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

6 **Held on December 27, 2011**

7
8 The Litchfield Budget Committee held a meeting on Tuesday, December 27, 2011 at
9 Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

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

14
15 **ABSENT with excuse:** R Peebles

16
17 **ALSO PRESENT:** J Hoch (Town Administrator)

18
19 Mr. Harte called the meeting to order at 6:30 p.m.

20
21 **1. PUBLIC INPUT**

22 There was none.

23
24 **2. MINUTES**

25 **MOTION:** by Mr. Spencer

26 *Move to approve the minutes of the December 8, 2011 Litchfield Budget*
27 *Committee meeting as written*

28 **SECOND:** Mr. Pascucci

29 **VOTE:** 5-0-2

30 **The motion carried.**

31
32 **3. TOWN BUSINESS**

33 **a) Voting/Re-voting of Town Budgets**

34 There was a discussion with respect to receiving e-mail from the Town and Mr.
35 Spencer stated he has not been receiving any recently. Mr. Hoch handed out
36 copies of the adjustments which had been made to the Town budget recently for
37 discussion by the Budget Committee. There was a discussion about the changes
38 which are being made to the Town e-mail system.

39
40 Mr. Hoch provided a review of the changes which included:

- 41
- 42 • COLA
 - 43 • Health and dental insurance benefit changes
 - 44 • One time new item purchases to bring forward and purchase with existing
45 funds available from 2011
 - Net changes total \$200,000 less than the original budget proposal for 2012

- Default budget may be slightly higher than the edited budget

MOTION: by Mr. Lemire

Move that the Litchfield Budget Committee hereby re-opens all line items within the 2012 Town Operating Budget

SECOND: Mr. Finnegan

VOTE: 7-0-0

The motion carried unanimously.

Account 4130.10, Board of Selectmen

VOTE to approve a bottom line of \$15,037 for account 4130.10, Board of Selectmen in the 2012 Town Operating Budget: 7-0-0

The motion carried unanimously.

Account 4130.20, Administration

MOTION: by Mr. Lemire

Move that the Litchfield Budget Committee hereby approves a bottom line figure for account 4130.20, Administration of \$97,585 in the 2012 Town Operating Budget

SECOND: Mr. Falzone

VOTE: 7-0-0

The motion carried unanimously.

Account 4130.30, Town Meeting

MOTION: by Mr. Lemire

Move that the Litchfield Budget Committee hereby approves a bottom line figure for account 4130.30, Town Meeting of \$14,682 in the 2012 Town Operating Budget

SECOND: Mr. Falzone

Mr. Hoch explained the changes in this account

VOTE: 7-0-0

Account 4140.10, Town Clerk

MOTION: by Mr. Lemire

Move that the Litchfield Budget Committee hereby approves a bottom line figure for account 4140.10, Town Clerk of \$92,122 in the 2012 Town Operating Budget

SECOND: Mr. Falzone

Discussion:

Mr. Hoch explained the changes in this account and there was a discussion with respect to the Board of Selectmen voting to approve a COLA increase of 2 per cent. Mr. Hoch confirmed the COLA amounts to \$1,045. There followed a discussion on how to proceed if the Committee were to make a decision to remove the COLA increase. Mr. Spencer confirmed the School District intended to ask the voters through a warrant whether they wished to allow a COLA increase and the School Board would decide how much the increase should be.

1 There followed a discussion, and in response to a request from Mr. York, Mr.
2 Hoch attempted to provide information on the total cost of the COLA increase
3 throughout the budget.
4

5 **MOTION:** by Mr. Spencer

6 *Move to amend the motion on the floor for account 4140.10, Town Clerk of*
7 *\$91,078 in the 2012 Town Operating Budget*

8 **SECOND:** Mr. Pascucci

9 **Discussion:**

10 Mr. Spencer stated it was a procedural matter. Mr. Lemire explained for Mr.
11 Pascucci that the Board's justification was because the CPI (Consumer Price
12 Index) had increased and the staff had not received an increase last year. Mr.
13 Pascucci recommended asking the voters through a warrant article with respect to
14 this. There followed a discussion with respect to step increases and how the
15 COLA increase affects the salary table.

16 **VOTE:** 5-2-0 (Messrs. Lemire and York opposed the motion).

17 **The motion carried.**
18

19 **Discussion:**

20 Mr. Lemire suggested that the Committee task the Town Administrator to adjust
21 the budget sheets to take account of the 2% COLA before the Committee votes on
22 the final figures for each account on at its meeting on Thursday. There was
23 discussion and Mr. Hoch agreed to review and check the figures as requested.

24 **Action:** *Mr. Hoch*
25

26 **MOTION:** by Mr. Finnegan

27 *Move that the Litchfield Budget Committee hereby tables its final vote on the*
28 *bottom line of account 4140.10, Town Clerk until the next meeting*

29 **SECOND:** Mr. Falzone

30 **VOTE:** 7-0-0

31 **The motion carried unanimously.**
32

33 *Account 4140.20, Voter Registration*

34 **MOTION:** by Mr. Lemire

35 *Move that the Litchfield Budget Committee hereby approves a bottom line*
36 *figure for account 4140.20, Voter Registration of \$1,385 in the 2012 Town*
37 *Operating Budget*

38 **SECOND:** Mr. Falzone

39 **VOTE:** 7-0-0

40 **The motion carried unanimously.**
41

42 *Account 4150.10, Accounting*

43 Mr. Hoch explained the changes which had been made to account 4150.10,
44 Accounting: in consulting and postage.
45
46

1 ***Account 4150.40, Tax Collector***

2 He also explained the changes which had been made to account 4150.40, Tax
3 Collector.

4
5 The Committee agreed to place these two accounts on hold until the next meeting
6 before voting upon the new bottom line to give Mr. Hoch the opportunity to
7 update them with respect to removal of the COLA increase.

8
9 ***Account 4150.50, Treasurer***

10 **MOTION:** by Mr. Lemire

11 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
12 ***figure for account 4150.50, Treasurer of \$8,594 in the 2012 Town Operating***
13 ***Budget***

14 **SECOND:** Mr. Falzone

15 **VOTE:** 7-0-0

16 **The motion carried unanimously.**

17
18 ***Account 4150.90, Budgeting***

19 **MOTION:** by Mr. Lemire

20 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
21 ***figure for account 4150.90, Budgeting of \$2,507 in the 2012 Town Operating***
22 ***Budget***

23 **SECOND:** Mr. Falzone

24 There was a discussion with respect to whether

25 **VOTE:** 6-0-1 (Mr. Finnegan abstained)

26 **The motion carried unanimously.**

27
28 ***Account 4153, Legal Expenses***

29 **MOTION:** by Mr. Lemire

30 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
31 ***figure for account 4153, Legal Expenses of \$54,479 in the 2012 Town***
32 ***Operating Budget***

33 **SECOND:** Mr. Falzone

34 **VOTE:** 7-0-0

35 **The motion carried unanimously.**

36
37 ***Account 4155, Personnel Administration***

38 Mr. Hoch explained for Mr. Spencer why Worker's Compensation had changed,
39 due to the base wage used in the calculation. It was agreed to place the account
40 on hold until the next meeting before voting upon the new bottom line to give Mr.
41 Hoch the opportunity to update them with respect to removal of the COLA
42 increase.

43
44 ***Account 4191.10, Planning Board***

45 Mr. Hoch explained there were two places where the Board of Selectmen had
46 requested a change in the Budget Committee's figures as follows:

1 *Secretarial – an increase of \$300 to \$1,500 – Mr. Lemire reported the current*
 2 *expenditure was \$1,444 and this was what the Board had based the increase on.*
 3 *Special Projects: these will not be funded by next year’s budget.*

4

5 Mr. Spencer queried the Committee’s previous discussion with respect to the
 6 Admin Assistant and Mr. Hoch confirmed that the number of hours are back to
 7 the level required. A final vote on this account was deferred until the next
 8 meeting.

9

10 ***Account 4191.30, Zoning Board***

11 **MOTION:** by Mr. Lemire

12 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
 13 ***figure for account 4191.30, Zoning Board of \$1,770 in the 2012 Town***
 14 ***Operating Budget***

15 **SECOND:** Mr. Falzone

16 **VOTE:** 7-0-0

17 **The motion carried unanimously.**

18

19 ***Account 4194.10, General Government Buildings***

20 **MOTION:** by Mr. Lemire

21 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
 22 ***figure for account 4194.10, General Government Buildings of \$50,188 in the***
 23 ***2012 Town Operating Budget***

24 **SECOND:** Mr. Falzone

25 Mr. Hoch explained the reductions in this account:

- 26 • Adjustment of the custodian wages and the base hours; electricity based upon
- 27 expected savings – he explained this line would be overspent but the savings
- 28 will be seen across the other accounts next year.

29 **VOTE:** 7-0-0

30 **The motion carried unanimously.**

31

32 ***Account 4194.20, General Government Operations***

33 **MOTION:** by Mr. Lemire

34 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
 35 ***figure for account 4194.20, General Government Operations of \$37,661 in the***
 36 ***2012 Town Operating Budget***

37 **SECOND:** Mr. Falzone

38 Mr. Hoch explained the reductions in this account:

- 39 • Software support – used this year’s money
- 40 • Equipment purchase – will use existing funds to pay for these (police detail
- 41 for cruiser laptops).

42 **VOTE:** 7-0-0

43 **The motion carried unanimously.**

44

45 ***Account 4195, Cemeteries***

46 **MOTION:** by Mr. Lemire

1 *Move that the Litchfield Budget Committee hereby approves a bottom line*
2 *figure for account 4195, Cemeteries of \$7,203 in the 2012 Town Operating*
3 *Budget*

4 **SECOND:** Mr. Falzone

5 Mr. Hoch explained he had removed Office Supplies from the account and they
6 have a balance in the encumbrance set aside for 2010 which they can use for
7 fencing therefore the other fencing line was removed.

8 **VOTE:** 7-0-0

9 **The motion carried unanimously.**

10
11 *Account 4196.90 Insurance*

12 **MOTION:** by Mr. Lemire

13 *Move that the Litchfield Budget Committee hereby approves a bottom line*
14 *figure for account 4196.90 Insurance of \$63,888 in the 2012 Town Operating*
15 *Budget*

16 **SECOND:** Mr. Falzone

17 **VOTE:** 7-0-0

18 **The motion carried unanimously.**

19
20 *Account 4199.10, Other General Government (Contingency)*

21 **MOTION:** by Mr. Lemire

22 *Move that the Litchfield Budget Committee hereby approves a bottom line*
23 *figure for account 4199.10, Other General Government (Contingency) of zero*
24 *in the 2012 Town Operating Budget*

25 **SECOND:** Mr. Falzone

26 Mr. Hoch reported on the reasons the Board zeroed this account.

27 **VOTE:** 7-0-0

28 **The motion carried unanimously.**

29
30 *Account 4210.10, Police – Administration*

31 Mr. Lemire reported the Board of Selectmen had accepted the Budget
32 Committee's recommendations on Public Notices and Pre-Employment Screening
33 and Mr. Hoch reported they had reduced witness fees and office supplies. The
34 Committee agreed to put this on hold until COLA figures have been removed.

35
36 *Account 4210.20, Police - Crime Control*

37 **MOTION:** by Mr. Lemire

38 *Move that the Litchfield Budget Committee hereby approves a bottom line*
39 *figure for account 4210.20, Police Crime Control of \$201,736 in the 2012 Town*
40 *Operating Budget*

41 **SECOND:** Mr. Falzone

42 **VOTE:** 7-0-0

43 **The motion carried unanimously.**

44
45 *Account 4210.30 - Police Traffic Control*

46 **MOTION:** by Mr. Lemire

1 *Move that the Litchfield Budget Committee hereby approves a bottom line*
2 *figure for account 4210.30, Police Traffic Control of \$718,325 in the 2012*
3 *Town Operating Budget*

4 **SECOND:** Mr. Falzone

5 Mr. Hoch explained there has been a promotion which has resulted in a vacancy
6 and the figures have been adjusted accordingly to account for these changes. He
7 also explained the other adjustments and recalculations with respect to overtime
8 and court time; uniforms (use of detail funds instead); tires; fuel and benefits.

9 There was a brief discussion to clarify some of the adjustments for the benefit of
10 Committee members.

11 **VOTE:** 7-0-0

12 **The motion carried unanimously.**

13
14 *Account 4210.40, Police – Training*

15 **MOTION:** by Mr. Lemire

16 *Move that the Litchfield Budget Committee hereby approves a bottom line*
17 *figure for account 4210.40, Police – Training of \$5,010 in the 2012 Town*
18 *Operating Budget*

19 **SECOND:** Mr. Falzone

20 **VOTE:** 7-0-0

21 **The motion carried unanimously.**

22
23 *Account 4210.50, Police - Support*

24 **MOTION:** by Mr. Lemire

25 *Move that the Litchfield Budget Committee hereby approves a bottom line*
26 *figure for account 4210.50, Police - Support of \$178,875 in the 2012 Town*
27 *Operating Budget*

28 **SECOND:** Mr. Falzone

29 **VOTE:** 7-0-0

30 **The motion carried unanimously.**

31
32 *Account 4210.70, Police - Station*

33 **MOTION:** by Mr. Lemire

34 *Move that the Litchfield Budget Committee hereby approves a bottom line*
35 *figure for account 4210.70, Police - Station of zero in the 2012 Town Operating*
36 *Budget*

37 **SECOND:** Mr. Falzone

38 **VOTE:** 7-0-0

39 **The motion carried unanimously.**

40
41 *Account 4220.20, Fire Fighting*

42 **MOTION:** by Mr. Lemire

43 *Move that the Litchfield Budget Committee hereby approves a bottom line*
44 *figure for account 4220.20, Fire Fighting of \$304,614 in the 2012 Town*
45 *Operating Budget*

46 **SECOND:** Mr. Falzone

1 Mr. Lemire explained the changes that have been made to this account. Mr. Hoch
2 explained for Mr. Spencer that diesel is coming in so low due to the reduced
3 number of gallons and reduced number of calls for service.

4 **VOTE:** 7-0-0

5 **The motion carried unanimously.**

6

7 *Account 4215.10, Ambulance*

8 **MOTION:** by Mr. Lemire

9 *Move that the Litchfield Budget Committee hereby approves a bottom line*
10 *figure for account 4215.10, Ambulance of \$43,000 in the 2012 Town Operating*
11 *Budget*

12 **SECOND:** Mr. Spencer

13 Mr. Finnegan queried the status of unpaid bills and Messrs. Hoch and Lemire
14 stated the Board of Selectmen has implemented a more rigorous collections
15 policy.

16 **VOTE:** 7-0-0

17 **The motion carried unanimously.**

18

19 *Account 4220.10, Fire Administration*

20 **MOTION:** by Mr. Lemire

21 *Move that the Litchfield Budget Committee hereby approves a bottom line*
22 *figure for account 4220.10, Fire Administration of \$41,364 in the 2012 Town*
23 *Operating Budget*

24 **SECOND:** Mr. Spencer

25 **VOTE:** 7-0-0

26 **The motion carried unanimously.**

27

28 *Account 4220.30, Fire Prevention*

29 **MOTION:** by Mr. Lemire

30 *Move that the Litchfield Budget Committee hereby approves a bottom line*
31 *figure for account 4220.30, Fire Prevention of \$500 in the 2012 Town*
32 *Operating Budget*

33 **SECOND:** Mr. Spencer

34 Mr. Lemire reported this was reduced based upon actual expenditures.

35 **VOTE:** 7-0-0

36 **The motion carried unanimously.**

37

38 *Accounts 4220.40 – 4220.70, Fire Training, Communications, Repair, Medical*
39 *Services*

40 **MOTION:** by Mr. Lemire

41 *Move that the Litchfield Budget Committee hereby approves the following*
42 *bottom line figures:*

43 *4220.40, Fire Training of \$41,966*

44 *4220.50, Fire Communications of \$17,600*

45 *4220.60, Fire Repair of \$51,950*

1 ***4220.70, Fire – Medical Services of \$10,700 in the 2012 Town Operating***
2 ***Budget***

3 **SECOND:** Mr. Spencer

4 **VOTE:** 7-0-0

5 **The motion carried unanimously.**

6

7 ***Account 4220.80, Fire Station***

8 **MOTION:** by Mr. Lemire

9 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
10 ***figure for account 4220.80, Fire Station of \$15,500 in the 2012 Town Operating***
11 ***Budget***

12 **SECOND:** Mr. Spencer

13 **VOTE:** 7-0-0

14 **The motion carried unanimously.**

15

16 ***Account 4220.85, Fire - Incident & Investigations and 4220.90, Fire - Hydrants***

17 **MOTION:** by Mr. Lemire

18 ***Move that the Litchfield Budget Committee hereby approves the following***
19 ***bottom line figures:***

20 ***4220.85, Fire - Incident & Investigations of zero***

21 ***4220.90, Fire - Hydrants of \$275,872 in the 2012 Town Operating Budget***

22 **SECOND:** Mr. Spencer

23 **VOTE:** 7-0-0

24 **The motion carried unanimously.**

25

26 ***Account 4241.20, Code Enforcement***

27 **MOTION:** by Mr. Lemire

28 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
29 ***figure for account 4241.20, Code Enforcement of \$73,949 in the 2012 Town***
30 ***Operating Budget***

31 **SECOND:** Mr. Spencer

32 Mr. Hoch explained the changes made in this account.

33 **VOTE:** 6-0-0

34 **The motion carried unanimously.**

35

36 It was noted that Mr. Falzone left the meeting temporarily prior to the last vote.

37

38 ***Account 4290.10, Emergency Management***

39 **MOTION:** by Mr. Lemire

40 ***Move that the Litchfield Budget Committee hereby approves a bottom line***
41 ***figure for account 4290.10, Emergency Management of \$8,244 in the 2012***
42 ***Town Operating Budget***

43 **SECOND:** Mr. Spencer

44 **VOTE:** 7-0-0

45 **The motion carried unanimously.**

46

1 *Account 4311.10, Road Agent 8:10 approx*

2 **MOTION:** by Mr. Lemire

3 *Move that the Litchfield Budget Committee hereby approves a bottom line*
4 *figure for account 4311.10, Road Agent of \$16,365 in the 2012 Town Operating*
5 *Budget*

6 **SECOND:** Mr. Falzone

7 Mr. Hoch explained the changes made in this account. There was a brief
8 discussion for clarification with respect to the new bottom line figure.

9 **VOTE:** 7-0-0

10 **The motion carried unanimously.**

11
12 *4311.20, Highway Engineering*

13 **MOTION:** by Mr. Lemire

14 *Move that the Litchfield Budget Committee hereby approves a bottom line*
15 *figure for account 4311.20, Highway Engineering of \$12,000 in the 2012 Town*
16 *Operating Budget*

17 **SECOND:** Mr. Spencer

18 **VOTE:** 7-0-0

19 **The motion carried unanimously.**

20
21 *4312.10, Road Maintenance Projects*

22 **MOTION:** by Mr. Lemire

23 *Move that the Litchfield Budget Committee hereby approves a bottom line*
24 *figure for account 4312.10, Road Maintenance Projects of \$192,804 in the 2012*
25 *Town Operating Budget*

26 **SECOND:** Mr. Falzone

27 Mr. Harte clarified that the Highway Block Grant amount has changed in
28 accordance with what the state has indicated will be awarded to the Town. Mr.
29 Hoch confirmed he anticipated this amount will be sufficient to complete the
30 work which they intend to carry out.

31 **VOTE:** 7-0-0

32 **The motion carried unanimously.**

33
34 *Account 4312.20, Road Maintenance*

35 Mr. Hoch provided some historical accounting information for clarification with
36 respect to the bike path and the balance in the account. He also confirmed this
37 account is for unscheduled road repairs. There was a discussion regarding the
38 spending in this account in 2011.

39
40 *Account 4312.30, Storm Drains*

41 *Move that the Litchfield Budget Committee hereby approves a bottom line*
42 *figure for account 4312.30, Storm Drains of \$35,000 in the 2012 Operating*
43 *Budget*

44 **SECOND:** Mr. Spencer

45 **VOTE:** 7-0-0

46 **The motion carried unanimously.**

1 *Account 4312.50, Snow Plowing*

2 **MOTION:** by Mr. Lemire

3 *Move that the Litchfield Budget Committee hereby approves a bottom line*
4 *figure for account 4312.50, Snow Plowing of \$77,821 in the 2012 Operating*
5 *Budget*

6 **SECOND:** Mr. Falzone

7 Messrs. Lemire and Hoch explained the changes made to this account.

8 **VOTE:** 7-0-0

9 **The motion carried unanimously.**

10

11 *Account 4316.30, Street Lighting*

12 **MOTION:** by Mr. Lemire

13 *Move that the Litchfield Budget Committee hereby approves a bottom line*
14 *figure for account 4316.30, Street Lighting of \$14,000 in the 2012 Operating*
15 *Budget*

16 **SECOND:** Mr. Spencer

17 **VOTE:** 7-0-0

18 **The motion carried unanimously.**

19

20 *Account 4324.30, Solid Waste*

21 **MOTION:** by Mr. Lemire

22 *Move that the Litchfield Budget Committee hereby approves a bottom line*
23 *figure for account 4324.30, Solid Waste of \$259,814 in the 2012 Operating*
24 *Budget*

25 **SECOND:** Mr. Falzone

26 **VOTE:** 7-0-0

27 **The motion carried unanimously.**

28

29 *Account 4324.40, Recycling*

30 **MOTION:** by Mr. Lemire

31 *Move that the Litchfield Budget Committee hereby approves a bottom line*
32 *figure for account 4324.40, Recycling of \$14,088 in the 2012 Operating Budget*

33 **SECOND:** Mr. Falzone

34 **VOTE:** 7-0-0

35 **The motion carried unanimously.**

36

37 *Accounts 4324.50, Hazardous Waste; 324.60, Solid Waste Conversion; 4411.10,*
38 *Health*

39 **MOTION:** by Mr. Lemire

40 Hazardous waste,

41 *Move that the Litchfield Budget Committee hereby approves a bottom line*
42 *figure for account*

43 *4324.50, Hazardous Waste of \$6,229*

44 *324.60, Solid Waste Conversion of zero*

45 *4411.10, Health of \$1,686*

46 *in the 2012 Operating Budget*

1 **SECOND:** Mr. Finnegan

2 **VOTE:** 7-0-0

3 **The motion carried unanimously.**

4
5 *Account 4411.20, Mosquito Control*

6 **MOTION:** by Mr. Lemire

7 *Move that the Litchfield Budget Committee hereby approves a bottom line*
8 *figure for account 4411.20, Mosquito Control of \$27,310 in the 2012 Operating*
9 *Budget*

10 **SECOND:** Mr. Falzone

11 There was a discussion with respect to the amount for minute taking.

12
13 **MOTION:** by Mr. Spencer

14 *Move to reduce account 4411.20, Mosquito Control to \$26,910*

15 **SECOND:** Mr. Pascucci

16 Mr. Hoch added further information in support of leaving the original amount and
17 there was further discussion and Mr. Harte clarified that the Budget Committee
18 had removed money from this line in other Committees based upon historical
19 figures.

20 **VOTE:** 6-1-0 (Mr. Lemire opposed the motion)

21 **The motion carried.**

22
23 **VOTE on amended motion:** 6-1-0 (Mr. Lemire opposed the motion)

24 **The motion carried.**

25
26 *Accounts 4415, Health Agencies and 4445, Welfare*

27 **MOTION:** by Mr. Lemire

28 *Move that the Litchfield Budget Committee hereby approves a bottom line*
29 *figure for accounts*
30 *4415, Health Agencies of \$6,852 and*
31 *4445, Welfare (Vendor Payments) of \$20,000*
32 *in the 2012 Operating Budget*

33 **SECOND:** Mr. Falzone

34
35 **MOTION:** by Mr. Finnegan

36 *Move to reduce account 4445, Welfare (Vendor Payments) to \$3,400*

37 **SECOND:** Mr. Pascucci

38 Mr. Finnegan provided his rationale, stating he felt it was excessive spending of
39 taxpayer money to fund \$20,000 for this account. Mr. Lemire explained that the
40 agencies directly serve the residents in Town. There followed a discussion on
41 what an appropriate amount would be and whether government should provide
42 funds for these organizations.

43
44 **MOTION:** by Mr. Pascucci

45 *Move to amend the motion on the floor for account 4445, Welfare (Vendor*
46 *Payments) to \$6,445*

1 **SECOND:** Mr. Finnegan

2 Mr. Pascucci provided his rationale, stating this would be consistent with the
3 amount spent last year.

4 **VOTE:** 1-6-0 (Mr. Pascucci voted in favor of the motion)

5 **The motion failed.**

6
7 **VOTE on the original amendment:** 1-6-0 (Mr. Finnegan voted in favor of the
8 motion)

9 **The motion failed.**

10
11 **VOTE on the original motion:** 6-1-0 (Mr. Finnegan opposed the motion)

12 **The motion carried.**

13
14 *Account 4520.10, Parks Administration*

15 **MOTION:** by Mr. Lemire

16 *Move that the Litchfield Budget Committee hereby approves a bottom line*
17 *figure for account 4550.10, Parks Administration of \$5,210 in the 2012*

18 *Operating Budget*

19 **SECOND:** Mr. Falzone

20 **VOTE:** 7-0-0

21 **The motion carried unanimously.**

22
23 *Account 4520.20, Parks Maintenance*

24 **MOTION:** by Mr. Lemire

25 *Move that the Litchfield Budget Committee hereby approves a bottom line*
26 *figure for account 4520.20, Parks Maintenance of \$53,400 in the 2012*

27 *Operating Budget*

28 **SECOND:** Mr. Falzone

29 **VOTE:** 7-0-0

30 **The motion carried unanimously.**

31
32 *4520.60, Parks Facilities*

33 **MOTION:** by Mr. Lemire

34 *Move that the Litchfield Budget Committee hereby approves a bottom line*
35 *figure for account 4520.60, Parks Facilities of \$37,284 in the 2012 Operating*
36 *Budget*

37 **SECOND:** Mr. Falzone

38 **VOTE:** 7-0-0

39 **The motion carried unanimously.**

40 Mr. Pascucci stressed adding the air conditioning to the system is adding long
41 term additional costs for the Town

42
43 *Account 4583.10, Patriotic Purposes*

44 **MOTION:** by Mr. Lemire

1 *Move that the Litchfield Budget Committee hereby approves a bottom line*
 2 *figure for account 4583.10, Patriotic Purposes of \$949 in the 2012 Operating*
 3 *Budget*

4 **SECOND:** Mr. Falzone

5 **VOTE:** 6-0-1 (Mr. Finnegan abstained)

6 **The motion carried unanimously.**

7
 8 *Account 4589.10, Cable Committee*

9 **MOTION:** by Mr. Lemire

10 *Move that the Litchfield Budget Committee hereby approves a bottom line*
 11 *figure for account 4589.10, Cable Committee of \$25,000 in the 2012 Operating*
 12 *Budget*

13 **SECOND:** Mr. Falzone

14 **VOTE:** 7-0-0

15 **The motion carried unanimously.**

16 Mr. Hoch provided the reasons for the reduction in this account.

17
 18 *Account 4611.20, Conservation Commission*

19 **MOTION:** by Mr. Lemire

20 *Move that the Litchfield Budget Committee hereby approves a bottom line*
 21 *figure for account 4611.20, Conservation Commission of \$2,191 in the 2012*
 22 *Operating Budget*

23 **SECOND:** Mr. Falzone

24 **VOTE:** 7-0-0

25 **The motion carried unanimously.**

26
 27 *Account 4723, Debt Service*

28 *Move that the Litchfield Budget Committee hereby approves a bottom line*
 29 *figure for account 4723, Debt Service of \$1 in the 2012 Operating Budget*

30 **SECOND:** Mr. Falzone

31 **VOTE:** 7-0-0

32 **The motion carried unanimously.**

33
 34 It was clarified that the remaining accounts to be voted will remain open and can
 35 be voted on next week.

36
 37 **b) Warrant Articles - Presentation**

38 Mr. Lemire pointed out the Budget Committee does not need to take a position on
 39 Article 1 (discontinuing the Highway Agent as an elected position).

40
 41 *Article 2 (Conversion of Highway Agent to full-time position):* Mr. Hoch
 42 explained the article and provided justification, stating the current road agent is
 43 already doing the hours of a full time employee. He also explained why there had
 44 been a decision to change the position, citing the fact that the road agent currently
 45 works on average 40 hours/week.

1 Responding to queries from members of the Committee with respect to the
2 benefits to the taxpayer of the change, Mr. Hoch explained through further
3 discussion with the Committee that the Town has been benefiting from the way
4 the department is currently being run i.e. obtaining a full time person for a stipend
5 of \$913 with the rest of the costs being paid through an hourly laborer's rate, but
6 that some of those laborer's hours were being spent managing the a department
7 and providing managerial services (an off book, unofficial employee functioning
8 as a full time employee). Committee members discussed options which could be
9 less expensive long term for the Town than the one being proposed in the warrant
10 article.

11
12 The members discussed the matter further and were divided in their view. Mr.
13 Harte clarified with Mr. Hoch that if the article passes the intent is to merge the
14 current two positions together (road agent and laborer), but pointed out this is not
15 how the article is written. Mr. Hoch also clarified for Mr. Spencer that the
16 amount of laborer hours would be cut back in future years.

17
18 Mr. Hoch stressed there was an issue of eligibility for benefits when a person is
19 consistently working 40 hours, and there was a concern that if challenged the
20 Town could not defend its current position. He also pointed out the road agent
21 does not report through to him or the Board of Selectmen because it is currently
22 an elected position. The Committee discussed the matter further at length.

23
24 Mr. York urged Mr. Lemire to suggest to the Board of Selectmen to consult a
25 labor attorney for the Town as he did not think the articles in their current form
26 would do what the Board intended. He stated he saw a number of pitfalls, such as
27 what might happen if article one fails and article two passes.

28
29 Mr. Lemire suggested deferring further discussion until the Committee's next
30 meeting, stating he would take the Committee's concerns to the Board.

31
32 It was clarified for Mr. Finnegan that the Budget Committee would need to re-
33 vote any article which changed in intent, value or substance.

34
35 *Article 3 (Town Hall Roof Replacement):* Mr. Hoch explained the wording may
36 have to be changed slightly and there followed discussion about the need for
37 clarification within the article. Mr. Hoch reported the intent is to use existing
38 fund balance to replace the roof, and not raise money through taxes. There was a
39 discussion with respect to the need for the work and whether a warrant article was
40 the appropriate way to deal with something so critical.

41
42 *Article 5 (Cable Revolving Fund):* Responding to Mr. Spencer, Mr. Hoch
43 explained there is no cap on the fund but that approximately \$50,000 per year
44 would be deposited straight into the fund through franchise fees and the Board of
45 Selectmen has voted to re-set the fee to 2%. The fund should therefore be mostly
46 self funding. Mr. Hoch confirmed that if the article passes there will no longer be

1 a cable budget and clarified the franchise money would not go into the general
 2 fund at all. Mr. Lemire stated he thought the Board of Selectmen could take some
 3 of the franchise fee to go into the general fund for other purposes if required.
 4 Messrs. Lemire and Hoch agreed they would look into this further prior to the
 5 Deliberative Session to ensure they can adequately answer questions which may
 6 be raised.

7
 8 *Article 6 (Creation of Public Works Expendable Trust Fund):* Mr. Lemire read the
 9 article for the record. It was clarified the intent of this article is to set aside some
 10 of the fund balance to cover exposure for the things outlined in it, and that the
 11 Town would need to come back to the voters if there was a need to add to the
 12 fund.

13
 14 *Article 7 (Hire of Part-Time Recreation Coordinator):* Mr. Hoch requested any
 15 detailed discussion be deferred as he is waiting for further information on this
 16 article.

17
 18 *Article 9 (Creation of a Library Expendable Trust Fund):* Mr. Lemire read the
 19 article for the record. Mr. Hoch explained this would bring the Library in line
 20 with the rest of the Town employees with respect to reducing exposure to the
 21 Town when employees leave and have accumulated unused vacation time.

22 23 **c) Revenues**

24 Mr. Hoch reported they are projecting less in revenue than had been reported on
 25 the MS-4 for 2011.

26
 27 In response to a query from Mr. Spencer about the valuation being used, Mr.
 28 Harte agreed to forward this information to the Committee when it is available.

29 30 **4. SCHOOL BUSINESS**

31 Mr. Harte stated he would defer voting on the remaining accounts and bottom line
 32 until the next meeting.

33 34 **a) Warrant Article – Presentation**

35 Articles 1 & 2 were not discussed. Mr. York read the remainder of the articles for
 36 the record, including the School Board vote for / against recommendation.

37
 38 *Article 3 (COLA for non-union positions):* This was not recommended by the
 39 School Board.

40
 41 *Article 4 (Summer Reading Program at GMS):* This was recommended by the
 42 School Board. Mr. Spencer commended the School Board for putting this
 43 forward as a warrant article, rather than putting it into the operating budget.

44
 45 *Article 5 (Part-Time Reading Specialist, CHS):* This was recommended by the
 46 School Board.

1 *Article 6 (Full-Time Math Coordinator, District Wide):* This was not
2 recommended by the School Board (Messrs. Miller and York had voted in favor).
3

4 *Article 7 (Converting the Athletic Trainer to a Full-Time District Employee):* Mr.
5 Spencer stated he had requested information on athletic trainers on December
6 16th, and Mr. York stated he would attempt to obtain the information this week.
7 Mr. Spencer stated he would be unable to vote on the article until he saw the
8 information.
9

10 Mr. York clarified that the money currently being spent on the contracted service
11 would be used for salary instead. There followed a discussion in which Mr. York
12 provided further information on what the contracted trainer currently does. Mr.
13 Spencer reported the majority of schools contract out this service.
14

15 *Article 8 (School District Funding of the Wrestling Program):* The School Board
16 recommended this article 3-2-0.
17

18 **b) Miscellaneous**

19 Mr. Harte clarified what would be voted on at the next meeting.
20

21 Mr. York provided figures for fund balances, the default budget and 2013 total
22 budget which he confirmed had been forwarded to Budget Committee members
23 on e-mail.
24

25 Mr. York confirmed for Mr. Spencer that the current contract with the vendor of
26 athletic trainer services requires that the trainer be licensed.
27

28 Mr. Spencer reviewed expectations with respect to discussion and voting on the
29 warrant articles for the next meeting with Messrs. Harte and York.
30

31 **5. MEMBER INPUT**

32 Mr. Finnegan voiced his concern about the increase in the School operating budget
33 and the fact that the default budget is higher than the operating budget. There
34 followed a discussion on the topic. Mr. York stressed that the default budget is not a
35 freeze and this is clearly stated in the statute.
36

37 There was a brief discussion on when the Budget Committee could expect to see
38 information on the teachers' contract.
39

40 **6. PUBLIC INPUT**

41 There was none.
42

43 • **Upcoming meetings**

- 44 ○ December 29, 2011
- 45
- 46

1 **MOTION:** by Mr. Falzone

2 ***Move to adjourn.***

3 **SECOND:** Mr. Lemire

4 **VOTE:** 7-0-0

5 **The motion carried unanimously.**

6

7 There being no further business, the meeting adjourned at 10:47 p.m.

8

9

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

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

12