

## MINUTES

### Sanbornton Budget Committee

**Meeting Date and Time:** Monday, January 27<sup>th</sup>, 2020 at 7:00 PM

**Meeting Place:** Sanbornton Town Offices, Sanbornton, N.H.

**Present:** Selectman Jim Dick, Kate Osgood, Chair Craig Weisman, Bob Presby, Bob Lambert, Ray Masse

Ray Masse made a motion to accept the minutes of 1/6 with corrections. Selectman Jim Dick seconded the motion and the motion passed unanimously.

#### New Business

#### **Discussion of department budgets:**

**4130 – Executive Admin** – Town Administrator Trish Stafford explained that the additional hours (24 weekly) for Administrative Support will allow for more coverage in the office in addition to recording minutes for the BOS. Ray noted that the narrative for line 4130.150 states that the amount has been moved to lines .201 and .315 but this is not reflected in the budget; Trish will check on this. Chair Weisman stated that the training line is up from \$700 to \$1,500; Trish explained that one NHMA training for her and the BOS depleted the entire training budget so more funding is requested to be able to train and cross-train staff.

**4140 – Elections** – Selectman Dick stated that three elections in FY21 is the reason for the substantial increase in this budget.

**4151 – Town Clerk/Tax Collector** – Chair Weisman reminded the Committee that the Tax Clerk has moved some items around so that they are in budgeted for in the appropriate line.

**4152 – Revaluation** – Trish stated that the BOS have voted to purchase the module for the Avitar site that will allow residents to see more tax card info as they could before with the PDFs on the Town website.

**4153 – Legal Expense** – Selectman Dick explained that the increase in this budget is to account for at least one tax abatement request that will probably go to litigation; this budget is forecasted to be almost completely spent for FY20.

**4155 – Personnel Administration** – Ray provided a document showing that the overall increase to this section is only .7% due to the changes made by the Health Insurance Study Committee to lower insurance costs to the Town. Chair Weisman noted that there is no spend showing for FY20 for Worker's Comp; Trish stated that this may be a once-yearly payment after January 1 but she will check on this.

**4191 – Planning** – Selectman Dick stated that the Planning Board requested a line for legal expenses as they were previously using the legal fund from the BOS; the BOS is still the expending agent and the PB will still have to request to use legal services from the BOS before doing so, but this line will provide greater visibility into the legal costs for the PB.

**4194 – General Govt' Buildings** – Kate asked for clarity on the lines for equipment purchase, equipment maintenance and repair, and repairs and maintenance; Trish will check on these, as well as the \$6,500 request for the equipment purchase line (.629) as this was expended at only \$291 in FY19.

**4195 – Cemeteries** – Selectman Dick explained that a replacement shed is needed at the cemetery which is the reason for the substantial increase in this budget.

**4196 – Insurance** – Trish explained that the casualty insurance quote she received reflected a 6% increase which is also reflected in this budget.

**4199 – Historic District Commission** – Selectman Dick stated that this section has an error and should show \$4,200 which is needed to pay up front for a historic district education program that will be completed by an outside company; this will be paid back to the Town via a grant.

**4415 – Health & Community Organizations** – Selectman Dick explained that the BOS looked at which community organization provide the most support to Sanbornton residents and made their budget recommendations accordingly.

**4441 – General Assistance** – Selectman Dick stated that the Welfare Director did not request any increases in this budget for FY21.

**4589 – Other Culture** – Selectman Dick stated that the Old Home Day Committee is planning a bigger event this year to celebrate Sanbornton's 250<sup>th</sup> anniversary. The \$20,000 request is supported by the BOS and will allow for tents and fireworks. He explained that this will not be an annual request and that the Old Home Day Committee does their own fundraising as well.

**4611 – Conservation** – Selectman Dick stated that there is a request for \$500 for Outreach and Education for the Conservation Commission; they have implemented the Trout in the Classroom program at Sanbornton Central School and Ray noted that they have also been working on putting out a newsletter several times a year.

#### **Voting on department budgets:**

**4130 – Executive Admin** – Chair Weisman made a motion to accept the BOS recommended budget of \$152,390 for Executive Admin. Ray Masse seconded the motion and the motion passed unanimously.

**4140 – Elections** – Bob Presby made a motion to accept the BOS recommended budget of \$10,138 for Elections. Chair Weisman seconded the motion and the motion passed unanimously.

**4150 – Financial Admin** – Ray Masse made a motion to accept the BOS recommended budget of \$79,699 for Financial Admin. Kate Osgood seconded the motion and the motion passed unanimously.

**4151 – Town Clerk/Tax Collector** – Chair Weisman made a motion to accept the BOS recommended budget of \$121,597. Bob Lambert seconded the motion and the motion passed unanimously.

**4152 – Revaluation** – Bob Presby made a motion to accept the BOS recommended budget of \$82,026 for Revaluation. Chair Weisman seconded the motion and the motion passed unanimously.

**4153 – Legal Expense** – Kate Osgood made a motion to accept the BOS recommended budget of \$40,002 for Legal Expense. Ray Masse seconded the motion and the motion passed unanimously.

**4155 – Personnel Administration** – Ray Masse made a motion to accept the BOS recommended budget of \$647,550 for Personnel Administration. Chair Weisman seconded the motion and the motion passed unanimously.

**4191 & 4192 – Planning and Zoning** – Chair Weisman made a motion to accept the BOS recommended budget of \$54,059 for Planning and Zoning. Kate Osgood seconded the motion and the motion passed unanimously.

**4194 – General Gov't Buildings** – Kate Osgood made a motion to accept the BOS recommended budget of \$113,250 for General Gov't Buildings. Bob Lambert seconded the motion and the motion passed unanimously.

**4195 – Cemeteries** – Ray Masse made a motion to accept the BOS recommended budget of \$7,300 for Cemeteries. Kate Osgood seconded the motion and the motion passed unanimously.

**4196 – Insurance** – Chair Weisman made a motion to accept the BOS recommended budget of \$55,106 for Insurance. Bob Lambert seconded the motion and the motion passed unanimously.

**4199 – Other General Gov't** – Ray Masse made a motion to accept the BOS recommended budget of \$7,835 for Other General Gov't. Kate Osgood seconded the motion and the motion passed unanimously.

**4210 – Police** – Chair Weisman made a motion to accept the BOS recommended budget of \$505,902 for Police. Ray Masse seconded the motion and the motion passed unanimously.

**4220 – Fire** – Kate Osgood made a motion the accept the BOS recommended budget of \$529,260 for Fire. Chair Weisman seconded the motion and the motion passed unanimously.

**4290-4292 – Forest Fire, Emergency Mgt, E911** – Kate Osgood made a motion the accept the BOS recommended budget of \$2,023 for Forest Fire, Emergency Mgt and E911. Bob Lambert seconded the motion and the motion passed unanimously.

**4325 – Landfill** – Chair Weisman made a motion the accept the BOS recommended budget of \$10,301 for Landfill. Bob Lambert seconded the motion and the motion passed unanimously.

**4326 – Wastewater** – Ray Masse made a motion the accept the BOS recommended budget of \$48,529 for Wastewater. Bob Lambert seconded the motion and the motion passed unanimously.

**4411-4445 – Health & Welfare** – Bob Presby made a motion the accept the BOS recommended budget of \$108,314 for Health & Welfare. Chair Weisman seconded the motion and the motion passed unanimously.

**4520 – Culture & Recreation** – Bob Lambert made a motion the accept the BOS recommended budget of \$123,049 for Culture & Recreation. Ray Masse seconded the motion and the motion passed unanimously.

**4583 & 4589 – Patriotic Purposes & Other Culture** – Chair Weisman made a motion the accept the BOS recommended budget of \$23,250 for Patriotic Purposes & Other Culture. Bob Presby seconded the motion and the motion passed unanimously.

**4611 – Conservation** – Bob Lambert made a motion the accept the BOS recommended budget of \$2,425 for Conservation. Chair Weisman seconded the motion and the motion passed unanimously.

**4711-4799 – Debt Service** – Kate Osgood made a motion the accept the BOS recommended budget of \$237,339 for Debt Service. Bob Lambert seconded the motion and the motion passed unanimously.

**4902 – Machinery** – Ray Masse made a motion the accept the BOS recommended budget of \$109,951 for Machinery. Bob Presby seconded the motion and the motion passed unanimously.

**4909 – Improvements Other Than Buildings (Town Roads)** – Chair Weisman made a motion the accept the BOS recommended budget of \$600,000 for Improvements Other Than Buildings. Bob Lambert seconded the motion and the motion passed unanimously.

Ray stated that his calculations show a 2.6% increase over last year before capital outlay items. He also asked if members would still like to see the actual expenditures for the current fiscal year in the final budget; members agreed that they would. He asked if members would continue to only show totals and not personnel subtotals in the budgets; members agreed to just show the totals.

**The meeting schedule for the Budget Committee is as follows:**

**Monday, February 3<sup>rd</sup>** (Highway, Transfer Station, discuss Capital items)

**Monday, February 3<sup>rd</sup>**

**Tuesday, February 4<sup>th</sup> – Public Hearing**

**Wednesday, February 12<sup>th</sup> – Public Hearing snow date** (moved from the 11<sup>th</sup>)

Meeting adjourned at 9:25.

Respectfully Submitted,  
Audry Barriault