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2  
3 **Minutes of the**  
4 **Litchfield Budget Committee**  
5 **Meeting**

6 **Held on December 29, 2011**

7  
8 The Litchfield Budget Committee held a meeting on Thursday, December 29, 2011 at  
9 Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

10  
11 **PRESENT:** J Harte (Chairman), M Falzone (Vice Chairman), B Spencer, R Peeples,  
12 C Pascucci, T Finnegan, J York (School Board Representative), B Lemire (Board of  
13 Selectmen Representative)

14  
15 **ALSO PRESENT:** J Hoch (Town Administrator)

16  
17 Mr. Harte called the meeting to order at 6:30 p.m.

18  
19 **1. PUBLIC INPUT**

20 There was no public input.

21  
22 **2. MINUTES**

23 No minutes were approved.

24  
25 **3. TOWN BUSINESS**

26 Mr. Lemire reported the Board of Selectmen had met in the afternoon and had voted  
27 3 to 1 to place a COLA increase on a warrant article. He read the wording of the  
28 article for the benefit of the Committee.

29  
30 **a) *Re-Voting of Town Budgets and the Bottom Line***

31 It was explained that the COLA amounts have been removed from the appropriate  
32 accounts and need to be re-voted by the Budget Committee.

33  
34 ***Account 4140.10, Town Clerk***

35 **MOTION:** by Mr. Lemire

36 ***Move that the Litchfield Budget Committee hereby approves \$91,077 for***  
37 ***account 4140.10, Town Clerk in the 2012 Operating Budget***

38 **SECOND:** Mr. Falzone

39 **VOTE:** 8-0-0

40 **The motion carried unanimously.**

41  
42 ***Account 4150.10 Accounting & Auditing***

43 **MOTION:** by Mr. Lemire

44 ***Move that the Litchfield Budget Committee hereby approves \$254,038 for***  
45 ***account 4150.10 Accounting & Auditing in the 2012 Operating Budget***

1           **SECOND:** Mr. Falzone

2           **The motion carried unanimously.**

3           Mr. Finnegan obtained confirmation on the outside consulting fees from Mr.  
4           Hoch.

5           VOTE: 8-0-0

6  
7           *Account 4150.40, Tax Collector*

8           **MOTION:** by Mr. Lemire

9           ***Move that the Litchfield Budget Committee hereby approves \$90,919 for***  
10          ***account 4150.40, Tax Collection in the 2012 Operating Budget***

11          **SECOND:** Mr. Peeples

12          VOTE: 8-0-0

13          **The motion carried unanimously.**

14  
15          *Account 4155, Personnel Administration*

16          **MOTION:** by Mr. Lemire

17          ***Move that the Litchfield Budget Committee hereby approves \$398,968 for***  
18          ***account 4155, Personnel Administration in the 2012 Operating Budget***

19          **SECOND:** Mr. Mr. Peeples

20          Mr. Harte verified the figures with Mr. Hoch and it was confirmed the Workers  
21          Compensation line was updated.

22          VOTE: 8-0-0

23          **The motion carried unanimously.**

24  
25          *Account 4191.10, Planning Board*

26          **MOTION:** by Mr. Lemire

27          ***Move that the Litchfield Budget Committee hereby approves \$60,669 for***  
28          ***account 4191.10, Planning Board in the 2012 Operating Budget***

29          **SECOND:** Mr. Falzone

30          Mr. Hoch confirmed the lines which have been changed. There was a discussion  
31          with respect to the rounding of figures for Mr. Harte's spreadsheets.

32          VOTE: 8-0-0

33          **The motion carried unanimously.**

34  
35          *Account 4210.10, Police Administration*

36          **MOTION:** by Mr. Lemire

37          ***Move that the Litchfield Budget Committee hereby approves \$299,463 for***  
38          ***account 4210.10, Police Administration in the 2012 Operating Budget***

39          **SECOND:** Mr. Falzone

40          VOTE: 8-0-0

41          **The motion carried unanimously.**

42  
43          *Account 4220.20, Fire Fighting*

44          **MOTION:** by Mr. Lemire

45          ***Move that the Litchfield Budget Committee hereby approves \$302,862 for***  
46          ***account 4220.20, Fire Fighting in the 2012 Operating Budget***

1           **SECOND:** Mr. Falzone

2           **VOTE:** 8-0-0

3           **The motion carried unanimously.**

4  
5           *Account 4241.20, Code Enforcement*

6           **MOTION:** by Mr. Lemire

7           *Move that the Litchfield Budget Committee hereby approves \$72,861 for*  
8           *account 4241.20, Code Enforcement in the 2012 Operating Budget*

9           **SECOND:** Mr. Falzone

10          **VOTE:** 8-0-0

11          **The motion carried unanimously.**

12  
13          *Account 4312.20, Road Maintenance*  
14          *309,714*

15          **MOTION:** by Mr. Lemire

16          *Move that the Litchfield Budget Committee hereby approves \$309,714 for*  
17          *account 4312.20, Road Maintenance in the 2012 Operating Budget*

18          **SECOND:** Mr. Peeples

19          **VOTE:** 8-0-0

20          **The motion carried unanimously.**

21  
22          *Account 4321.10, Solid Waste Administration*

23          **MOTION:** by Mr. Lemire

24          *Move that the Litchfield Budget Committee hereby approves \$94,795 for*  
25          *account 4321.10, Solid Waste Administration in the 2012 Operating Budget*

26          **SECOND:** Mr. Falzone

27          **VOTE:** 8-0-0

28          **The motion carried unanimously.**

29  
30          *Account 4414.10, Animal Control*

31          **MOTION:** by Mr. Lemire

32          *Move that the Litchfield Budget Committee hereby approves \$17,606 for*  
33          *account 4414.10, Animal Control in the 2012 Operating Budget*

34          **SECOND:** Mr. Falzone

35          **VOTE:** 8-0-0

36          **The motion carried unanimously.**

37  
38          *Account 4550.20, Library*

39          **MOTION:** by Mr. Lemire

40          *Move that the Litchfield Budget Committee hereby approves \$197,999 for*  
41          *account 4550.20, Library in the 2012 Operating Budget*

42          **SECOND:** Mr. Falzone

43          **VOTE:** 8-0-0

44          **The motion carried unanimously.**

45

46

1 **MOTION:** by Mr. Lemire

2 *Move that the Litchfield Budget Committee hereby approves a bottom line of*  
3 *\$4,964,196 for the 2012 Town Operating Budget*

4 **SECOND:** Mr. Falzone

5 **Discussion:**

6 There was a discussion, as requested by Mr. Pascucci with respect to the criteria  
7 used by individual Committee members to get to the agreed bottom line. Mr.  
8 Harte reviewed some of the changes which have been to the budget through the  
9 process, providing percentage increase figures. Mr. Pascucci obtained  
10 clarification that the Budget Committee reserves the right to amend its  
11 recommendation after the Deliberative Session provided a meeting has been  
12 posted. Mr. Hoch pointed out that the default budget for next year may be higher  
13 than the proposed budget.

14 **VOTE:** 8-0-0

15 **The motion carried unanimously.**

16  
17 **b) Town Warrant Articles**

18 Mr. Lemire reported that the Board of Selectmen has not yet reached final  
19 wording on article 2 and therefore would ask the Budget Committee defer voting  
20 on this as yet.

21  
22 **Article 3:**

23 **MOTION:** by Mr. Lemire

24 *Move that the Litchfield Budget Committee pass the following article as written*  
25 *to the 2012 Town Meeting Warrant with recommendation:*

26 *To see if the Town will vote to raise and appropriate the sum of \$70,000 for the*  
27 *purpose of replacing the roof at the Town Hall/Police Station building*

28 **SECOND:** Mr. Falzone

29 **Discussion:**

30 Mr. Hoch confirmed the figure was obtained from an informed quote and the  
31 money will come out of existing fund balance with the work to be done next year.  
32 He stated he will review the wording with DRA to make it clearer but the dollar  
33 amount will not change. Mr. York made the point that if the article fails the result  
34 will be that the roof cannot be replaced and he asked why the Board of Selectmen  
35 put this on the warrant and there followed a discussion on the question.

36 **VOTE:** 8-0-0

37 **The motion carried unanimously.**

38  
39 **Article 6:**

40 **MOTION:** by Mr. Lemire

41 *Move that the Litchfield Budget Committee pass the following article as written*  
42 *to the 2012 Town Meeting Warrant with recommendation:*

43 *To see if the Town will vote to establish a Public Works Expendable Trust*  
44 *Fund pursuant to RSA 31:19-a. Furthermore, to raise and appropriate the sum*  
45 *of \$20,000 for transfer into this fund from the unexpended fund balance as of*  
46 *December 31, 2011 and to appoint the Board of Selectmen as agents to expend*

1 *from the fund. This Fund can be used for payment of solid waste disposal fees*  
 2 *in excess of the annual budgeted appropriation for that purpose as well as the*  
 3 *replacement of capital equipment at the Solid Waste Facility with a value of*  
 4 *greater than \$5000. In addition, this Fund can be used for payment of snow*  
 5 *removal related costs, including wages, contracted service fees and purchase of*  
 6 *salt and sand in excess of the annual budgeted appropriation for those*  
 7 *purposes. This would have a net cost to 2012 general taxation of \$0.*

8 **SECOND:** Mr. Falzone

9 ***Discussion:***

10 There was a discussion, initiated by Mr. Spencer with respect to the figure of  
 11 \$20,000 and how it had been developed. The definition of an expendable trust  
 12 fund was also discussed, as well as the difficulty of determining how much money  
 13 will be required for snow removal and how much solid waste removal fees will  
 14 be. The difference between contingency and raising money through a fund in this  
 15 way was discussed.

16 **VOTE:** 8-0-0

17 **The motion carried unanimously.**

18  
 19 ***Article 7:***

20 **MOTION:** by Mr. Lemire

21 ***Move that the Litchfield Budget Committee pass the following article as written***  
 22 ***to the 2012 Town Meeting Warrant with recommendation:***

23 ***To see if the Town will vote to hire a part-time Recreation Coordinator for***  
 24 ***approximately 260 hours per year, and further to see if the Town will vote to***  
 25 ***raise and appropriate the sum of \$4,758 for this purpose, with \$4,420***  
 26 ***representing the wage cost and \$338 representing the cost of associated taxes.***  
 27 ***{Additional language about role}***

28 **SECOND:** Mr. Falzone

29 ***Discussion:***

30 As requested by Mr. Pascucci, Mr. Hoch provided the rationale behind the  
 31 Recreation Committee's request for this position. Messrs. Hoch and Lemire  
 32 provided background information on the Commission. Mr. Lemire reported they  
 33 are waiting for a job description for the position. Mr. York initiated a discussion  
 34 about the possibility of alternative ways of getting the work completed. Mr.  
 35 Pascucci explained why he would vote against the position, stating he felt this was  
 36 a position which could be filled by volunteers. Mr. Spencer explained he would  
 37 vote not to recommend this as there is insufficient available information about the  
 38 position.

39 **VOTE:** 1-7-0 (Mr. Lemire voted for the motion)

40 **The motion carried unanimously.**

41  
 42 ***Article 9:***

43 **MOTION:** by Mr. Lemire

44 ***Move that the Litchfield Budget Committee pass the following article as written***  
 45 ***to the 2012 Town Meeting Warrant with recommendation:***

1 *To see if the Town will vote to create an expendable trust fund under the*  
 2 *provisions of RSA 31:19-a to be known as the Library Vacation Accrual*  
 3 *Expendable Trust Fund and to authorize the Library Board of Trustees to serve*  
 4 *as agents to expend from the funds, and further to raise and appropriate the*  
 5 *sum of \$8,378 for transfer into this fund from the unexpended fund balance as*  
 6 *of December 31, 2011. This amount is shown on the Library's balance sheet as*  
 7 *a liability. The intent of this article is to annually account for the cost of earned*  
 8 *but unused vacation time so that expenses associated with employee*  
 9 *resignations and retirements do not impact the current budget year. This would*  
 10 *have a net cost to 2012 general taxation of \$0.*

11 **SECOND:** Mr. Falzone

12 ***Discussion:***

13 Mr. Hoch explained this article would bring the Library employees into line with  
 14 what the Board did last year for Town employees by reducing the Town's  
 15 exposure when staff members resign. There followed some discussion with Mr.  
 16 Hoch for clarification.

17 **VOTE:** 8-0-0

18 **The motion carried unanimously.**

19  
 20 Mr. Hoch reported there will be one or two COLA articles which still need to be  
 21 written and brought to the Budget Committee:

22 For the Town \$14,046

23 For the Library \$2,296

24 Mr. Hoch stated he would like to write one article to cover both Town and  
 25 Library.

26  
 27 Mr. Harte confirmed the Committee's next meeting will be January 5, 2012. He  
 28 explained the agenda for the benefit of Mr. Pascucci. There was a brief  
 29 discussion with respect to the Budget Hearing, in which Mr. Harte reported that  
 30 both the School Board and the Budget Committee have posted a meeting for  
 31 January 12 in addition to the hearing.

32  
 33 **4. SCHOOL BUSINESS**

34 **a) *Voting – School Budget***

35 **MOTION:** by Mr. York

36 ***Move that the Litchfield Budget Committee hereby approves \$575,000 for the***  
 37 ***Grant/Federal Funds Budget in the 2013 School District Operating Budget***

38 **SECOND:** Mr. Falzone

39 ***Discussion:***

40 Mr. York explained what this budget is used for. There was a discussion for  
 41 clarification with respect to what the options are for items previously funded by  
 42 grants after the grants expire. Mr. York clarified that this account is a district  
 43 wide account and all the funds are targeted for specific things and he attempted to  
 44 explain that the Budget Committee does not have any purview with respect to this  
 45 account apart from accepting this in order to get to the School's bottom line  
 46 budget. Mr. Harte attempted to provide Mr. Finnegan with further clarification of

1 the accounting process used for the grant funds. Mr. Finnegan stated he would  
2 like to know which programs are being funded by grants.

3 **VOTE:** 6-0-2 (Messrs. Pascucci and Finnegan abstained)

4 **The motion carried.**

5  
6 **MOTION:** by Mr. York

7 ***Move that the Litchfield Budget Committee hereby approves \$585,046 for Food***  
8 ***Services in the 2013 School District Operating Budget***

9 **SECOND:** Mr. Peeples

10 Mr. York provided an overview which explained that this is offset by revenue and  
11 must be self-funding and covers all expenses associated with the program. Mr.  
12 York provided information on the Healthy Lunch Program. He also confirmed  
13 for Mr. Finnegan that the state oversees the accountability of the program.

14 Members of the Committee clarified why it is necessary for the Budget  
15 Committee to vote on items like this program.

16 **VOTE:** 7-1-0 (Mr. Finnegan opposed the motion)

17 **The motion carried.**

18  
19 **MOTION:** by Mr. York

20 ***Move that the Litchfield Budget Committee approves a bottom line of***  
21 ***\$20,851,909 for the 2013 School District Operating Budget***

22 **SECOND:** Mr. Lemire

23 **VOTE:** 6-2-0 (Messrs. Spencer and Pascucci opposed the motion)

24 **The motion carried.**

25  
26 **b) *Warrant Articles***

27 Mr. York confirmed there is currently no agreement to vote on at present and the  
28 deadline for the contract is January 10, 2012 in accordance with state  
29 requirements. He stated he would have an update for the Committee for its next  
30 meeting.

31  
32 ***Article 3:***

33 **MOTION:** by Mr. York

34 ***Move that the Litchfield Budget Committee pass the following article as written***  
35 ***to the 2012 School Warrant with recommendation:***

36 ***Shall the Litchfield School District vote to raise and appropriate the sum of Forty***  
37 ***Thousand, Four Hundred Ninety-Two dollars (\$40,492), which represents salary***  
38 ***and benefit costs for a 1% cost-of-living adjustment pool for non-union positions?***  
39 ***These positions include: administrators, administrative assistants,***  
40 ***building/grounds staff, Certified Occupational Therapy Assistant, custodial staff,***  
41 ***food service staff, monitors, paraprofessionals, psychologists, School***  
42 ***Administrative Unit staff, site facility managers, social worker, tutors, and elected***  
43 ***officials (other than School Board members). The final distribution of this pool will***  
44 ***be made by the School Board.***

45 **SECOND:** Mr. Falzone

46 ***Discussion:***

1 Mr. York clarified for Mr. Spencer that the non-union staff did receive a COLA  
2 increase last year. Responding to Mr. Spencer, Mr. York clarified what the intent  
3 is of the wording in the final sentence of the article.

4 **VOTE:** 3-4-1 (Messrs. York, Peeples and Falzone voted in favor of the motion  
5 and Mr. Lemire abstained) 9:10 p.m.

6 **The motion failed.**

7  
8 **Article 4:**

9 **MOTION:** by Mr. York

10 *Move that the Litchfield Budget Committee pass the following article as written*  
11 *to the 2012 School Warrant with recommendation:*

12 *Shall the Litchfield School District vote to raise and appropriate the sum of*  
13 *Twenty-Four Thousand, One Hundred Fifty-Six dollars (\$24,156) for the purpose*  
14 *of funding salaries, benefits, and supplies for grade level teaching and*  
15 *paraprofessional positions for the Summer Reading Program at Griffin Memorial*  
16 *School for grades 2 to 3 and grades 3 to 4 previously funded through a federal*  
17 *grant?*

18 **SECOND:** Mr. Falzone

19 **Discussion:**

20 There was some discussion with respect to obtaining clarification on the purpose,  
21 benefits and necessity of the program. Mr. Spencer stated he would prefer to  
22 defer voting to approve this until he receives a breakdown of the figures. There  
23 was a consensus of the Committee to defer voting and Mr. York agreed to provide  
24 further detail for the next meeting.

25  
26 **MOTION:** by Mr. Falzone

27 *Move to table article 4*

28 **SECOND:** Mr. Peeples

29 **VOTE:** 7-1-0 (Mr. Finnegan opposed the motion)

30 **The motion carried.**

31  
32 **Article 5:**

33 Mr. York read the article for the benefit of the Committee:

34 *Shall the Litchfield School District vote to raise and appropriate the sum of*  
35 *Twenty-Five Thousand, Eight Hundred Thirty-Six dollars (\$25,836) for the*  
36 *purpose of funding salary, benefits, professional development, and supplies for a*  
37 *part-time, school year Reading Specialist at Campbell High School previously*  
38 *included in the operating budget?*

39 **Discussion:**

40 Mr. York provided information on the expectations of the CHS Principal with  
41 respect to this position as requested by Mr. Spencer at the last meeting. He  
42 explained the position had been removed in the 2011 Operating budget as part of  
43 the \$2 million reduction. There followed a discussion for the purpose of  
44 clarification. It was agreed to put this article on hold until questions can be  
45 answered.

46  
47 **Article 6:**

1 **MOTION:** by Mr. York

2 *Move that the Litchfield Budget Committee pass the following article as written*  
3 *to the 2012 School Warrant with recommendation:*

4 *Shall the Litchfield School District vote to raise and appropriate the sum of Sixty-*  
5 *Eight Thousand, Nine Hundred Three dollars (\$68,903), which represents salary*  
6 *and benefit costs for a full time District-wide Math Coordinator?*

7 **SECOND:** Mr. Falzone

8 **Discussion:**

9 Members of the Committee provided their opinion with respect to the justification  
10 for the position and they explained why they would not support the position, and  
11 Mr. York provided justification for the position and reasons why the position is  
12 necessary now.

13 **VOTE:** 0-7-1 (Mr. Lemire abstained)

14 **The motion failed.**

15  
16 **Article 7:**

17 **MOTION:** by Mr. York

18 *Move that the Litchfield Budget Committee pass the following article as written*  
19 *to the 2012 School Warrant with recommendation:*

20 *Shall the Litchfield School District vote to raise and appropriate the sum of Thirty-*  
21 *Three Thousand, Seven Hundred Ninety-Nine dollars (\$33,799) to be added to the*  
22 *\$32,000 already included in the operating budget, for the purpose of funding the*  
23 *salary and benefit costs to convert the Athletic Trainer services at Campbell High*  
24 *School from a contracted service to a full-time district employee?*

25 **SECOND:** Mr. Falzone

26 **Discussion:**

27 Mr. York read e-mails he had received from Ms. Rothhaus and Mr. Patterson in  
28 support of the position for the benefit of the Committee. In response to a query  
29 from Mr. Spencer with respect to what has changed, Mr. York explained the  
30 Athletic Director feels additional services are necessary to properly service the  
31 children. Mr. Spencer reported that New Hampshire high schools usually contract  
32 for the services of an Athletic Trainer and do not employ full time staff to cover  
33 these services. He also questioned the need for additional hours. Members of the  
34 Committee explained why they would not support the article.

35 **VOTE:** 1-7-0 (Mr. York voted in favor of the motion)

36 **The motion failed.**

37  
38 **Article 8:**

39 **MOTION:** by Mr. York

40 *Move that the Litchfield Budget Committee pass the following article as written*  
41 *to the 2012 School Warrant with recommendation:*

42 *Shall the Litchfield School District provide funding for Campbell High School*  
43 *Wrestling, which is currently included in the operating budget as a self-funded*  
44 *program, in the amount of Eight Thousand, Three Hundred Eighty-Six dollars*  
45 *(\$8,386)? If this article fails, CHS Wrestling will continue to be offered as a self-*  
46 *funded program with all program costs offset by revenues.*

47 **SECOND:** Mr. Falzone

**Discussion:**

Members of the Committee questioned what other athletic and extra-curricular activities are self-funded. Mr. York provided information on the program as requested by Mr. Spencer. Mr. Spencer voiced his concern with respect to compliance and members of the Committee explained why they would not support the article.

**VOTE:** 3-5-0 (Messrs. York, Falzone and Lemire voted in favor of the motion)

**The motion failed.**

**5. PUBLIC INPUT**

Ron O'Brien, Riverview Circle introduced himself and stated he would like to see details of the deficiencies the position of the Math Coordinator would address and he would like to see the deficiencies defined and statistics for performance. He also stated he would like to see metrics. Mrs. O'Brien provided information from the School District web sites on the state and national testing with respect to the School District testing and scoring, stating the elementary and middle schools are at or above required standards. She stated she has not seen the data to support the problem within the District. Mr. O'Brien commended the School District for the job it is currently doing.

**6. MEMBER INPUT**

There was none.

- **Upcoming meetings**

- January 5, 2012
- January 12, 2012 (Meeting and Budget Hearing)

**MOTION:** by Mr. Falzone

**Move to adjourn.**

**SECOND:** Mr. Lemire

**VOTE:** 8-0-0

**The motion carried unanimously.**

There being no further business, the meeting adjourned at 10:21 p.m.

**Minutes by:** *Sandra Maxwell (Recording Secretary)*

**Date approved:** *February 23, 2012*