

Sanbornton Municipal Budget Committee
And
Sanbornton Board of Selectmen
Joint meeting minutes
August 22, 2016

Present:

Board of Selectmen ~ Karen Ober, John Olmstead, TA Katie Ambrose

Budget Committee ~ Ralph Rathjen, Katy (Wells) North, Earl Leighton, Roger Grey, Craig Davis

The meeting was called to order by Selectman Ober at 5:03pm, after recognizing a quorum of the BOS and the Budget Committee (BC). Katy (Wells) North took the minutes.

The boards discussed the purpose of the meeting was to discuss each board's views going forward to build the FY18 budget. BC Chair Ralph Rathjen stated that the BC had discussed at their recent meeting some questions that they may have for the BOS, to gather information that would be helpful in the FY18 budget process. BC Chair Rathjen asked the BOS if they had a target date for the budget to be given to the BC, where the Lower Bay Road Engineering study was at in the process, and if the BOS had taken any positions on the COLA/raises or salary increases for FY18. Selectman Ober stated the BOS have requested the department heads submit their FY18 budget requests to reflect business as it currently exists, by 9/30. Selectmen Ober further reported that the BOS suggested it would take 4-5 weeks to get through the budget as submitted with the department heads and the BOS felt they may be ready to present the BC with the FY18 budget about November 1-10th. Both boards discussed the use of the binder system as they were afforded last year and all agreed to re-use this system.

The BC members asked the BOS to define the "business as it exists" theory. Both Selectman Ober and Selectmen Olmstead described that the budgets be presented lean, no additional services and no additional expenses and if there were specific needs that stood out, they would be placed in a warrant article, but needed justification.

The boards both discussed the use going forward of the pay matrix as designed by the pay matrix committee. Selectmen Ober stated that the BOS is looking at hiring a consultant that would evaluate the jobs in town and come up with a figure that it would cost if everyone was put on the matrix. Selectmen Ober reported that the BOS has found the money to pay for the consultants however there is some language issue with the contract. The BOS is looking into this and have made no decision whether or not to move forward with the actual hiring of a consultant or using the figure if provided to place employees in the matrix. Selectman Ober stated that if the BOS decide to take this step, they would make this a warrant article for the taxpayers to vote on as well as make any documentation open to the public that was developed from this process. TA Ambrose added that the company if and when hired, would provide the town with a formula that they used to base their recommendations on and the rationale they used.

The boards discussed the status of the Lower Bay Road Engineering Study, for funding purposes for the project in FY18 possibly. Selectman Ober reported that the engineer has been

selected and they are waiting for a cost for the study, the engineer is awaiting a DOT approval for the project. The BOS is looking to put this project out to bid with an RFP by late January so that a warrant article can be presented this town meeting. Earl asked if the BOS was considering going the whole length of the road or at least having the whole road part of the engineering study for a future project. Selectman Ober responded that the BOS has not decided on the actual length of the project or researched if there were any additional costs for the study for that extra portion of the road and where the extra money would come from to pay for the whole road to be study.

BC Chair Rathjen referenced the discussion the BC had at their recent meeting, requesting the presence of the Town Administrator. It was discussed by both boards and TA Ambrose that she will review the agenda of the BC before the meeting and attend as it is necessary.

The boards discussed the town wide use of fuel, gas, diesel and the possibilities that may be available for purchasing in bulk or through a contract for a better price.

The boards briefly discussed the recreation building and the any update and if there are any plans to have this come forward in FY18 versus the building space needs issue coming forward first for the better part of the town needs. There was a brief discussion about disbanding or keeping the Energy committee. The BOS feel that they may need this committee if and when the space needs in town get addressed.

Katy North stated that the BC at their recent meeting also had questions regarding the salary line items in the budget and the expenditure being on the direct line next to the appropriation versus the current of one total of all the salaries expended with no breakdown. TA Katie Ambrose responded that she has discussed this with Peg our Finance Officer and this can be down with some data entry in the software at the change of a fiscal year. TA Ambrose also stated she had responded to Chair Ralph Rathjen of the BC with all the answers to the questions from the BC meeting the other night that had been requested of her. The BC will review these responses at their next meeting in September.

Selectman Ober and Selectman Olmstead reviewed that the BOS has discussed that all requests for the FY18 budget come through BOS first and there should be not brought to the BC first.

Next Joint meeting is scheduled for January 2017, exact date and time to be posted.

Adjournment

At 6:30 pm Roger Grey made a **motion** to adjourn, 2nd by Craig Davis all were in favor.

Respectfully submitted,

Katy (Wells) North, Budget Committee Member
Recording Secretary