

## Sanbornton Municipal Budget Committee

**Meeting Date and Time:** Monday, January 9 2017 at 6:30 PM – Town Offices

The meeting was called to order by Chair Ralph Rathjen at 6:30pm. All in attendance recited the Pledge of Allegiance.

**Present:** Selectmen's Representative Katy North, Craig Davis, Roger Grey, Earl Leighton, Craig Weisman and Justin Barriault (in late)

**Approval of draft minutes of 12/12/16** – Earl Leighton made a motion to approve the draft minutes of 12/12. Craig Davis seconded the motion. Selectman North noted that one section should be removed to eliminate confusion. Earl Leighton made a motion to approve the amended minutes. Roger Grey seconded the motion and the motion passed unanimously.

### New Business

- a. **Narrative for Annual Town Report** – Chair Ralph Rathjen provided the Committee with copies of a draft letter that will go into the Town Report. The letter gives residents an overview of what the Budget Committee has been working on.
- b. **Ratification of previous votes by Justin Barriault** – Chair Rathjen explained that he was unaware that Justin Barriault was not sworn in prior to the previous Budget Committee meetings. He made a motion to ratify the votes of Justin Barriault at those meetings, Craig Davis seconded the motion and the motion passed unanimously.
- c. **Review of BOS Budget** - Chair Ralph Rathjen asked the Committee how they would like to proceed in reviewing the budget. Roger Grey stated that he felt that the Budget Committee is just rubber stamping the Selectmen's budget, and the Budget Committee has not had time to ask questions of department heads yet and has not done its job. Chair Rathjen stated the Committee received the budget late and needs to work with what it has. Earl Leighton stated that he would like to start with the first page of the budget and go through each department one by one and Chair Rathjen agreed.

Executive Administration – Roger Grey asked if previous Town Administrator salary of \$62,730 is what the Town was paying TA Bob Veloski several years ago. Selectman Katy North responded that it was, and that the new salary amount of \$65,000 is the contracted amount of the current TA Katie Ambrose. Roger Grey stated that he is not prepared to ask the taxpayers to pay for that increase in salary for someone that does not have as many years of experience as Bob Veloski, and he made a motion to put the TA salary back to \$62,730. There was no second to the motion. Ralph Rathjen made a motion to accept the BOS recommended budget total of \$116,199 for Executive Administration. Craig Davis seconded the motion and the motion passed, with Roger Grey opposed due to the TA salary increase.

Election & Registration – Roger Grey made a motion to accept the BOS recommended budget total of \$4,749 for Election & Registration. Craig Davis seconded the motion and the motion passed unanimously.

Total Financial Administration – Selectman North explained that the Assessing Assistant is now the Municipal Assessor and that is the reason for that line increase. She stated that the Assessing Services line has been decreased and the budget will now reflect what actual services the Town has been receiving. Roger Grey asked if this will mean an increase to the taxpayers and she responded No. Chair Rathjen noted that the deductibles being paid by the Town as outlined in this budget are a better use of the Town's money than other avenues. Chair Rathjen made a

motion to accept the BOS recommended budget of \$125,622 of Total Financial Administration. Craig Davis seconded the motion and the motion passed unanimously.

Revaluation of Property – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$22,102 for Revaluation of Property. Earl Leighton seconded the motion and the motion passed unanimously.

Legal Expense - Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$29,901 for Legal Expense. Craig Davis seconded the motion and the motion passed unanimously.

Personnel Administration – Roger Grey asked why there was a line item for Tuition Reimbursement. Selectman Katy North explained that this was a specific request from the Police Department for job specific development courses for staff. Craig Davis made a motion to accept the BOS recommended budget of \$611,774 for Personnel Administration. Craig Weisman seconded the motion and the motion passed with all in favor except Roger Grey, who voted No due to the Tuition Reimbursement line item.

Planning & Zoning – Roger Grey made a motion to accept the BOS recommended budget of \$46,339 for Total Zoning Board. Craig Davis seconded the motion and the motion passed, with Chair Rathjen abstaining.

General Government Buildings – Roger Grey asked why there is an increase in the Maintenance line item. Fire Chief Paul Dexter explained that historically generators were not well-maintained in the Town and this increase will be for preventative maintenance. The narrative also explained that the increase will cover new gutters, too. Earl Leighton made a motion to accept the BOS recommended budget of \$113,520 for General Government Buildings. Craig Davis seconded the motion and the motion passed unanimously.

Cemeteries – Earl Leighton made a motion the accept the BOS recommended budget of \$5,200 for Cemeteries. Craig Davis seconded the motion and the motion passed unanimously.

Insurance – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$65,000 for Insurance. Craig Weisman seconded the motion and the motion passed unanimously.

Other General Government – Earl Leighton made a motion to accept the BOS recommended budget of \$2,160. Craig Davis seconded the motion and the motion passed, with Justin Barriault abstaining.

Historic District Commission – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$250 for Historical District Commission. Craig Davis seconded the motion and the motion passed unanimously.

Solid Waste Committee – Roger Grey asked what office supplies are being requested by the Solid Waste Committee for \$305. Selectman North stated she will check but she thinks it is for poster board for educating residents about town waste. Craig Davis made a motion to accept the BOS recommended budget of \$305. Craig Weisman seconded the motion and the motion passed unanimously.

Library – Chair Ralph Rathjen stated that the attached narrative with the Library's budget explains that there is an increase in hours being requested for the part-time program coordinator, but no pay increase. Selectman North stated that the requested increase is also to restore the library's funding back to what it was in FY16. Earl Leighton asked the Library Trustees if they could utilize volunteers instead of employees. Library Trustee Chair Carol Raymond explained

that it is against the law to replace employees with volunteers. Earl Leighton stated that he thinks an employee that leaves willingly would be able to be replaced with a volunteer. Roger Grey stated that he would like the Library budget to be separated from the Operating Budget and voted on at Town Meeting since it cannot be decreased by the Budget Committee according to RSA. Library Director Marcia Haigh noted that the library's user visits are up 1,000 this past year and check-outs are up over 4%. Craig Davis made a motion to leave the Library budget as part of the total Operating Budget. Justin Barriault seconded the motion. Votes: No – Roger Grey, Earl Leighton, Craig Weisman. Yes – Justin Barriault, Selectman Katy North, Craig Davis, Chair Ralph Rathjen. The motion passed.

Fire Department – Roger Grey stated that the Town Meeting voted for no raise for the Fire Chief yet a raise is reflected in this budget. Selectman Katy North stated that the raise was approved by the BOS in FY17 and FY18 is essentially level-funded for the Chief's salary, at \$60,500. Roger Grey asked what a Night Shift Stipend was for. Fire Chief Paul Dexter explained that this is to entice Fire Department employees to be on-call at night, which he was having trouble finding before. The stipend is one times the employee's hourly rate and he stated that this stipend has been successful in getting employees to be on-call. Roger Grey stated that he was involved in an incident where multiple Fire Department employees arrived in multiple vehicles and he felt that it was unnecessary. Chief Dexter explained that multiple staff arrive at calls because they are unsure of what the staff will come up against and need to be prepared. Roger Grey asked why the Medical Services line item has increased. The Fire Chief responded that this line has not been utilized in the past but should be used for health testing ("1500/1582 Physicals") for Fire Department staff. This line would cover 10 current employees and 4 future employees to complete job-specific physicals. He also stated that the increase in the Maintenance/Repair line item is for the Lucas device which does chest compressions for a patient. Craig Weisman stated that the Chief has traditionally been under-budget, and Chief Dexter explained that this is due to fluctuating fuel costs and staff vacancies. Craig Davis made a motion to accept the BOS recommended budget of \$365,703. Justin Barriault seconded the motion and the motion passed, with Roger Grey voting No due to the Fire Chief's salary line.

(Chair Ralph Rathjen made a motion to extend the meeting to 9:30 pm. Craig Davis seconded the motion and the motion passed unanimously.)

Forest Fire Control – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$2,023. Craig Weisman seconded the motion and the motion passed unanimously.

Town Clerk/Tax Collector – Craig Weisman made a motion to accept the BOS recommended budget of \$106,685. Justin Barriault seconded the motion and the motion passed, with Craig Davis abstaining.

Capital Improvements Program Committee – Chair Ralph Rathjen made a motion the accept the BOS recommended budget of \$445 for CIPC. Craig Weisman seconded the motion and the motion passed unanimously.

Total Government – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$3,161 for Total Government. Craig Davis seconded the motion and the motion passed unanimously.

Police Department – Earl Leighton made a motion to accept the BOS recommended budget of \$437,518 for the Police Department. Craig Davis seconded the motion and the motion passed unanimously.

Wastewater – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$55,900 for Wastewater. Justin Barriault seconded the motion and the motion passed unanimously.

Enforcement – Craig Davis made a motion to accept the BOS recommended budget of \$5,960. Craig Weisman seconded the motion and the motion passed, with Chair Ralph Rathjen abstaining.

Community Organizations – Selectman North stated that this budget is to support charities that support the Town, such as First Fruits Food Pantry. Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$8,700 for Community Organizations. Craig Davis seconded the motion and the motion passed unanimously.

Welfare – Craig Davis made a motion to accept the BOS recommended budget of \$89,178 for Welfare. Chair Rathjen seconded the motion the motion passed unanimously.

Patriotic Purposes – Chair Ralph Rathjen made a motion to accept the BOS recommended budget of \$3,251. Earl Leighton seconded the motion and the motion passed unanimously.

Conservation – Craig Davis made a motion to accept the BOS recommended budget of \$1,824 for Conservation. Chair Rathjen seconded the motion and the motion passed unanimously.

Debt Service – Chair Ralph Rathjen made a motion the accept the BOS recommended budget of \$300,047. Craig Davis seconded the motion and the motion passed unanimously.

The Recreation and DPW department heads will be invited to answer questions related to their budgets at the next meeting on **Monday, January 16 at 6:30.**

The Budget Committee will meet with the BOS on **Monday, January 23 at 6:30.**

Meeting adjourned at 9:30.

Respectfully Submitted,

Audry Barriault, Budget Committee Secretary