; \$188,000 would be their match. This will take the sidewalk from 80 Epping Road/Aroma Joe's, across at a new light, and up to the existing sidewalk at AllTown.

Mr. Sharples moved on to the Raynes Farm project, which is also a potential grant project. It's a \$214,000 project which would address issues with the barn structure and make it weathertight. This relies on a 50% LCHIP Grant, and will not go forward without it.

Mr. Kelly asked Mr. Dean if they would bond the two projects, and Mr. Dean said no, they'd be one-shot deals. Mr. Kelly asked if the grants would both come in 2019; Mr. Sharples said the notice of award for both would be in December/January. Mr. Gray asked if any private groups have expressed interest in taking over Raynes Farm. Mr. Dean said he doesn't know if it would be allowed under their LCHIP restrictions.

i. Economic Development

Darren Winham, the Economic Development Director, was present to discuss the budget. Ms. Belanger said that there were no revisions recommended by the subcommittee. Ms. Tung said their major point was the need for an intern. Mr. Winham said that his budget is straightforward, it's a department of one and he has more than he can do. Every parcel which is underperforming or vacant has interest in it. This intern is a data genius and has skills which Mr. Winham doesn't have; his work makes the town look very good for investors. It looks as if he's not overbudget on the line item, but that's because they haven't had as many meetings so they haven't used a recording secretary as much. He pointed out that supplies are at \$0; all they need is ink.

Mr. Stevens mentioned consulting; Mr. Winham said they've used \$1,800 in Consulting; once the EDS is done they'd like to use the rest to be able to print some copies of it. Mr. Dawley asked what they would use consulting for; Mr. Winham said appraisals and unpredictable projects, such as wetlands studies, gathering contact information for restaurants that may be interested in vacant properties, and many other tasks. Mr. Dean said Mr. Winham facilitates discussions with property owners and can do an appraisal whenever departments have a project that requires it. Mr. Kelly said that insurance rates are high for Water and Sewer, and wondered if they could use this money to appraise our own facilities. Mr. Dean said they would look to another account, not this budget. Insurance rates are based on Primex doing a review of their value, and is also influenced by the pool.

Ms. Chester stated that the new salaries total is \$93,041; the new benefits total is \$45,702. The total for Economic Development is \$144,843.

MOTION: Mr. Kelly moved to move \$144,843 for Economic Development; Mr. Benjamin seconded. All were in favor.

Ms. Chester stated that the Planning and Development total is \$682,853.

j. Town Manager

Mr. Dean discussed changes to the Town Manager's office budget. Office Equipment Leases is up \$1,000; they were underbudgeted in this line item in 2018. They cut a new deal in May, so it will go up slightly, to \$10,000, but it will be less than 2017's actual. Dues are up \$650 to pay the town-wide NHMA dues, which are up 4% to \$14,700. The Town Report expense has been decreased by \$100 due to favorable printing bids. The Education and Training line item and Conference and Meals were down in 2018 because the National City Manager's Conference was in Baltimore; in 2019 it will be in Nashville, so there will be an increase in travel costs.

Ms. Chester stated that the new benefits total is \$84,993.

Mr. Kelly asked about the postage machine, which this department manages but everyone uses. Mr. Dean said that the Office Equipment Lease line item pays for the postage

machine lease, which is \$1,000 per quarter. Mr. Kelly asked if a postage machine is an efficient way to handle the town's mailing; Mr. Dean said that given the volume of mail, using the postage machine is a productivity gain. Ms. Chester added that they get a discount on the postage rate with the machine.

Ms. Chester stated that the new total is \$235,843.

MOTION: Mr. Gray moved to move \$235,843 for the Town Manager's office. Mr. Kelly seconded. All were in favor.

Mr. Papakonstantis moved on to the Select Board, and Julie Gilman briefly discussed the sign for the Town Offices.

Ms. Chester stated that the total is \$23,981.

MOTION: Ms. Belanger moved to move \$23,981 for the Select Board, and Mr. Beavens seconded. All were in favor.

Mr. Dean then discussed Legal Services. The current Town Counsel is Mitchell Municipal Group, and the town occasionally uses special counsel. They also have a labor attorney, Jackson Lewis; Tom Closson is their main labor counsel for collective bargaining. They have an environmental attorney, Dana Bisbee of Devine-Millimet, that handles EPA issues, water rights, and similar issues. Attorney rates vary: general counsel is just under \$200 per hour, labor counsel is \$315 per hour, and Devine is \$350. Year to date they're on track. As part of a settlement with Varsity Wireless, the company agreed to pay the town's legal fees, so the expenses will be offset by \$15,000 in revenue.

Mr. Papakonstantis asked how often they go out to bid, and Mr. Dean responded that the last time was in 2009 and they'll be doing an RFP shortly.

MOTION: Ms. Belanger moved to move \$80,000 for Legal Services. Mr. Kelly seconded. All were in favor.

Mr. Dean then discussed Transportation. The COAST transportation service has moved to a demand-response model; they want people to go out to the stops if they're able. The General Fund will pay \$10,000 toward the COAST assessment and the balance will come from the Transportation Fund, which is comprised of fees for auto registrations and is intended for elderly and disabled transport. Mr. Kelly asked if the Transportation Fund could cover the whole cost. Mr. Dean said the amount covered by the General Fund has gone down in past years. The Transportation Fund also pays for TASK, Lamprey Health Care, the Senior Taxi Ticket Program, and Meals on Wheels. Mr. Kelly asked if they could raise the registration fees to eliminate this line item. Mr. Dean said they could do a revised analysis of the fund and the fees.

MOTION: Ms. Belanger moved to move \$10,000 for Transportation. Ms. Rowan seconded. All were in favor.

Mr. Dean discussed the Trustees of Trust Funds. This is a three member board created by statute. Donna Leroy is the current chair. They manage all of the town's Capital Reserve Funds as well as the School District and the Cooperative School District, about \$2.2 million dollars. It's a volunteer-elected board and their chair is paid \$828 per year.

MOTION: Ms. Belanger moved to move \$891 for Trustees of Trust Funds. Mr. Kelly seconded. All were in favor.

Ms. Dean then discussed Treasurer. Sue Penny, the current Treasurer, is paid a stipend of \$8,864. There are also monies in the budget for a part-time Deputy Treasurer, but they have not found anyone to fill the position; it pays \$1,000. The Treasurer is responsible for cash flow management and bank reconciliations. Mr. Dean is confident in the current Treasurer, but at some point the town should re-evaluate whether this should be a volunteer position.

Ms. Chester stated that the total is \$11,069.

MOTION: Mr. Kelly moved to move \$11,069 for Treasurer. Mr. Kelly seconded. All were in favor.

k. Finance

Ms. Chester stated that the new benefits total is \$95,757.

Mr. Kelly asked about the new copier. Ms. Chester said they have a 10 year old HP that they use heavily. It currently puts a black line down the center of everything it prints. They also do a lot of scanning one sheet at a time. They got a lease quote for a new printer at \$1,600. They can reduce Supplies because cartridges will be included in the lease. She made a correction to the budget: Supplies should be \$5,000 and Lease should be \$1,600. On Contract Services, the line item should be reduced to \$4,000. There are 80 hours allocated; an employee was out for a month last year and she had to get a temp. This line item also includes ACA Compliance and the travel for the Tyler Consultants. Mr. Kelly asked how much of this was for Tyler, and Ms. Kelly said \$1,400 but it's just travel, everything else is covered.

Mr. Kelly asked about the Maintenance piece of the software agreement. Ms. Chester said there's a 5% escalator in the contract. MuniSmart costs are being phased out. Mr. Kelly asked whether she will use the Education budget. Ms. Chester said she's an executive member of NH GFOA, which offers a certificate for financial government employees; she and Ms. Zogopolous will take those classes over a two year period. Mr. Kelly would like to reduce this line item to \$2,000, and Ms. Chester said that was fine.

Ms. Chester stated that the new Finance total is \$302,871.

MOTION: Ms. Belanger moved to move \$302,871 for Finance. Ms. Rowan seconded. Mr. Kelly voted nay and the motion passed 9-1-0.

Mr. Papakonstantis said they now need to approve Benefits and Taxes; Ms. Chester explained that these are pieces that don't fit in the budgets. Mr. Dean said this is a placeholder; the reserves until they end up reallocating that money. The health insurance buyout also comes from this money. Flexible Spending fees are paid to Health Trust to implement the FSA program. Unemployment Compensation is the pool rating from Primex; workers' comp is the same way. For Property Liability Insurance, there's a max 5% increase but it is actually decreasing in 2019. Mr. Papakonstantis asked how often they go out to bid for insurance. Mr. Dean said they went back to Primex from Local Government Center 7 or 8 years ago, so they haven't gone to bid. Mr. Papakonstantis said this might be a tool to get a better pool rate. Mr. Dean said he wouldn't want to get a great quote and have to leave Primex only to see the rate go way up the next year. He added that Primex offers free training.

Ms. Chester stated that the Benefits and Taxes total is \$438,366.

MOTION: Ms. Belanger moved to move \$438,366 for Benefits and Taxes. Mr. Benjamin seconded. All were in favor.

Ms. Tung mentioned that she'd like the BRC to have the ability to suggest raising fees where they saw it was called for. Mr. Dean said they'd just raised fees at the Transfer Station so it was something under discussion. Mr. Dawley said they'll be talking about fees with the Rec budget.

Ms. Chester stated that the total for General Government was \$1,077,737.

MOTION: Ms. Belanger moved to move \$1,077,737 for General Government. Ms. Rowan seconded. All were in favor.

Mr. Gray asked what the percentage increase was; Ms. Chester said 6.5%.

4. Review Board Calendar

The next meeting is Wednesday, October 24th at 6:30 for Parks and Rec, Library, and Human Services.

5. Adjournment

MOTION: Ms. Belanger moved to adjourn the meeting. Ms. Rowan seconded. All were in favor and the meeting was adjourned at 4:41 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary