

1
2
3 **Minutes of the**
4 **Litchfield Budget Committee**
5 **Meeting**

6 **Held on September 29, 2011**

7
8 The Litchfield Budget Committee held a meeting on Thursday, September 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 E Miller, C Pascucci, J York (School Board Representative), B Lemire (Board of
13 Selectmen Representative)

14
15 Mr. Harte called the meeting to order at 7:00 p.m.

16
17 **1. PUBLIC INPUT**

18 There was no input from members of the public.

19
20 **2. MINUTES**

21 **MOTION:** by Mr. Lemire

22 *Move to approve the minutes of the September 15, 2011 Litchfield Budget*
23 *Committee meeting as written*

24 **SECOND:** Mr. Pascucci

25 **VOTE:** 7-0-1 (Mr. Peeples abstained)

26 **The motion carried.**

27
28 **3. TOWN BUSINESS**

29 **a) Presentation of Town Budgets**

30 **Account 4321.10 - Solid Waste Administration**

31 Mr. Hoch presented the budget for the account, highlighting areas of change.

32
33 *Line item 560 (Dues):* He confirmed for Mr. Pascucci that the operator license is
34 the solid waste license., and that Northeast Resource Recovery Association is a
35 broker through which the Town sells recycled material.

36
37 **Account 4324 – Waste Disposal/Incineration**

38 In response to a query from Mr. Harte relative to combining waste disposal and
39 incineration this year, Mr. Hoch explained the recommended sub category does
40 not apply any more for incineration therefore it will disappear next year.

41
42 *Line item 120 (Wages - Laborers):* Messrs. Mellen and Hoch responded to a
43 query from Mr. Spencer with respect to staffing levels and whether the
44 department typically reaches full staffing for the full year. There followed a
45 discussion.

1 *Line item 410 (Electricity):* Mr. Hoch stated this was a reasonable figure as he
2 does not have a full year historically without incineration and the line is likely to
3 drop in future because of this.
4

5 *Line item 630 (Building Repair & Maintenance):* Mr. Hoch confirmed money will
6 be spent on routine maintenance.
7

8 *Line item 636 (Diesel Fuel):* Mr. Spencer queried spending to date (\$1,748) and
9 Mr. Hoch reported they will have one more purchase before the end of the year.
10 There followed a discussion relative to deliveries and spending. Mr. Hoch stated
11 he will go back and adjust all the accounts later.
12

13 *Line item 683 (Demolition Material Disposal):* Mr. Spencer queried spending this
14 year and the budgeted amount for next year, and Mr. Hoch explained the
15 budgeted amount is based upon history of volume. There was a general
16 consensus within the Budget Committee that the figure felt too high, and there
17 was a discussion relative to rigid plastic recycling (which is new and will save a
18 couple of hauls).
19

20 *Line item 684 (Solid Waste Disposal):* There was a discussion relative to actual
21 figures versus the budget, and Mr. Hoch agreed he would look at the numbers
22 again.

23 **Action: J Hoch**
24

25 **Account 4324.40 - Recycling**

26 *Line item 683 (Recyclables Direct Disposal):* Mr. Spencer asked about YTD
27 spending versus the budgeted amount, and it was confirmed that concrete has not
28 yet gone out of the account. Mr. Hoch reported \$1,630 has gone out so far for
29 Freon but it is difficult to estimate; and \$2,000 has gone out for glass.
30

31 *Line item 684 (Electronics Recycling):* There was a discussion on the topic and
32 Mr. York suggested Mr. Mellen contact Mr. Martin regarding a possible
33 opportunity to save money, stating some seniors are doing fund raising through
34 recycling electronics.
35

36 **Account 4324.50 - Hazardous Waste**

37 Mr. Hoch reported a bill had just arrived today, and he confirmed the 2011
38 budgeted amount will be used by the end of the year.
39

40 **Account 4311.10 – Road Agent**

41 Mr. Hoch reported the bottom line has increased by \$7,768 overall and as follows:
42

43 *Line item 341 (Telephone):* The Dish network has been dropped.
44

45 *Line item 630 (Building Maintenance & Repair):* A new item has been added for
46 replacement of the garage roof which is 40 years old and has some leaks. Mr.

1 Pinciario reported the price quoted is for the shingles and volunteers will do the
2 labor. Mr. Harte queried the Town's insurance coverage for volunteers to do
3 work such as this and Mr. Hoch offered to check this out. There was further
4 discussion, and Mr. Pinciario offered to put the job out to bid.

5 **Action: Mr. Hoch**

6
7 **Account 4311.20 – Highway Engineering**

8 Mr. Hoch reported a \$50 decrease overall in this account. There followed a
9 discussion between Messrs. Hoch and Harte with respect to what projects the
10 money allocated for consulting engineer services will be used for. Mr. Hoch
11 reported the Town will have greater storm water review issues, and that
12 Nesenkeag is the next large project which will need design work.

13
14 **Account 4312.10 – Highway Road Maintenance Projects**

15 Mr. Hoch reported on culvert replacements as outlined on the budget sheet. He
16 also explained the Town will not obtain the DOT estimate for Highway Block
17 Grant road improvements until November, but based upon what the Town has
18 received in the last two years he has estimated \$200,000. He stressed this revenue
19 will not be raised through taxation as everything is being moved into the
20 operating budget and the revenue will be used to offset spending. There was a
21 discussion relative to work to be done as part of the intersection/road
22 improvements for Cutler/Page roads, and the reasons behind the necessity for the
23 work. Mr. Hoch reported a balance of \$32,760 will be carried over to 2013 and
24 will be added to the Highway Block Grant money.

25
26 **Account 4312.20 - Road Maintenance**

27 *Line item 125 (Wages - Workmen):* Mr. Hoch reported this has been increased due
28 to adding some additional hours for part time workmen and adding a new person
29 at a higher point in the wage scale. There followed a discussion with Mr.
30 Spencer. Mr. Hoch confirmed the YTD spending includes labor costs for
31 plowing.

32
33 *Line item 140 (Overtime - Workmen):* Mr. Hoch pointed out it will be cheaper for
34 the Town to use its own people, and the increase in overtime will be offset by the
35 decrease in equipment hire. There was a discussion with Mr. Spencer relative to
36 how overtime hours operate within the highway department. In response to a
37 query from Mr. Spencer with respect to the number of storms being estimated,
38 Mr. Hoch reported this is based upon last year in which there were 22. There
39 followed further discussion with Mr. Pinciario providing an explanation of his
40 calculations. In response to a query from Mr. Pascucci, Mr. Pinciario reported
41 when the Town currently hires trucks (chassis only) it bears the cost of setting
42 each truck up with equipment. There was a discussion relative to the benefit of
43 obtaining drivers with their own equipment (including sanders and plows) but it
44 was pointed out these are difficult to find.

45

1 *Line item 570 (Pavement Striping/Marking):* It was reported a price increase is
2 expected.

3
4 *Line item 572 (Road Sweeping):* It was reported a price increase is expected.

5
6 *Line item 660 (Vehicle Repairs and Maintenance):* There was a discussion
7 relative to sander and plow wing maintenance which Mr. Pinciario reported they
8 often do in house to save money. Mr. Pinciario also reported he has compiled a
9 maintenance plan which will be presented.

10
11 There was a discussion relative to historical information and the changes which
12 account for increases in a number of lines.

13
14 *Line item 687 (gravel purchases):* Mr. Hoch provided an explanation about using
15 money left over from last year to offset this year's expenses.

16
17 *Line item 740 (Equipment Purchase):* Mr. Hoch reported there is a request for
18 another mower. Mr. Harte clarified they have an old one to replace and it would
19 not affect the amount of workmen hours. There followed a discussion relative to
20 sub contracting mowing.

21
22 **Account 4312.30 – Highway, Storm Drains**

23 Mr. Pinciario reported the clean out cycle has been changed from three to two
24 years as the catch basins are filling up and need to be cleaned out more quickly.

25
26 **Account 4312.50 – Snow Plowing**

27 *Line item 686 (Salt Purchases):* Mr. Pinciario reported the Town pre-bought in
28 2010 and should be able to use less due to having a new computer system on
29 board the trucks which will enable the department to set the salt distribution rate.
30 There was a discussion with respect to the efficiency of the equipment and how it
31 will assist in determining usage. Mr. Pinciario reported the shed is currently full
32 of salt and sand/salt but they may need an additional 400 tons.

33
34 *Line item 740 (Snow Removal Equipment Purchases):* Mr. Hoch explained about
35 the equipment maintenance plan, reporting that old parts are being rebuilt thereby
36 prolonging their life. In response to a query from Mr. Harte relative to the line
37 item for repairs on the Road budget, Mr. Hoch reported these are for
38 routine/emergency repairs on the Road budget. There was a discussion relative to
39 the justification for the maintenance plan. There was also a discussion on the
40 benefit of rehabilitating old spreaders in which Mr. Pinciario reported all rusting
41 parts are replaced and they are then like new.

42
43 **b) Voting on Town Budgets**

44 **Account 4196 – Town Insurance**

45 **MOTION:** by Mr. Lemire

1 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
2 *of \$67,193 for account 4196, Town Insurance in the 2012 Operating Budget*

3 **SECOND:** Mr. Falzone

4 **VOTE:** 8-0-0

5 **The motion carried unanimously.**

6
7 *Account 4241.20 - Code Enforcement*

8 **MOTION:** by Mr. Lemire

9 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
10 *of \$72,969 for account 4241.20, Code Enforcement Insurance in the 2012*

11 *Operating Budget*

12 **SECOND:** Mr. Falzone

13 Mr. Pascucci requested clarification on whether it will be necessary to open every
14 account when the new fuel price is known, and Mr. Hoch reported he will come
15 back with a summary sheet and the Committee will vote on that. Mr. Hoch
16 explained what the Committee did last year for clarification. There followed a
17 brief discussion in which Mr. Spencer stated the Committee also needs to vote a
18 new bottom line.

19
20 **MOTION:** by Mr. Harte

21 *Move to reduce line 552, Drawings / Blueprints to \$10 in the 2012 Operating*
22 *Budget for account 4241.20, Code Enforcement*

23 **SECOND:** Mr. Falzone

24 **VOTE:** 7-1-0 (Mr. Lemire opposed the motion)

25 **The motion carried.**

26
27 **MOTION:** by Mr. Harte

28 *Move to reduce line 696, Safety Equipment Purchase to \$10 in the 2012*
29 *Operating Budget for account 4241.20, Code Enforcement*

30 **SECOND:** Mr. Falzone

31 **VOTE:** 7-1-0 (Mr. Lemire opposed the motion)

32 **The motion carried.**

33
34 **VOTE on a new bottom line of \$72,889:** 7-1-0 (Mr. Lemire opposed the motion)

35 **The motion carried.**

36
37 *Account 4411.10 - Health*

38 **MOTION:** by Mr. Lemire

39 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
40 *of \$1,686 for account 4411.10, Health in the 2012 Operating Budget*

41 **SECOND:** Mr. Falzone

42 **VOTE:** 8-0-0

43 **The motion carried unanimously.**

44
45 *Account 4316 – Street Lighting*

46 **MOTION:** by Mr. Lemire

1 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 2 *of \$14,000 for account 4316.30, Street Lighting in the 2012 Operating Budget*

3 **SECOND:** Mr. Falzone

4 **VOTE:** 8-0-0

5 **The motion carried unanimously.**

6

7 *Account 4445 - Welfare*

8 **MOTION:** by Mr. Lemire

9 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 10 *of \$20,000 for account 4445.20, Welfare in the 2012 Operating Budget*

11 **SECOND:** Mr. Falzone

12 **VOTE:** 8-0-0

13 **The motion carried unanimously.**

14

15 *Account 4583 – Patriotic Purposes*

16 **MOTION:** by Mr. Lemire

17 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 18 *of \$949 for account 4583, Patriotic Purposes in the 2012 Operating Budget*

19 **SECOND:** Mr. Falzone

20 **VOTE:** 8-0-0

21 **The motion carried unanimously.**

22

23 *Account 4589.10 – Cable Advisory Committee*

24 **MOTION:** by Mr. Lemire

25 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 26 *of \$32,000 for account 4589.10, Cable Advisory Committee in the 2012*

27 *Operating Budget*

28 **SECOND:** Mr. Falzone

29 **VOTE:** 8-0-0

30 **The motion carried unanimously.**

31

31 **Discussion:**

32 In response to a query from Mr. Pascucci with respect to the reasons for using
 33 money in contingency, Mr. Hoch explained it would be accessed for unanticipated
 34 expenditures not budgeted elsewhere, and he provided some examples. It was
 35 reported that the unspent funds can go into the fund balance to offset future taxes,
 36 and Mr. Spencer clarified that contingency is not to be used for anything other
 37 than emergencies, or for an overrun of expected expenses. There followed further
 38 discussion.

39

40 **4. SCHOOL BUSINESS**

41

Mr. York reported as follows:

42

- The Board of Selectmen and School Board decided to have only one deliberative session for both Town and Schools – February 4, 2012 with a snow date of February 11, 2012. He went on to outline the procedure / agenda, and there followed a discussion. Mr. Harte requested Mr. Lemire forward his opinion to the Board of Selectmen that it would be better to complete business on one

43

44

45

46

1 budget then move to the other (rather than have presentations of both in the
2 morning and voting of both in the afternoon).

- 3 • The Directors of Technology and Athletics will attend the Budget Committee
4 meeting to answer questions from the Committee.
- 5 • The School Board expects to make the School budget available to the Budget
6 Committee a week earlier than usual (prior to Thanksgiving).
- 7 • In response to a query from Mr. Spencer with respect to an update on enrolment
8 figures, Mr. York stated they had received preliminary numbers - 506 for
9 elementary (includes pre-K, K, GMS and LMS); 497 for CHS.
- 10 • An update on the Board's decision with respect to hiring was given.

11
12 **5. MEMBER INPUT**

13 There was none.

14
15 **6. PUBLIC INPUT**

16 There was none.

17
18 • **Upcoming meetings**

- 19 ○ October 6 , 2010

20
21 **MOTION:** by Mr. Falzone

22 *Move to adjourn.*

23 **SECOND:** Mr. Peeples

24 **VOTE:** 8-0-0

25 **The motion carried unanimously.**

26
27
28 There being no further business, the meeting adjourned at 9:40 p.m.

29
30
31 **Minutes by:**

Sandra Maxwell (Recording Secretary)

32 **Date approved:**

October 13, 2011

33