

**Minutes of the
Litchfield Budget Committee Meeting
Held on October 29, 2015**

The Litchfield Budget Committee held a meeting on Thursday, October 29, 2015 at Campbell High School, One Highlander Court, Litchfield, NH 03052.

PRESENT: C Couture (Chair), K Douglas (Vice Chair), C Pascucci, B Spencer, R Peeples, R Keating, D Vaillancourt, B Bourque (School Board Representative), F Bryon (Selectmen's Representative), T Brown (Town Administrator)

1. CALL TO ORDER

Mrs. Couture called the meeting to order at 7:00 p.m.

● **PLEDGE OF ALLEGIANCE**

2. PUBLIC INPUT

There was no public input.

3. REVIEW/ADDITIONS TO AGENDA

Mrs. Couture announced the Library budget is not ready to be reviewed and the Animal Control budget under Presentations should be the Ambulance budget.

4. REVIEW/ACCEPTANCE OF MINUTES

● **October 15, 2015**

MOTION: by Mr. Pascucci

Motion to approve the minutes of October 15, 2015 as amended

SECOND: by Mrs. Douglas

VOTE: 8-0-1, with Mr. Peeples abstaining

The motion carried.

● **October 22, 2015**

MOTION: by Mrs. Douglas

Motion to approve the minutes of October 22, 2015

SECOND: by Mr. Keating

VOTE: 6-0-3, with Mr. Pascucci, Mr. Spencer and Mr. Peeples abstaining

The motion carried.

5. CORRESPONDENCE

Mrs. Couture reported that correspondence received included a response from Mr. Brown regarding the personnel policy relative to the highway manager; notification that the Library budget and Recreation Committee budget have to be approved by the Board of Selectmen;

enrollment projections from the school district; a request from Nashua Mental Health under the Health Agencies budget; and an update on the Education funding law.

6. SCHOOL DISTRICT

- **Budget Schedule**

Mr. Bourque reported that the budget review schedule for the school district will be as follows:

- November 5: GMS, LMS, School Board/SAU
- November 12: IT, Curriculum Development, Buildings & Grounds
- November 19: Business, HR, CHS
- December 3: Special Services, Salaries & Benefits, Food Service.

Mr. Bourque indicated that the administrators will be in attendance on the nights of the Budget Committee actions.

Mr. Spencer requested that the Director of Special Services attend both on the presentation night and the night of the Committee actions. He indicated Mrs. Bandurski is the only one that has the answers to their questions. He commented it is the Committee's option.

Mr. Bourque disagreed and commented it is the School Board's option.

Mr. Spencer indicated by law it is the Budget Committee's option.

Mrs. Couture commented that the committees and boards try to accommodate each other. She indicated the request has been made and the Committee will await the response.

- **Tours**

Brian – dates Nov 5 at 5:30 pm for GMS, LMS – Nov 12 6pm CHS –

Cindy – nights of our regular meetings –

- **Other**

Mr. Spencer commented that a reasonable point was made regarding the enrollment projections in relation to the Kindergarten and Grade 1 enrollments. He asked why a pre-registration for grade 1 is not done earlier so that the Budget Committee would have a better idea of what that number may be.

Mrs. Couture asked how we would know the numbers would be accurate. She commented that there is much that can change one year ahead of time.

Mr. Spencer commented if pre-registration yielded 50 registered students then we can speculate there will be approximately 40+ more; however, if pre-registration yielded 20 registered students the number may end up being low.

Mrs. Couture indicated that data shows there are a certain number of registrations in January and additional registrations prior to the start of school in the fall.

Mr. Spencer commented if we based our decision on the enrollment projections we will be reducing a grade 1 teacher. He asked if we assume all students enrolled in Kindergarten will go into grade 1.

Mrs. Couture asked why not make the same decisions in January before Deliberative Session.

Mr. Spencer commented we will be voting on the Salaries & Benefits budget in December and that is when the questions arise. He suggested getting preliminary numbers in December.

Mrs. Couture commented we can reduce a teacher and add the teacher back if the data shows the teacher is needed. She does not believe the information is going to help the Committee change those things.

Mr. Spencer commented if we ignore this year's Kindergarten numbers, this Committee should reduce a teacher. He noted if the numbers become higher in January then the Committee should add the teacher back into the budget.

7. BUDGET REVIEW – TOWN

Note: some items under budget presentations and Committee actions could be taken out of sequence.

- **Presentations**
 - **4220.1 Fire Department**

Chief Fraitzl presented the 2016 Fire Department budget. He noted increases and decreases in the budget:

- Increase in salary lines were adjusted based on the town wage scale
- Reduction in the training line due to inability to send firemen to classes because there were not enough classes
- Increase in computer software line to have a bridge built and migrate data from Hudson to our record management system (one time fee)
- Increase in pre-employment screenings require for medical clearance after incidents
- Increase in heating line reflects actual usage
- Increase in equipment repair/maintenance for replacement of dispatch radio that is antiquated
- Increase in vehicle repair/maintenance.

Mrs. Couture asked about a camera purchase in the Equipment Purchase line. Chief Fraitzl indicated it is for the replacement of another thermal imaging camera that is over 10 years old. He noted this was discussed last year and it was agreed that the Fire Department would replace one per year for the next two years. He commented currently everything is over 10 years old.

Mrs. Couture asked about the exhaust removal system that was listed in the Equipment Purchase line. Chief Fraitzl indicated that is intended to be included in as warrant article. He explained one of the key factors in safety is exhaust evacuation in the fire station when the vehicles are

started. He mentioned that they attempted to get grants for the purchase of the system, but were not successful. He noted the system would be installed, connected to the exhaust pipes on the vehicles and vented out of the building.

Mr. Pascucci asked if currently the exhaust is not being vented out. Chief Fraitzl indicated the exhaust is not being vented. He noted the Board of Selectmen support the purchase, but removed it from the budget to place it on a warrant article.

Mr. Peebles commented that \$10,000 for a camera is costly and asked what kind of camera purchase is planned. Chief Fraitzl explained it is a manufacture by Scott Aviation and the thermal imaging cameras range from \$11,000 - \$18,000.

o 4290.1 Emergency Management

Chief Fraitzl presented the 2016 Emergency Management budget and noted the only change is the adjustment to the Hazmat District dues.

o 4215.1 Ambulance

Chief Fraitzl presented the 2016 Ambulance budget and noted there were no changes to the budget.

Mr. Spencer asked about bad debt.

Mr. Brown commented that they recently reviewed the bad debt. He reported there is currently a \$23,000 cash balance and the \$11,500 annual appropriation replenishes the fund. He noted that only \$856 has been written off this year to date, but we are told more is coming. Mr. Brown reported that in the past much has been written off (\$9,500; \$6,200). He was concerned about what the town may receive.

Chief Fraitzl indicated he has had conversations with Chief Buxton from Hudson and they have had some lag time in record management. He commented they have significant outstanding debt and the amount that belongs to Litchfield has to be determined. Chief Fraitzl indicated he asked for data on percentages to get a better number.

Mr. Spencer commented that it seems that what you have in the fund currently should be enough.

Mr. Brown commented when the fund was established there was \$40,000 of outstanding debt. He indicated that we continue to send out notices and try to collect the debt, but at some point it will not be collectible.

Mr. Spencer commented he is trying to determine if it is time to step back from appropriating \$11,500 if we have \$23,000 in the fund. He indicated history may suggest we are budgeting too much.

Mr. Byron commented that the Board of Selectmen discussed this and we need to understand how much debt is attributable to Litchfield. He noted until we have accurate numbers we do not know the total.

Mr. Peebles expressed concern that Hudson is behind on their paperwork, which in turn puts Litchfield behind.

Mr. Byron suggested when it is time to renew the contract, a clause be included that states if Hudson lags behind the debt becomes theirs.

Chief Fraitzl indicated he asked not only for data on percentage of calls, but on unpaid bills for Litchfield. He noted we are trying to also get a more accurate percentage of uncollected calls that originated in Litchfield.

Mr. Brown indicated that Hudson provides the service and they contract a collection agency (Comstar), who calculates the service. He commented they will try to collect and over time it will be turned over to Hudson and then it comes back to Litchfield as bad debt. Mr. Brown noted we try to collect the fees, but we are not a collection agency. He indicated many of these debts are from people who have left Litchfield, stayed here for a short term or were passing through.

Mrs. Couture asked if we will be able to get the information with the new system. Chief Fraitzl indicated this information is covered by HIPAA. He explained this goes to the collection agent, then Hudson, and then comes to Litchfield as bad debt. He noted we do not have the ability to query their system. He commented we have requested that information through Hudson.

o 4196.9 Town Insurance

Mr. Brown reported that the town has just received the new number, but it has not yet gone to the Board of Selectmen.

Mrs. Douglas asked if the proposed number is more in line with the number received by the town. Mr. Brown indicated it is.

MOTION: by Mrs. Douglas

Move to reduce Line 520, Liability Insurance, by \$3,811

SECOND: by Mr. Spencer

VOTE: 9-0-0

The motion carried.

o 4411.2 Mosquito District

Mr. Brown presented the 2016 Mosquito District budget. He reported that the correct number has been budgeted under contracted services.

o 4550.2 Library

This budget was postponed as it has not yet been received.

- **Budget Committee Actions**

- **4210.1 Police Department**

Mr. Spencer asked how the wages of special officers in Line 125 increased from \$41,600 to \$66,000.

Mr. Brown indicated that Chief O’Brion did not budget for the detective position, which is vacant, but the Board of Selectmen felt they wanted something budgeted for that position.

Mr. Spencer asked when the detective retired.

Mr. Byron indicated he retired earlier this year. He explained the Chief omitted it from his budget because he had difficulty finding someone to fill the position. Mr. Byron commented the Board of Selectmen felt the position should be budgeted. He noted the Chief was planning to budget the position for half a year.

Mr. Pascucci asked who is doing detective work currently. Mr. Byron indicated the work is split between the sergeants.

MOTION: by Mr. Spencer

Move to reduce Line 125, PD Wages-Special Officers, by \$10,000 for a new line total of \$56,600

SECOND: by Mr. Pascucci

Mr. Spencer commented that half a year’s wages for the detective position would be \$15,000. He indicated that the \$10,000 reduction brings those wages in line with the position.

VOTE: 6-3-0

The motion carried.

Mr. Spencer believes the Overtime Training account is overstated by \$10,000.

Mrs. Douglas asked why the line has increased if it has not been used this year.

Mrs. Couture commented that the Chief stated they put off some training and there is advanced training coming up. She noted that he indicated the increase is to try to catch up on training the officers did not have the last two years.

Mr. Peeples commented in a private company you have to provide a certain amount of training and it is not an option. He indicated that the Budget Committee consistently supports the training, but we hear every year that they have not provided the training. He was concerned about the town’s exposure to liability.

Mr. Spencer commented that there has to be a finer amount of time that can be spent on overtime. He indicated that more overtime hours than can physically be used have been budgeted. He noted that after reviewing the past three years he does not see how the 2016 request makes sense.

Mrs. Couture believes in the past years all the positions have not been filled. She commented that there would be an impact if the department is fully staffed.

Mr. Peebles commented the town has the obligation to provide the training.

Mrs. Douglas disagreed that the increase is justified with regard to past expenditures.

MOTION: by Mrs. Douglas

Move to reduce Line 149, PD Overtime-Training, by \$5,997 for a new line total of \$29,000

SECOND: by Mr. Pascucci

Mrs. Douglas commented that she made the reduction because the police department has not been using the funds.

Mr. Pascucci commented that the decision to use training is not in the Budget Committee's purview; however, the funding of it is our purview and it is not being used.

Mr. Brown noted that at the last meeting this question was raised and the Chief responded that the training line was underspent, but there was another line that was over spent.

Mr. Spencer observed the minutes note that Chief O'Brion mentioned that they use Line 811 for payment for classes, but that is a separate line. He indicated the question is overtime, for which he was looking at the total of all the overtime lines combined.

Mrs. Douglas indicated overtime has increased over \$6,000.

Mrs. Couture commented that in the past they have not been keeping up with training. She indicated there is a letter to reflect that and they need to comply with the RSA.

Mr. Keating commented he wanted to be sure the officers are trained above the minimum standards.

Mr. Peebles commented this committee supports that. He indicated year after year they are not keeping up with the training and the Budget Committee has been supporting their training.

Mrs. Douglas commented we took the same reduction last year and they still did not spent the entire budget.

Mrs. Couture indicated that the question was raised last week and one of the sergeants listed the advanced training classes they plan to attend and that they fully expect to expend that line. She noted Chief O’Brion mentioned they held back last year because of the default budget.

Mr. Spencer commented there is a finite amount of overtime they can take advantage of until the end of the year and does not believe they will spend the amount remaining in that budget line.

Mr. Pascucci commented we are budgeting appropriately for what they have been doing or what we hope they will do.

Mrs. Couture commented that she wants to budget for what is required.

Mr. Byron called the question.

VOTE: 5-4-0

The motion carried.

MOTION: by Mr. Peeples

Move to reduce Line 141, PD Wages-Captains Overtime, by \$5,097 for a new line total of \$11,628

SECOND: by Mr. Spencer

Mr. Peeples commented the line has increased with no real justification.

Mrs. Couture indicated this is why it is important for the department heads to attend both the presentation and voting meetings so they can answer questions and address what they hear.

Mr. Byron indicated they were asked to attend.

VOTE: 5-3-1

The motion carried.

Mr. Peeples commented that line 144 has increased \$3,000 over last year.

Mr. Spencer commented that the last three years the expenditures have varied greatly.

MOTION: by Mr. Peeples

Move to reduce Line 144, PD Overtime-Court, by \$2,127 for a new line total of \$5,500

SECOND: by Mr. Pascucci

VOTE: 4-5-0

The motion failed.

o 4210.5 Support Services

Mr. Spencer asked who provides the coverage for dispatch. Mr. Brown indicated it is the county sheriff.

Mr. Spencer asked if what is budgeted is just covering the county portion. Mr. Byron commented the Dispatch Services contract covers the county. The county comes on other times than the weekend and that is under the same contract. He noted that what is budgeted is for an officer to come in to cover dispatch.

Mr. Spencer commented that at one point in time special officers would cover dispatch.

There were no motion.

o 4414.1 Animal Control

There were no motions.

o 4321.1 Sanitation Administration

Mr. Byron commented that he asked the Board of Selectmen Chair to undertake analysis of this budget to better understand tipping fees and what we are getting in terms of revenues for disposal. He noted he is hearing discrepancies. He indicated the data is needed.

Mrs. Douglas asked about Line 411, Propane. Mr. Brown indicated that there is a tank there, but it is only used for heat during the cold to dry the wet floors.

Mr. Spencer asked why the wage line is increasing. Mr. Brown indicated that the increase is due to the town wage schedule.

Mr. Spencer believes the line is over-budgeted.

Mr. Spencer asked why money has not been spent on diesel fuel this year. Mr. Brown indicated that the administration decided to charge that to the highway fuel. He commented that he informed them he would like to account for that in the solid waste budget.

There were no motions.

o 4152.1 Revaluation of Property

There were no motions.

o 4311.1 Road Agent

MOTION: by Mrs. Douglas

Move to reduce Stormwater Management in Line 310, Consulting Engineer Services, by \$15,000 for a new total of \$15,000

SECOND: by Mr. Pascucci

Mrs. Douglas commented that there was a discussion about work that may or may not be performed next year regarding the EPA regulations. She indicated if the initial paperwork is due and we have a five year window, 40 hours is enough time for paperwork.

Mr. Byron commented we have no idea what is going to be given to us and we may have to address it at that time. He asked Budget Committee members to reconsider the motion. He indicated the motion is suggesting that we reduce that number to \$15,000 and that we can get engineer work at \$375 per hour.

MOTION: by Mr. Byron

Move to amend the motion by Mrs. Douglas to reduce Stormwater Management in Line 310, Consulting Engineer Services, by \$5,000 for a new total of \$25,000

SECOND: by Mr. Bourque

VOTE: 4-5-0

The motion failed.

Mr. Pascucci commented this was discussed last week and there is no doubt the EPA will require many regulations. He noted we do not know what the requirements are yet, but it will be fought.

Mr. Brown mentioned that he contacted an engineering firm this week asking for guidance on what we should budget. He indicated the firm advised to make sure we budget a good amount of money because when the permit comes out you will need it for the EPA regulations, the rewriting of the permit and conditions. Mr. Brown commented it will be resolved in April, but come October we will need time for much work to be done as soon as the permit is issued.

Mr. Pascucci commented the firm advised to budget the money, but many towns may not and will not have that money. He indicated that voters will be voting the following March.

Mr. Brown indicated it will too late by then.

Mrs. Douglas believes the issue will be tied up in court and feels that we can wait.

Mrs. Couture asked what the town has been doing for storm water management so far.

Mr. Byron indicated that workers mark the drains with numbers so we know where they go and can monitor the runoff.

Mrs. Douglas commented the initial paperwork will be due, but it will not be the full plan.

Mr. Byron clarified that next year we will be required to put a plan in place and we have to follow the plan annually.

Mr. Peeples asked how we were informed of these regulations.

Mr. Byron indicated the EPA is looking to reform the regulations and they will be listed in the federal register.

Mr. Spencer pointed out they will have to go through a public hearing.

Mr. Byron indicated the public comment period was during October.

MOTION: by Mr. Spencer

Move to reduce Stormwater Management in Line 310, Consulting Engineer Services, by \$10,000 for a new total of \$20,000

SECOND: by Mr. Vaillancourt

Mr. Peeples noted public comment opened on October 7 and ends on November 2.

VOTE: 6-3-0

The motion carried.

Mrs. Douglas commented we received information about electricity. She asked what is the cause of the increase in Line 410, Electricity.

Mr. Brown indicated he would like to go back to the Board of Selectmen because he believes some lines are budgeted too high. He recommended that electricity be revised to \$5,000, but it has not been discussed or voted on by the Board of Selectmen.

Mrs. Douglas asked if the increase was caused by higher rates or usage.

Mr. Brown indicated that energy rates increase half a cent, but transmission and distribution costs increase significantly. He noted PSNH adjusts their rates with transmission and distribution costs every six months. He commented we will be looking to see if we can do some energy audits to see if we can change lighting to something more energy efficient.

MOTION: by Mrs. Douglas

Move to reduce Line 410, Electricity, by \$726 for a new total of \$5,000

SECOND: by Mr. Peeples

Mr. Keating commented Manchester switched over their streetlights to LED and Derry is thinking about it. He asked if we can “piggyback” Derry as it is a large money saver.

Mr. Peeples commented there is no grant money until January.

Mr. Brown indicated that PSNH has a program where they work with streetlights.

VOTE: 7-2-0

The motion carried.

MOTION: by Mrs. Douglas

Move to reduce Line 411, Propane, by \$2,000 for new total of \$5,000

SECOND: by Mr. Peples

Mr. Spencer asked if the projected increase in usage for propane is needed.

Mr. Brown indicated in 2014 we had 3,200 gallons and to date we had 3,000 gallons. He commented there are two or three more deliveries this year. He noted we are comfortable with that number.

VOTE: 8-1-0

The motion carried.

o 4312.1 Highways and Streets

Mr. Spencer commented that he was confused about what was budgeted in the wages line. He asked if there are three full time employees.

Mr. Pinciario indicated there are two 32 hour employees and one 30 hour employee. He clarified the two 32 hour employees are currently employed and the 30 hour employee is seasonal.

Mr. Brown commented that the breakdown provided last week reflects an employee that works 32-40 hours, but 30 hours is budgeted for that position; and two 30 hour employees budgeted for 26 weeks.

Mr. Pinciario commented those positions should be 30 weeks.

Mr. Spencer commented he recalls the numbers used to be flexible and we did not have full time employees working 40 hours, but it seems to have evolved into that.

Mr. Pinciario commented that it evolved into a 32 hour week except in winter where employees can work 40 hours. He indicated it is difficult to get people to come in and plow for a low rate and no benefits.

Mr. Spencer commented the 40 hour employee is the highway manager; the 32 hour employee is the CDL/plow driver, and the 26 week employee is seasonal. He asked if Mr. Pinciario is paid as a facility manager as opposed to a laborer when he is working.

Mr. Pinciario indicated that he is running equipment 90% of the time. He commented that the employee's time does not change if the equipment operator gets out of the vehicle to cut a branch.

Mrs. Douglas asked if Line 573, Road Maintenance Improvement, is used for unexpected costs and if it is always budgeted at \$25,000.

Mr. Spencer commented it is budgeted at \$20,000 - \$25,000 yearly.

Mr. Brown indicated that line is budgeted to make up for sand, salt and wages from a harsh winter.

Mr. Peebles asked for an overview of the year relative to winter snow plowing.

Mr. Pinciario indicated in the spring we are replacing damages from the winter, masonry repair, sign repair, and mailbox repair. In summer larger repairs such as guardrails, trees, larger signs are done, all lawns, the bike path, fire station and town hall are mowed. In fall we are working on the plows, sanders and salters. He noted that more recently signs are being stolen and have to be replaced.

MOTION: by Mrs. Douglas

Move to reduce Line 635, Vehicle Fuel, by \$2,750 for a new total of \$11,000

SECOND: by Mr. Peebles

Mr. Spencer asked what we are paying currently for diesel fuel. Mr. Pinciario indicated the price is either \$2.09 or \$2.29 per gallon.

Mr. Spencer asked how \$2.75 per gallon was determined. Mr. Brown indicated that is the projected forecast number.

Mr. Spencer commented usage this year was substantially increased over last year. He asked if that was due to the heavy snow. Mr. Pinciario indicated that was the case.

Mr. Spencer believes we will not have the same kind of storms this year. Mr. Pinciario indicated last year it started snowing in late January and snowed every day until March 20.

Mr. Spencer commented last year the town only used 2,800 gallons. Mr. Brown pointed out we have used 3,900 to date.

Mr. Pinciario commented that people are looking at what we had last year and we may not have that need next year, but we should not let our guard down. He indicated the budget was continually reduced in the past and last year we did not have a surplus in salt. He noted we need to have the amount budgeted in the shed by December.

Mr. Peeples agreed that we do not know what will occur. He commented this past year was an anomaly.

MOTION: by Mr. Spencer

Move to amend the motion made by Mrs. Douglas to reduce line 635, Vehicle Fuel, by \$4,150 for a new total of \$9,600

SECOND: by Mrs. Douglas

Mr. Spencer commented that we used \$2.75 per gallon to budget and suggested we reduce the usage.

Mr. Pascucci commented he was comfortable with the original reduction and agreed we need the additional 200 tons of salt.

Mr. Byron commented he is not sure if we should be worried about the difference between \$9,000 and \$11,000 because if we have the type of winter that is being predicted we will need every penny.

Mr. Brown indicated we will use over the 4,000 gallons this year.

Mr. Peeples agreed that \$11,000 is a good number.

Mrs. Couture commented people are saying it was a 100 year storm and will not occur again, but another harsh winter is being predicted.

VOTE: 0-9-0

The amended motion failed.

VOTE: on the main motion to reduce Line 635 by \$2,750: 6-2-1

The main motion carried.

Mr. Spencer commented he does not understand the numbers budgeted for contractor services. He indicated a four year analysis yielded an average of \$8,600.

MOTION: by Mr. Spencer

Move to reduce Line 380, Contractor Services, by \$7,560 for a new total of \$87,000

SECOND: by Mrs. Douglas

Mrs. Douglas asked if we are running more trucks and have more employees plowing. Mr. Byron indicated we are running the same amount of trucks this year as last year. Mr. Pinciario indicated that we do not have more employees plowing as we use a contractor on an hourly rate.

Mr. Pascucci commented more gas was used this year because of the amount of snow. He was concerned we are budgeting based on an anomaly and that type of budgeting may become the new norm. He suggested budgeting as has been done in the past.

Mr. Spencer commented in the past we had another road agent and we adjusted at Deliberative Session. He indicated there is an opportunity to change the total if it appears we will have another bad year.

Mr. Byron commented using an average to determine what we will spend is not appropriate here and is not a meaningful representation of what we will experience.

Mr. Spencer commented nothing is a reasonable representation because every year is different. Mrs. Couture indicated that we try to use averages because it is the best budgeting tool.

Mr. Byron commented if you are going to use statistics use the proper ones.

VOTE: 5-4-0

The motion carried.

Mr. Spencer asked if \$2,000 is needed in Line 571 for tree removal. Mr. Pinciario indicated it depends on the size of the tree.

MOTION: by Mr. Spencer

Move to reduce Line 571, Tree Removal, by \$1,000 for a new total of \$1,000

SECOND: by Mrs. Douglas

VOTE: 6-3-0

The motion carried.

- **General Government Buildings**

Mr. Spencer commented on the General Government Buildings budget. He asked if the \$2,000 budgeted on Line 396 includes cemeteries.

Mrs. Couture commented that it was clarified that cemeteries are separate.

Mr. Spencer asked how much the town is currently paying for regular gas.

Mr. Brown indicated we are not under \$2.00 per gallon. He commented the invoices are received approximately three weeks behind and the last invoice was for \$2.05 per gallon, excluding taxes.

Mr. Spencer commented currently the price of gas excluding state tax is \$1.80 per gallon. He asked how the town determined to budget gas at \$2.50 per gallon.

Mr. Brown indicated the town uses the Department of Energy projections.

Mr. Peeples commented the US Energy Administration has a similar projection.

Mr. Spencer requested to discuss the information regarding the cost for gas at the next meeting.

Mrs. Douglas asked if the Recreation Center is included in the heating oil budget.

Mrs. Couture indicated that General Government Buildings will be on the next agenda. She suggested to send her any questions Committee members may have during the week. She noted the Committee will be reviewing the Recreation, Personnel Administration, and General Government Buildings budgets on the next agenda, and will be voting on the Fire, Ambulance and Emergency Management and Mosquito District budgets.

8. COMMITTEE COMMENTS/OLD BUSINESS

There were no comments or old business.

9. PUBLIC INPUT

There was no public input.

10. ADJOURN

MOTION: by Mr. Pascucci

Move to adjourn

SECOND: by Mrs. Douglas

VOTE: 9-0-0

The motion carried.

The meeting was adjourned at 9:42 p.m.

Next Meeting: Thursday, November 5, 2015

Recorded by: Michele E. Flynn, Recording Secretary