

TOWN OF LITCHFIELD BOARD OF SELECTMEN
BUDGET WORKSHOP
September 14, 2013

Selectmen's Meeting/Budget Workshop

Members Present: John R. Brunelle, Chairman
Frank Byron, Vice Chairman
Brent Lemire
M. Patricia Jewett
Kevin C. Bourque

Also Present: Jason Hoch, Town Administrator

9:00 a.m. Call to Order

Pledge of Allegiance

FIRE - 4220.10

Also Present: Chief Fraitzl

Bottom line change - increase of \$3,124 from \$501,691 to \$504,815

Changes - **SALARY** - Fire Chief salary is for 24hrs/wk and reflects an increase of \$2,499.

Wages - Firefighter - increase of \$1,939 due to movement through the wage scale

Wages - Call Firefighter - increase of \$5,239 due to movement through the wage scale

Jason states that other notable change is a per-diem member of the Fire Department who is an (EV Technician) that does in shop repairs. Which will reflect an increase in wages however, will show a decrease in the vehicle repair line.

Training Wages - increased of \$2,175 due to EMS Refresher and Continuing Education.

Saturday/Sunday Coverage- decreased by \$8,820, which is being done by cutting weekend station hours.

Chief Fraitzl states that in 2013 from Jan-Aug there were 28 incidents between the hours of 8-2 on Sat/Sun for 35 weekends. He feels this budget, which reduces the coverage by half, will still provide adequate coverage for the Department and Town.

Fire Inspector - unchanged from \$4,400.

Selectman F. Byron asks the Chief if this is something that Kevin Lynch can handle within his duties. Chief Fraitzl states that training will be necessary for certification and the Inspector position also includes fire investigations. However, he states other towns have consolidated Building Inspector/Code Enforcement within the Fire Department as its own division. Selectman F. Byron asks if the Fire Investigator is kept could Mr. Lynch handle the other duties of the Fire Inspector. Chief Fraitzl states its possible, but feels it cannot be completed in time for this years budget, but for 2015.

Selectman F. Byron **motioned** for the Board of Selectmen to decrease line 129- Fire Inspector from \$4,400 to \$1,000.

Selectman J. Brunelle states motion **failed** due to lack of a second.

Overtime - Firefighter line 140 shows an increase of \$2,488 due to movement through the wage scale and increase to 12 hrs of OT/month.

Overtime - Training - Firefighter - has an increase of \$414 due to movement through the wage scale.

Computer Software Contracts - increase \$75 due to annual service cost for "I am responding" the text notification software. Motorola Radio Program is decreased from \$300 to 0 due to software is no longer available to update.

Pre-Employment Screening - increase of \$1,000 due to physicals and inoculations (hep-c).

Instructor Services - increase of \$4,100 due to Monthly Fire Training Contract program

Electricity - increase of \$480 due to usage

Station Repairs & Maintenance - increase of \$1,300 for exterior painting.

This item was originally \$3,000 but was taken out due to the Default Budget. Jason states it is being put back into the Budget with a decrease of \$1,300 due to the Prison Service Program.

Equipment Repair & Maintenance - decrease of \$3,000 due to service contract on monitors/ defibrillators being removed, as well as annual fire pump testing and certification dropping.

Discussion on SCBA flow testing and service on Air Packs some will be replaced at a later time. Chief states he is not budgeting in 2014 for replacement because of a grant the Department has applied for in partnership with surrounding communities.

Vehicle Fuel - slight decrease of \$280

Vehicle Repairs & Maintenance - decrease of \$3,000 mainly due to per-diem Fire Department member doing repairs and maintenance.

Uniforms & Accessories - decrease of \$475 for Default Budget adjustment

Vehicle Lease/Purchase - increase \$25,000

Chief states that the 1999 Explorer (car 2) has seen better days and is in need of replacement. Estimate of repairs needed in order to pass inspection next year is \$3,671.24. He is looking at replacing it with a utility type vehicle that would accommodate 3-4 Firefighters and their gear. Chief Fraitzl is looking at moving this to a warrant article totalling \$25,000. Board of Selectmen discuss the option of combining leasing with the other Police vehicles needed to be purchased this year.

Seminars and Conventions - reduced Firefighter 1 Certification by \$1,650, but had an increase of \$950 to EMT Certifications

Jason states in order to achieve the Selectmen's recommendation of a 5% decrease in this budget he is recommending under line 811 Seminars & Conventions postponing the National Fire Academy with a decrease of \$1,500.

Moving line 760 Vehicle Lease/Purchase \$25,000 to a warrant article.

Under line 740 Equipment Purchase reduce training exercises by \$500 and replacement items by \$2,500.

Reduce line 682 Protective Gear from 6 sets to 4 decreasing this line by \$500.

Uniforms and Accessories reduce the call uniform allowance line by \$500.

Cutting line 613 Community Relations by \$250.
Reducing line 149 Overtime - Training CPR/First Aid could be deferred.
Line 128 Saturday/Sunday Coverage reducing this line by half \$8,820.
Line 127 Training Wages under Miscellaneous training reducing it by \$5,035.
Under line 120 Wages Call FireFighters reduce inclement weather coverage by \$1,575.
Line 110 Salary - Fire Chief reducing his salary from a 24hrs/wk to 20hrs/wk.

Selectman F. Byron **motioned** for the Board of Selectmen not make any changes to the Chief's Salary, and to decrease Call Firefighters (90 hours-3rd person) line 120 from \$1,575 to 0.
Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron **motioned** for the Board of Selectmen to decrease Training Wages Miscellaneous line 127 from \$5,000 to \$4,000
Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron **motioned** the Board of Selectmen to reduce Community Relations line from \$500 to \$250.
Selectman P. Jewett **seconds** the motion. **Vote fails 2-3-0.**

Selectman F. Byron **motioned** the Board of Selectmen to reduce Uniforms & Accessories - Call Company Allowance line 680 from \$3,500 to \$2,150.
Selectman P. Jewett **seconds** the motion. **Vote carries 3-2-0.**

Selectman F. Byron **motioned** the Board of Selectmen to reduce Protective Gear Annual Replacement line 682 from \$15,000 to \$10,000.
Selectman J. Brunelle states that motion **failed** due to lack of a second.

Selectman F. Byron **motioned** the Board of Selectmen to reduce Equipment Purchase - Replacement line 740 from \$10,000 to \$7,500.
Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron **motioned** the Board of Selectmen to reduce Equipment Purchase - Support Training line 740 from \$1,000 to \$500.
Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron makes a **motion** for the Board of Selectmen to remove Vehicle Lease/ Purchase line 760 from the Budget and move to a Warrant Article.
Selectman K. Bourque **seconds** the motion
Board discusses the movement to a Warrant as opposed to keeping as a purchase or leasing
Vote carries 4-1-0.

Selectman J. Brunelle **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Fire-4220.10** in the amount of \$529,814
Selectman B. Lemire **seconds** the motion

Selectman J. Brunelle **amends** the motion to the amount of \$504,815.
Selectman B. Lemire **seconds** the amendment. **Vote carries 5-0-0.**

AMBULANCE - 4215.10

Also Present: Chief Fraitzl

Administrator J. Hoch states that this Budget reflects an increase in contract cost which is the passthrough of benefit costs.

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Ambulance-4215.10** in the amount of \$55,500.

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

EMERGENCY MANAGEMENT - 4290.10

Also Present: Chief Fraitzl

Bottom Line Change - increase of \$3,935 from \$9,286 to \$13,221

Selectman F. Byron asks Chief Fraitzl if he would support a warrant article for an Emergency Management Drill in order to test the Town's Emergency Management Plan.

J. Hoch states that he feels this should be done as a two year plan. First year being a basic tabletop exercise with Departments costing around \$1,000, with a second year phase involving a more Town wide drill being done.

Selectman F. Byron feels by adding it as a warrant article rather than funded within the Budget, it would increase Town involvement. Chief Fraitzl observed that if the article were not to pass, it could prevent doing a tabletop exercise next year.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Emergency Management-4290.10** in the amount of \$13,221.

Selectmen J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

The Board thanked Chief Fraitzl for coming to the meeting.

SOLID WASTE - 4321.10

Also Present: Dave Mellen, Facility Manager

Bottom line change - decrease of \$4,225 from \$365,235 to \$361,010

Administrator J. Hoch states there is no change to the **Wage** Facility Manager line 110

Wages - Staff line 120 shows an increase of \$3,471 which is due to movement through the wage scale

Electricity - decrease of \$460

Propane - slight increase of \$76

Building Repair & Maintenance - increase of \$250 due to septic cleaning

Board discusses with Dave Mellen roofing repairs that need to be done on the facility under this line item.

Equipment Repair & Maintenance - reduced by \$1,500

Demolition Material Disposal & Solid Waste Disposal - lines 693 increase of \$1,321 and line 694 increase of \$150 these were due to closing of the Incinerator and increased tons.

Equipment Lease - reduced by \$7,500 which was due to the repairing of the Skid Steer rather than the purchase of a new one.

J. Hoch states that this brings the Proposed Budget to \$365,235 which is a decrease from the Default Budget of \$4,225. In order to achieve the Selectmen's 5% reduction an Electronic Disposal Container was dropped from the Budget as well as Equipment Repair & Maintenance reduced by \$1,500.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Solid Waste Administration-4321.10** in the amount of \$365,235

Selectman J. Brunelle **seconds** the motion.

Selectman F. Byron **amends** the motion to decrease Equipment Repair line 630 by \$1,500

Selectman J. Brunelle states that the motion **failed** for lack of a second.

Selectman J. Brunelle asks for vote on original motion. **Vote carries 5-0-0.**

Board Thanked Dave Mellen for coming to the meeting.

GENERAL GOVERNMENT BUILDINGS - 4194.10

Also present: Kevin Lynch, Building Inspector/Code Enforcement Officer/Health Officer

Bottom line change- decrease of \$1,215 from \$53,557 to \$52,341

J. Hoch states that **Wages-Custodian** - decrease of \$68

Electricity - increase of \$1,520 due to rates, but is offset by propane

Propane - decreased by \$2,535

Water - slight decrease of \$180 due to usage

Building Maintenance & Repair as well as **Equipment Repair** remain unchanged

The Board discusses repairs and maintenance to the Old Town Hall. Painting and the lead paint issue are discussed . Kevin Lynch states due to changes with the EPA and discussions with the Historical Society and they are working on a plan.

Selectman F. Byron asks about Equipment Repair & Maintenance line 630 the security alarm contract in the amount of \$800, he would like to know if it is being used. Kevin as well as Selectman J. Brunelle inform the Board that it is being utilized.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **General Government Buildings-4191.10** in the amount of \$52,341

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

HEALTH - 4411.10

Also Present: Kevin Lynch, Building Inspector/Code Enforcement Officer/Health Officer

Bottom line - unchanged in the amount of \$1,636

Administrator J. Hoch states that this was accomplished by removal of the Health Officer's stipend of \$1,391 to achieve the Selectmen's proposed 5% target.

Selectman J. Brunelle **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Health-4411.10** in the amount of \$1,636

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

Administrator J. Hoch mentions to the Board that he would like to go back to the topic of General Government Buildings to discuss what he would like to present as Warrant Articles First Article would be regarding replacement of the 5 HVAC units in the Town Hall totalling an amount of \$38,713. Jason is proposing replacing the units over a three year time frame - 2 units in the first year (Administration Area) \$15,140, 1 unit in second year (Meeting/Lobby Area) \$9,293, and 2 units in year three (Police Department) \$14,280.

Board discusses the possibility of different types and sizes of units, or perhaps placing them outside, and what would be involved with changes to the ductwork system and installation.

Second Article would be for a new roof at Talent Hall in the amount of \$43,120, it is beyond its 20 year life expectancy.

CODE ENFORCEMENT - 4241.20

Also Present: Kevin Lynch, Building Inspector/Code Enforcement Officer/Health Officer

Bottom line - decrease of \$500 from \$72,291 to \$78,791

J. Hoch states that **WAGES** for Temporary Inspector were decreased by \$250

Books & Periodicals - reduced by \$250

Selectman J. Brunelle mentions to Kevin Lynch the conversation discussed with Chief Fraitzl regarding consolidating the duties of the Building Inspector/Code Enforcement Officer with the Fire Inspectors duties and responsibilities. He asks Kevin if he is certified to do Fire Inspections?

Kevin states the he is not certified, it use to be combined with the Fire Department back in the day, but due to law and certification changes it was stopped. He states that both Inspectors use the same code books and regulations. Kevin states it would be a matter of taking courses and tests for him to get certified. Board of Selectmen discuss the details of Fire Inspection I and II courses and what this undertaking would involve. Selectman J. Brunelle mentions that after looking online the next course for Fire Inspection I is November 4th, and the last day to enroll is October 30. Board states that Kevin Lynch is to proceed with enrollment for the November class.

Selectman F. Byron mentions that since 2003 there has been a decline in permits and is questioning why Kevin Lynch should still be working a 40hr/wk versus possibly dropping hours to a 32hr/wk.

Selectman J. Brunelle states that K. Lynch wears many hats within this Town, and is not working for one Department for his 40hr/wk.

Kevin Lynch states that despite permit decreases, 80% of his job as Code Enforcement Officer is educating and communicating with the builders and public on issues pertaining to the Towns requirements and regulations. Also answering and handling Zoning issues.

Selectman B. Lemire states that the citizens of this Town expect a Building Inspector to be available when needed, and despite the numerous job descriptions Kevin Lynch has the Board is asking him to take on more responsibility as Fire Inspector, then in turn asking him to work less than 40hrs/wk. He feels the responsibilities of the many jobs far outweighs any decline in permits.

Selectman F. Byron **motioned** the Board of Selectmen to decrease Code Enforcement Officer line 110, from 40 hour work week to 32 hours with that amount totalling \$53,248.

Selectman J. Brunelle states the motion **failed** due to lack of a second.

Selectman B. Lemire **motioned** the Board of Selectmen to accept and forward to the Budget Committee a bottom line budget from **Code Enforcement-4241.20** in the amount of \$78,791.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-1-0.**

Board Thanked Kevin Lynch for coming to the meeting.

POLICE ADMINISTRATION - 4210.10

Also Present: Police Chief O'Brion

Bottom Line - increase of \$91,680 from \$1,319,255 to \$1,410,934

Administrator J. Hoch states **Officers Salary** - increase of \$10,636 due to movement through the wage scale, as well as Officer Ivas being budgeted for a full year.

Administrative Assistant - increase of \$1,064 due to movement through the wage scale

Selectman F. Byron questions the Chief on possibly reducing the Administrative Assistant's hours

Chief O'Brion states that with her responsibilities he would like to add hours, however has kept them at the 30 despite MRI suggesting increasing as well.

Overtime Wages for Officers - slight increase of \$61

Selectman F. Byron states that he has calculated overtime at approximately \$88,500 and is wondering if it would be smarter to hire an Officer to fill in this area and decrease the overtime rate paid out.

J. Hoch states that bringing in a FT time Officer does not match dollar for dollar, it would probably reduce this expense line by 20%.

Board discusses retired Part-time Officers filling in without exceeding their allowed 32hrs, as well as the Police Standards in Training procedures and how this applies to PT-Officers.

Lieutenant Overtime Wages - increased by \$3,456 due to extended assignments and department coverage

Overtime - Court - decrease of \$760

Overtime - Training - increase of \$13,227 which is associated with mandatory training, liability recommended training and professional development training (includes crime processing, fingerprint, crash investigation, domestic violence). This training is over and above the Police Academy training.

Long -Term Disability Insurance - decrease of \$300 due to change in provider

Life Insurance - decrease of \$480

Telephone & Data - increase of \$270 due 1 pager @30/month

Software Support - slight increase of \$82 due to mobile programs and legal software

Clerical Services -decrease of \$1,200 for transcription

Medical Service Charges - decrease of \$125

Pre-Employment Screening - decrease of \$208 due to random drug screening

Office Supplies - increase of \$1,300 due to records management program

Postage - decrease slightly by \$100

Equipment Maintenance & Repair - increase of \$610 due to photocopier annual maintenance and certification of radar maintenance.

Selectman F. Byron asks about Vehicle Fuel line, he states that whenever he enters/exits Town Hall a vehicle is running out front and he would like to know why they cannot be shut off in order to save fuel.

Chief O'Brion states that all the equipment in the vehicle has to be turned back on if they shut the cruiser down, which then can take up to 15 min.to power back up and a call may come in for that Officer.

Vehicle Repairs & Maintenance - increase of \$8,000 due to consumable supplies, inspections, and non-warranty repairs of aging vehicles

Selectman B Lemire asks how much has been spent this year on repairs.

J. Hoch states that so far \$13,536 has been spent on vehicle repair

Uniforms & Accessories - decrease of \$1,800

Ammunition/Supplies Purchase - increase of \$700 due to 2 Officers recertification at Academy

Equipment Purchase - increase of \$14,777 due to replacement of SOU rifle, duty firearms and tasers.

Board discusses the possibility of spreading this expense over 2 years. Also to rotate replacement of aging weapons 6-7 years into their use, instead of having to replace all firearms at once.

Cruiser Purchase - increase of \$24,000 due to 2 cruiser lease

Seminars and Conventions - decrease of \$1,000

Selectman J. Brunelle states that the proposed bottom line budget is \$1,416,335. Jason states that in order to achieve the Selectmen's recommendation of a 5% decrease the following items such as seminars and conventions line 811 was decreased by \$1,000.

Selectman B. Lemire mentions that the Police budget has an increase of \$91,680, and asks the Chief if cuts need to be made could this (line 811) be one least missed.

J. Hoch states that Prosecutor Contracted Service line 325 in the amount of \$59,160 be eliminated. Also Wages-Special Officers line 125 reduced by \$85,800

Selectman J. Brunelle **motioned** the Board of Selectmen to reduce the Seminar and Conventions line 811 from \$7,350 to \$6,350

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

Selectman B. Lemire **motioned** the Board of Selectmen to reduce the Books and Periodicals line 670 from \$2,766 to \$2,686

Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron **motioned** the Board of Selectmen to reduce Community Relations Supplies line 613 from \$250 to \$150

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Jason discusses with the Board the removal of line 325 Prosecutor Contracted Services in the amount of \$59,160. He states that some large cuts to the budget needed to be made and he and the Chief felt removing this was best rather than to reduce the budget with Officers, equipment and items that impact the safety of the Department and Public. Chief O'Brien states that there is a trade off of exchanging a veteran Attorney for a two week trained Officer representing cases for the Town.

Jason and the Board also discuss line 149 Overtime-Training which was \$11,706, and was reduced to \$7,500, they discuss the breakdown of various training items in this line.

Selectman F. Byron **motioned** for the Board of Selectmen to reduce Overtime Training line 149 from \$11,706 to \$9,000

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

J. Hoch discusses with the Board line 125 Wages-Special Officers that a PT Officer or the use of overtime will be used to fill in for the removal of the SRO Officer. The Board discusses other options that might be available rather than eliminate this position.

Selectman J Brunelle **motioned** the Board of Selectmen to accept and forward to the Budget Committee a bottom line budget for **Police Administration-4210.10** in the amount of \$1,410,934

Selectman B. Lemire **seconded** the motion. **Vote carries 5-0-0.**

POLICE SUPPORT - 4210.50

Also Present: Police Chief O'Brion

Bottom line increase of \$3,489 from \$139,167 to \$142,657

Administrator J. Hoch states that this is the dispatch function of the Police Department and is covered by a union contract as well.

Wage - Dispatcher remains unchanged

Overtime - increase of \$2,185 based on 86 hrs and discrepancy in last year's budget

Dispatch Service Contract - increase of 1,304

Jason and the Board discuss the use of PT Officers to cover this position and the wages that are paid. As well as the use of County dispatch to cover instead of adding overtime

Selectman J. Brunelle **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police-Support-4215.10** in the amount of \$142,657

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

ANIMAL CONTROL - 4414.10

Also Present: Police Chief O'Brion

Bottom line decrease of \$1,685 from \$16,807 to \$15,122

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Animal Control-4414.10** in the amount of \$15,177

Selectman J. Brunelle **seconds** the motion.

Selectman F. Byron **amends** the motion to the amount of \$15,122

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Selectman J. Brunelle asks the Board of Selectmen to vote on the main **motion**. **Vote carries 5-0-0.**

Board Thanks Police Chief O'Brion for coming to the meeting

INFORMATION TECHNOLOGY - 4150.20 Deferred to the meeting of the Board of Selectmen on September 23,2013.

HEALTH AGENCIES - 4415

Administrator J. Hoch and the Board discuss allocating a small budget and presenting warrant articles to the voters as was done last year. They Board agrees to this, but would like to see a better job be done with informing the public.

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Health Agencies-4415** in the amount of \$2,500

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

Selectman P. Jewett leave meeting

ZONING - 4191.30

Bottom line - increase of \$5

Administrator J. Hoch states that the proposed budget of \$797 an increase of \$30 from previous year. He states that Tolls-line 810 for the amount of \$25 was removed. Seminars-line 811 was decreased.

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Zoning-4191.30** in the amount of \$722

Selectman F. Byron **seconds** the motion. **Vote carries 4-0-0.**

WELFARE - 4445.20

Bottom line - unchanged

Selectman J. Brunelle **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Welfare-4445.20** in the amount of \$20,000

Selectman F. Byron **seconds** the motion. **Vote carries 4-0-0.**

TOWN INSURANCE - 4196.90

Bottom line - decrease of \$1,897 from \$58,174 to \$56,277

Administrator J. Hoch states that he has not gotten a final quote, but adjusted for the anticipated 5% increase that is in the contract, and will adjust if necessary later in the budget season.

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Town Insurance-4196.90** in the amount of \$57,777

Selectman K. Bourque **seconds** the motion

Selectman F. Byron **amends** the amount of the motion to \$56,277

Selectman B. Lemire **seconds** the motion. **Vote carries 4-0-0.**

Selectman J. Brunelle asks the Board to vote on the original motion. **Vote carries 4-0-0.**

PLANNING BOARD - 4191.10

Bottom line decrease of \$1,238 from \$55,599 to \$54,361

Selectman F. Byron states that the changes are to NRPC Planner line 392 for a decrease of \$1,680 due to decreasing hours. Also Public Notices and Ads line 555 decreased by \$290. Books and Periodicals line 670 decreased by \$48.

Selectman J. Brunelle **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Planning Board-4191.10** in the amount of \$54,361

Selectman K. Bourque asks the Board if there is a need for the Administrative Assistant to work 21 hours.

Selectman F. Byron states that it should be looked into, but feels probably not. The Board decides to have the liaison to the Planning Board ask the Chairman.

Selectman B. Lemire **seconds** the motion. **Vote carries 4-0-0.**

ACCOUNTING - 4150.10

Bottom line - increase of \$4,857 from \$193,451 to \$198,308

Administrator J. Hoch states the **Wage** line 110 shows an increase of \$4,986 due to movement through the wage scale

Software Support Services- increase of 250

Postage - increase of \$380

Selectman F. Byron asks about line 140 Overtime - Secretary/Bookkeeping why budgeted for \$1,000. Jason explains that an individual on staff who also does minutes for the Town is paid from the Finance section of the Budget, however, overtime is paid from Accounting.

The Board discusses the Software and Support line item of Thompson Software and its usage within the Town. Discussion of possible closing of the Town's Building Department window. Also a discussion was had regarding postage and office supplies totals.

Selectman B. Lemire **motioned** the Board of Selectmen reduce line 620 Office Supplies to \$2,600

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Accounting-4150.10** in the amount of \$198,308

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

EXECUTIVE - 4130.10

Bottom line - decrease of \$972 from \$108,788 to \$107,816

Administrator J. Hoch states **Wages** increased due to contract changes.

Clerical Support - decrease of \$2,000

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Executive-4130.10** in the amount of \$108,066

Selectman J. Brunelle states the motion **failed** due to lack of a second

J. Hoch and the Board discuss background checks on employees and the budget relating to who is due next year.

Selectman F. Byron **motioned** the Board of Selectmen to reduce line 395 Background checks by \$250

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Selectman B. Lemire **motioned** the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Executive-4130.10** in the amount of \$107,816.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Selectman B. Lemire makes a **motion** to adjourn. Selectman J. Brunelle **seconds** the motion **Vote carries 4-0-0.**

The next Board of Selectmen's meeting will be on September 23, 2013 at 6:00pm at Town Hall

Approved September 30, 2013