

**4Minutes of the  
Litchfield Budget Committee Meeting  
Held on November 12, 2015**

The Litchfield Budget Committee held a meeting on Thursday, November 12, 2015 at Campbell High School, One Highlander Court, Litchfield, NH 03052.

**PRESENT:** C Couture (Chair), K Douglas (Vice Chair), B Spencer, R Keating, B Bourque (School Board Representative), T Brown (Town Administrator), J O'Neill (Superintendent), F Markiewicz (Business Administrator)

Absent: D Vaillancourt, K Bourque (Selectmen's Representative)

Late Arrival: C Pascucci, R Peeples

**1. CALL TO ORDER**

Mrs. Couture called the meeting to order at 7:13 p.m.

**• PLEDGE OF ALLEGIANCE**

Mrs. Couture mentioned that the Budget Committee began the meeting a few minutes late because they were waiting for a quorum of members.

**2. PUBLIC INPUT**

There was no public input.

**3. REVIEW/ADDITIONS TO AGENDA**

There were no revisions or additions to the agenda. Mrs. Couture indicated that there are some adjustments made by the Board of Selectmen that have to be addressed by the Budget Committee under Budget Committee Actions. Mr. Spencer mentioned he has questions regarding the General Government Buildings budget. .

**4. REVIEW/ACCEPTANCE OF MINUTES**

**• November 5, 2015**

**MOTION:** by Mrs. Douglas

*Motion to approve the minutes of November 5, 2015*

**SECOND:** by Mr. Keating

**VOTE: 4-0-1, with Mr. Spencer abstaining**

**The motion carried.**

**5. CORRESPONDENCE**

Mrs. Couture reported the following correspondence was received: FY17 Function Summary and Budgets from the school district; a letter about audit information, revaluation from town with the new tax rate, a revised FY17 Curriculum Development budget; fuel costs from town; information from Mr. Peeples at the end of the last meeting regarding the proposal for Fire Department exhaust system.

## 6. SCHOOL DISTRICT BUDGET REVIEW

- **Tour Discussion**

Mrs. Couture announced that Budget Committee members were given a tour of GMS and LMS last week and a tour of CHS this evening.

- **Presentations:**

- **Technology**

Mr. Markiewicz presented the FY17 Technology Recommended budget to the Budget Committee. He mentioned the IT Director will attend the next meeting to answer questions. He noted that there is a significant increase in the IT budget, which includes some upgrades to servers, networks and switches, hardware and infrastructure to bring the district to a higher level of capacity. He indicated there is a substantial decrease to the leases line items as lease payments have expired.

Mr. Spencer commented the 2840 account recommendation is \$652,000. He indicated that the budgets have been running approximately \$500,000 per year in this account. He noted the increase is difficult to justify. Mr. Spencer commented he is going to ask if there are items that can be deferred for another year.

Mr. Markiewicz commented the IT Director will inform you about the specifics of things that have occurred this year and what the district needs strategically to improve the infrastructure. He noted that eRate money has been used to purchase a storage appliance at GMS. He indicated there are strategic things that need to be done.

Mr. Spencer commented the Wifi replacement and phone system at LMS are big items. He asked if either item can be delayed for another year.

Mr. Bourque indicated the phone system at LMS is on the verge of failing.

Mr. Markiewicz commented that we made a strong pitch to replace antiquated systems in the school and agreed to replace one system per year. He indicated that the phone system replacement may be eligible for a rebate with eRate. He noted the phone system is part of the emergency management of the district.

Mr. Spencer asked if the Wifi has to be upgraded in both GMS and LMS.

Mr. O'Neill indicated that the IT Director will be able to provide more detail. He commented students are using more computers in classrooms and more Wifi. He noted that teachers need more Wifi available to them as well.

- **Curriculum Development**

The FY17 Curriculum Development Recommended budget was presented to the Budget Committee.

92 Mrs. Couture commented last year there was a textbook request for \$80,000 and the Budget  
93 Committee made a small reduction. She indicated that she was surprised to see that \$28,000 was  
94 transferred and that \$62,000 was in the revised budget.

95

96 Mr. Markiewicz indicated the district attempted to centralize textbook replacements last year.  
97 He commented we need to bring more clarity to that. He noted that historic background will be  
98 provided.

99

100 Mr. Bourque commented that enVisions math has been taken out of the GMS budget and  
101 included in the Curriculum budget.

102

103 Mrs. Couture indicated it seems as if something was not purchased that we were told would be  
104 purchased.

105

106 Mr. Bourque commented K-8 Language Arts is included and the intent is to align curriculum for  
107 Smarter Balance. He noted the Language Arts books we have now are 10 years old.

108

109 Mr. Markiewicz indicated that the district will provide a reconciling.

110

111 Mr. O'Neill commented public schools have replacement cycles for textbooks. He noted when  
112 money is deleted from one year it causes the next year to be that much behind. He indicated it is  
113 imperative to replace textbooks that are 10 years old.

114

115 Mr. Spencer commented that the 640 line was reduced and asked where the reduction was added.

116

117 Mr. Markiewicz explained that the reduction was taken twice – once in supplies and once in  
118 textbooks, which we should not have done.

119

#### 120 ○ **Buildings and Grounds**

121 The FY17 Buildings and Grounds Recommended budget was presented to the Budget  
122 Committee.

123

124 Mrs. Couture mentioned that she heard mentioned at the Board meeting overtime was reduced in  
125 order to hire a custodian.

126

127 Mr. Markiewicz indicated we are still having that discussion. He noted that all administrative  
128 overtime has been eliminated and the overtime remaining is for custodial emergency. He  
129 explained the district is considering using the overtime money and some seasonal funds for  
130 summer intern custodians to hire a part time custodian for the weekends.

131

132 Mrs. Douglas asked if there are any fees charged for facility use that would offset it.

133

134 Mr. Markiewicz indicated that community groups are not charged for the use of facilities.

135

136 Mr. Spencer asked about \$40,000 budgeted in Line 330 DW Building Services for building  
137 assessment and capital plan.

138

139 Mr. Markiewicz indicated that there is basis for that as an architect that specializes in school  
140 district assessment has provided a quote. He noted the quote would include bringing in electrical  
141 engineers, HVAC engineers, etc. He commented this will be a comprehensive assessment that  
142 will cover all three buildings.

143

144 Mrs. Couture asked if there is a contract for the fuel oil cost. Mr. Markiewicz indicated there is a  
145 contract and fuel oil has been budgeted at the contract price.

146

147 Mr. Markiewicz noted that Line 734 in the Grounds budget was reduced to \$0 by the  
148 Superintendent and School Board Chair.

149

150 Mr. Spencer asked about what was budgeted in Line 430, Site Improvements.

151

152 Mr. Markiewicz indicated the GMS driveway that runs along the building and borders the edge  
153 of the fence is planned to be improved. He noted that is the third phase of the parking  
154 lot/driveway improvement. He commented the driveway is not wide enough, the curbing is  
155 beyond repair and drainage work is necessary.

156

157 Mr. Spencer asked why this was not planned as a warrant article. Mr. Markiewicz indicated that  
158 what goes in warrant articles is the decision of the School Board.

159

160 Mr. Spencer commented he does not see an appropriation for "Property Lines" and for an  
161 explanation. Mr. Markiewicz indicated those are warrant articles that were incorporated into the  
162 general fund.

163

164 Mrs. Couture asked the district to provide information regarding the net cost for the 13  
165 replacement hires.

166

167 **• Budget Committee Actions**

168

○ **GMS**

169 Mrs. Couture commented the enrollment projections reflect a decline of 50 students and supply  
170 lines are increased. She asked if, with the declining enrollment, the increases can be absorbed in  
171 another area in the budget.

172

173 Mr. Thompson indicated the budgets were due by August 14 and at that time we did not have the  
174 enrollment projections. He noted we typically use current numbers for grades K and 1 when  
175 budgeting for the following year.

176  
177 Mr. Spencer commented that it was stated three year averages were used when building the  
178 budget.

179  
180 Mr. Markiewicz indicated that was one of the approaches we tried to change. He noted there are  
181 other factors in there that are not as dominant as what was spent in the past and curriculum may  
182 require other supplies.

183  
184 Mr. Spencer commented with fewer students next year there should not be increases.

185  
186 Mr. Markiewicz commented programs change and so do the requirements. He noted it is not  
187 solely based on the number of students.

188  
189 **MOTION:** by Mrs. Couture

190 *Move to reduce Account 1011110002-610, Art Education Supplies, by \$99*

191 **SECOND:** by Mrs. Douglas

192 **VOTE: 3-2-0**

193 **The motion carried.**

194

195 **MOTION:** by Mrs. Couture

196 *Move to reduce Account 1011110008-610, Physical Education Supplies, by \$230*

197 **SECOND:** by Mrs. Douglas

198

199 Mrs. Douglas commented projections are lower so supplies should be lower. She indicated it is a  
200 function of how many students are enrolled.

201

202 Mr. Thompson commented it is not a function of students. He explained if we need to buy a new  
203 activity for Physical Education we do not buy activities for 363 students, but for a class size (i.e.  
204 30). He noted the number of students mentioned in the notes is for historical reasons.

205

206 Mrs. Couture asked when purchasing is done. Mr. Thompson indicated some purchasing is done  
207 in the summer and some in the fall.

208

209 Mrs. Couture asked if there are any plans to add a particular activity for Physical Education.

210

211 Mr. Thompson commented he does not have that level of specific detail. He added it seems like  
212 an appropriate request.

213

214 Mrs. Douglas asked what type of consumables are used in Physical Education.

215

216 Mr. Bourque indicated there are different sports and activities in Physical Education.

217

218 Mrs. Couture indicated historical spending shows that less has been spent in that line.

219  
220 Mr. Spencer mentioned that the total (global) supply account has increased \$44,000 compared to  
221 last year's expenditures and we will have a significant decrease in enrollment.  
222

223 Mrs. Douglas commented there will be areas where reductions will have to be made. She  
224 indicated level funding where there are no specific plans to expend funds makes sense and the  
225 funds can be prioritized. She believes there is money to use in other areas and we can safely take  
226 a reduction without affecting students' experience.  
227

228 Mr. Thompson indicated the School Board recently approved a new Physical Education  
229 curriculum and these things do not always line up in a neat way.  
230

231 Mr. Spencer commented that \$1,300 was expended in this line last year.  
232

233 Mr. Keating commented that the GMS physical education staff does a phenomenal job. He  
234 indicated an extra \$230 is not much to request when looking forward and not knowing what the  
235 curriculum is going to impact.  
236

237 Mr. Bourque commented that Mrs. Douglas made a statement that there is money in other  
238 accounts. He indicated we do not move money around.  
239

240 Mrs. Couture indicated that Mr. Bourque is justified in reminding us there are other places we  
241 can find money to reduce.  
242

243 Mrs. Douglas commented that it is their job to budget conservatively and the job of this  
244 committee to question those things.  
245

246 **VOTE: 1-4-0**  
247 **The motion failed.**  
248

249 Mrs. Couture asked about the new dues and fees for the Physical Education teacher in Line 810,  
250 Dues and Fees.  
251

252 Mr. Thompson indicated it is a professional organization for Physical Education teachers and  
253 provides opportunities for networking.  
254

255 Mrs. Couture asked about the textbook replacements budgeted for Reading Education.  
256

257 Mr. Thompson commented GMS has brand new reading books. He explained this is for  
258 paperback books for small reading groups of different reading levels (i.e. difficulty) to help  
259 increase the level of understanding for students. He indicated that included are books for the  
260 Tournament of Readers, where students compete on how many novels they can read.  
261

262 Mrs. Couture indicated that actual expenditures reflect we have averaged less. She asked if this  
263 supply of books has been building up or are you trying to catch up on reading requirements.  
264

265 Mr. Thompson commented this is our reading program where reading tutors will work with  
266 students in small groups to increase their reading ability.

267

268 **MOTION:** by Mrs. Couture

269 *Move to reduce Account 1011110023-640, Reading Education Textbook Replacement, by \$192*

270 **SECOND:** by Mrs. Douglas

271

272 Mrs. Douglas questioned the cost of the books. She believes that \$7.00 per book is expensive  
273 and asked if books can be purchased with free shipping.

274

275 Mrs. Couture commented the books bought for schools are not the same as those that can be  
276 bought at Barnes and Noble. She noted the quality is more sturdy.

277

278 Mr. Thompson indicated we buy Permabound books so that they last longer.

279

280 Mr. Spencer commented that past expenditures reflect that less has been spent and the account  
281 was underspent. He does not believe the line will be fully expended.

282

283 **VOTE: 3-2-0**

284 **The motion carried.**

285

286 Mrs. Couture asked about what is budgeted in Repairs and Expenditures in the Guidance  
287 account. She commented that nothing was spent in the past two years.

288

289 Mr. Thompson indicated that support for 504 students is mandated and it varies from year to  
290 year.

291

292 Mr. Spencer asked how the amount was determined.

293

294 Mr. Thompson indicated it is an estimate from the Special Services office. He commented the  
295 quote received from Special Service was \$150 for each transmitter or hearing device that has to  
296 be maintained or upgraded annually. He noted if the unit is older the cost is \$175. Mr.

297 Thompson indicated that GMS has three FM systems.

298

299 Mrs. Couture asked about the amount (\$2,400) budgeted in Line 734, Equipment Additional.  
300 She commented last year there was a potential of four at \$600 each and the Budget Committee  
301 reduced it by half. She indicated that \$250 has been expended to date.

302

303 Mr. Thompson commented this is on an as needed basis. He indicated that in 2014 \$2,721 was  
304 spent.

305

306 **MOTION:** by Mrs. Couture

307 *Move to reduce Account 10112120000-734, Guidance Services Equipment Additional, by*  
308 *\$1,200*

309 **SECOND:** by Mrs. Douglas

310

311 Mr. Spencer commented that \$1,500 was spent the year before. Mr. Thompson indicated the  
312 amount varies widely.

313  
314 **VOTE: 3-2-0**

315 **The motion carried.**

316  
317 Mr. Spencer commented he missed the discussion regarding professional services. He was  
318 concerned because it is significantly higher this year. He indicated significantly less was spent in  
319 years past. He asked how the number was developed.

320  
321 Mr. Thompson commented he does not have the information for that line. He believes it was  
322 level funded.

323  
324 Mr. Spencer commented it is a difficult account to budget, but has been overfunded in the past.

325  
326 Mrs. Couture noted that \$600 has been spent to date.

327  
328 **MOTION:** by Mr. Spencer  
329 *Move to reduce Account 1011212000-330, Guidance Services Professional Services, by 1,775*

330 **SECOND:** by Mrs. Couture

331 **VOTE: 3-2-1, with Mr. Pascucci abstaining**

332 **The motion carried.**

333  
334 Mrs. Couture commented that the notes in Line 430, Repairs and Maintenance, in the Nurse's  
335 budget reflect the annual hearing machine calibration is not necessary if a new machine is  
336 purchased.

337  
338 **MOTION:** by Mrs. Couture

339 *Move to reduce Account 10112134000-430, Nurse Services Repairs and Maintenance, by \$125*

340 **SECOND:** by Mrs. Douglas

341 **VOTE: 5-1-0**

342 **The motion carried.**

343  
344 Mrs. Couture commented that the Miscellaneous line in Account 2410 has been under spent in  
345 recent past years.

346  
347 **MOTION:** by Mrs. Couture

348 *Move to reduce Account 1011214000-890, School Administration Miscellaneous, by \$400*

349 **SECOND:** by Mrs. Douglas

350 **VOTE: 4-2-0**

351 **The motion carried.**

352  
353 Mr. Thompson commented that he heard mention of 29 students enrolling in Kindergarten next  
354 year. He provided a document that reflected enrollment changes and research.

355

356 Mr. Spencer indicated he was more concerned about grade 1 enrollment, noting that current  
357 projections may make it necessary to reduce a teacher. He commented in years past when first  
358 grade registration was held in January the numbers represented 70% to 80% of the enrolling  
359 students. He suggested if pre-registration is done in January and the numbers justify having four  
360 first grade teachers then it can be added back.

361

362 Mr. Thompson indicated we currently have 56 students in Kindergarten and will have 57 on  
363 Monday. He commented we know there are 29 waiting to enroll.

364

365 ○ **LMS**

366 Mrs. Couture indicated there is significant difference between the cost of the copiers leased at  
367 GMS and LMS.

368

369 Mr. Markiewicz explained that there are different machines at each school and it depends on the  
370 length of the lease. He noted some machines have add-ons such as sorters or collators. He  
371 commented we try to replace machines with models that are less expensive.

372

373 Mrs. Douglas commented Regular Education supplies should be reduced.

374

375 Mrs. Couture commented their projections should be higher and that is the reason she did not  
376 level fund that line.

377

378 Mr. Lecklider indicated there is a different trend in middle school. He noted projections were  
379 adjusted this fall for next fall.

380

381 Referring to math education, Mr. Spencer asked for information on a graph spiral notebook.

382

383 Mr. Lecklider explained it is a notebook consisting of graph paper. He commented we are  
384 trending into those with math and science.

385

386 Mrs. Couture asked for more information regarding Project Lead the Way and requirements for  
387 newer different supplies.

388

389 Mr. Lecklier commented science at the middle school level is topical and there is a national  
390 movement in STEM. He noted science by nature is experimental and hands-on. He indicated we  
391 are requesting to ramp up the curriculum and interactivity in science through Project Lead the  
392 Way. Mr. Lecklider commented that the Project Lead the Way program consists of: robotics and  
393 automation in grade 5; design and modeling with an engineering component in grades 6 and 7;  
394 physical science, energy and the environment in grade 8. He indicated the ultimate goal is to  
395 bring more rigor to science. He noted we feel STEM is the area to work on and provide students  
396 with a much richer experience. Mr. Lecklider commented it leads into what they will do in high  
397 school.

398

399 Mr. Spencer asked about the software in Line 650 in the Math budget.

400

401 Mr. Lecklider explained we have a lab dedicated to math and part of that is the technology  
402 program. He noted TenMarks is a supplement to that program. He indicated it is an annual  
403 license and not a one-time software.

404  
405 Mr. Spencer asked for verification of the cost. Mr. Lecklider indicated that it was a pilot last  
406 year.

407  
408 Mr. Spencer commented that you should be receiving an invoice this year. Mrs. Couture  
409 mentioned that nothing has been expended this year to date.

410  
411 Mr. Lecklider indicated that he will provide verification.

412  
413 Mr. Spencer commented that Guidance professional services has increase significantly and is  
414 consistently over funded.

415  
416 Mrs. Couture indicated they had two students last year and budgeted for three students this year.  
417 She commented the large increase is in tutoring as needed, which was approved by the Director  
418 of Special Services.

419  
420 Mr. Spencer commented that \$400 has been spent to date and \$600 encumbered.

421  
422 Mrs. Douglas asked if this is home tutoring.

423  
424 Mr. Lecklider indicated that it is tutoring for students who are unable to attend school.

425  
426 Mr. Spencer pointed out that in 2013 \$2,237 was spent; in 2014 \$2,073 was spent; in 2015 \$600  
427 was spent.

428  
429 Mr. Pascucci asked what made the School Board agree to the increase. Mr. Bourque indicated  
430 that it is a matter of need.

431  
432 Mr. Lecklider explained we know these needs have come up regularly.

433  
434 Mr. Spencer commented that it is difficult to estimate what is going to come up and what it will  
435 cost. He noted when you look at it on a global basis it is significantly over funded. He believes  
436 \$2,500 was a good estimate.

437  
438 **MOTION:** Mrs. Couture  
439 ***Move to reduce Account 1021212000-330, Guidance Services Professional Services by \$2,000***  
440 **SECOND:** by Mrs. Douglas

441  
442 Mr. O'Neill commented that Special Services is trying to predict 16-18 months out with our most  
443 transient population. He noted we overestimate at times because we do not want to under fund  
444 that area. He indicated there is rationale for what has been budgeted, but he does not have the  
445 answer at this time. He offered to speak to the Director and provide the rationale.

446

447 Mrs. Douglas commented if the district comes back with a rational explanation the money can be  
448 added back.

449  
450 Mr. Pascucci indicated that there is nothing wrong with putting extra money in that line because  
451 it is an unknown. Conversely, he commented that the question is should we tax the taxpayers for  
452 something we do not need. He noted he was comfortable with the reduction and it can be added  
453 back if needed.

454  
455 **VOTE: 4-2-0**

456 **The motion carried.**

457  
458 ○ **SAU and School Board**

459 The FY17 School Board and SAU Recommended budget was presented to the Budget  
460 Committee.

461  
462 Referring to School Board workshops and conferences, Mrs. Couture asked if School Board  
463 members would be encouraged to go to some of the workshops held by the NHSBA this year.  
464 Mr. Bourque indicated some members will be attending the workshops.

465  
466 Mrs. Couture inquired about what was budgeted for Election Services Advertising. She  
467 commented that nothing was budgeted or expended in the recent past.

468  
469 Mr. Markiewicz indicated that advertising was one of the items that was budgeted under  
470 Miscellaneous and has since been allocated to the proper line.

471  
472 Mrs. Couture commented that the amount seems high.

473  
474 **MOTION:** by Mrs. Couture  
475 *Move to reduce Account 1001231400-540, Election Services Advertising, by \$400*

476 **SECOND:** by Mr. Pascucci

477 **VOTE: 5-1-0**

478 **The motion carried.**

479  
480 Mrs. Couture was concerned about the amount budgeted in legal fees. She indicated even in  
481 years when the district had negotiations much less was spent.

482  
483 **MOTION:** by Mrs. Couture  
484 *Move to reduce Account 1001231800-330, Legal Services Professional Services, by \$5,000*

485 **SECOND:** by Mr. Pascucci

486 **VOTE: 5-1-0**

487 **The motion carried.**

488  
489 Mrs. Douglas asked why there is an increase in SAU office travel.

490  
491 Mr. Markiewicz commented based on the conversation with the Budget Committee last week  
492 and past experience, the Superintendent and he examined district-wide travel and workshop

493 expenditures. He indicated based on what was spent over the past three years in those areas, the  
494 Superintendent has recommended an adjustment for a \$50,000 global reduction in travel and  
495 workshops. He noted the Superintendent has directed budget managers to truly look at these  
496 expenditures.

497  
498 Mrs. Couture asked about the Postage line item. She commented there were increases at  
499 individual schools because they are mailing their own purchase orders. She indicated past  
500 expenditures are not reaching \$3,200. She noted \$160 has been spent to date with \$300-\$400  
501 encumbered.

502  
503 Mr. Markiewicz pointed out the postage machine lease payment is included in that amount as  
504 well as postage. He explained that part of the decrease in 2015 was because Pitney Bowes  
505 disbanded their leasing division and disbursed it to local vendors. He indicated a new lease has  
506 since been established; however, some of the savings were impacted.

507  
508 **MOTION:** by Mrs. Couture  
509 *Move to reduce line 1090232000-534, District Administration Postage/General Expenses, by*  
510 *\$1,000*

511 **SECOND:** by Mrs. Douglas

512  
513 Mrs. Couture commented that the reduction is based on historical spending and that some costs  
514 have been passed on to the individual schools.

515  
516 **VOTE: 5-1-0**  
517 **The motion carried.**

518  
519 Mrs. Couture commented that the three year average for supplies is under \$3,200.

520  
521 **MOTION:** by Mrs. Couture  
522 *Move to reduced Account 1090232000-610, District Administration Supplies, by \$1,000*

523 **SECOND:** by Mrs. Douglas

524 **VOTE: 5-1-0**  
525 **The motion carried.**

526  
527 Referring to Dues and Fees, Mrs. Douglas asked why it is being assumed a new Superintendent  
528 would participate in the Hudson Litchfield Rotary.

529  
530 Mrs. Couture indicated in years past all Superintendents have been involved in rotary. She  
531 commented although we do not know what the future Superintendent will do, it is a good  
532 mechanism for involvement in the community.

533  
534 Mr. O'Neill indicated he has been a member of the Jaffrey Rotary for several years. He  
535 commented it is a good opportunity for a Superintendent to get to know the community in a  
536 different way. He noted although it would be a challenge for him to attend the Hudson Litchfield  
537 Rotary meetings, he plans to attend some. He indicated it is a worthwhile membership.

538

539 Mr. Spencer inquired about the global reduction in travel and workshops proposed by the  
540 Superintendent. He asked what accounts the \$50,000 would impact. He noted that the global  
541 travel account totals \$45,000.

542  
543 Mr. Markiewicz indicated the reduction will be taken in both accounts. He noted the intent is to  
544 level fund the accounts based on actual expenditures.

545  
546 Mr. O'Neill indicated the Business Administrator explained those two accounts have increased  
547 significantly over actual expenditures. He noted we funded those accounts to the actual  
548 expenditures.

549  
550 Mr. Markiewicz indicated the majority of the reduction will be in the workshop lines.

551

## 552 **7. BUDGET REVIEW – TOWN**

553

- 554 • **Budget Committee Actions**

555

- 556 ○ **4550.2 Library**

557 There were no motions.

558

- 559 ○ **4155 Personnel Administration**

560

561 **MOTION:** by Mrs. Douglas

562 *Move to reduce Line 310, Wage Plan Implementation, in Account 4155, Personnel*  
563 *Administration by \$30,000 for a new line total of \$0*

564 **SECOND:** by Mr. Pascucci

565

566 Mrs. Couture commented that the discussion at the time was that the other phases of the wage  
567 plan would be revisited in future years. She indicated that the Budget Committee's support at  
568 that time did not mean that the support was extended to subsequent years/phases. She noted the  
569 warrant article did mention it was a three year implementation plan. She read the wording of the  
570 warrant article approved by the voters:

571

572 *To see if the Town will vote to raise and appropriate the sum of \$30,000 for implementation of*  
573 *the first phase of a revised employee wage plan, as approved by the Board of Selectmen in 2013,*  
574 *for non-union employees. The wage schedule for these employees has not been adjusted since*  
575 *2010. It is estimated that implementing this plan will take three years.*

576

577 Mrs. Couture commented that when the warrant article was presented to the Budget Committee,  
578 it was asked if the Board of Selectmen was looking for support from the town for a plan in which  
579 subsequent years would automatically be included in the budget. She indicated the minutes of  
580 that meeting reflect that was not the case. She read an excerpt from the December 11, 2014  
581 Budget Committee minutes during which the wage plan warrant article was discussed:

582

583 *Mrs. Couture asked if the Board of Selectmen is asking the town to approve a plan where the*  
584 *following years will be automatic adjustments. Mr. Byron indicated that is not the intention. He*

585 *explained that they are asking for this sum to make adjustments and to decide if additional*  
586 *adjustments need to be made the following year.*

587

588 Mr. Spencer commented that it was not a commitment to a three year plan.

589

590 Mrs. Douglas indicated the warrant article should have been clear on the cost per year; however,  
591 the wording was not clear.

592

593 Mr. Spencer commented this Committee has taken the position that they would like to see wage  
594 increases in separate warrant articles.

595

596 **VOTE: 6-1-0**

597 **The motion carried.**

598

599 Mr. Spencer commented there are reduced wages in the wage accounts, but there are no  
600 reductions in this budget (i.e. retirement, taxes).

601

602 Mr. Brown believes those changes were already made in the police retirement account. He  
603 indicated when the Board of Selectmen increased certain wages in the police budget, we failed to  
604 calculate the cost of fringe deductions.

605

606 Mrs. Douglas indicated it is not actually reflected in the changes the Budget Committee made.

607

608 **MOTION:** by Mrs. Douglas

609 ***Move to reduce Line 232, Police Retirement, in Account 4155, Personnel Administration, by***  
610 ***\$3,487***

611 **SECOND:** by Mr. Pascucci

612 **VOTE: 7-0-0**

613 **The motion carried.**

614

615 Mrs. Couture indicated there is a discrepancy in Line 260, Workers Compensation Insurance,  
616 between the budget printed version and the online version.

617

618 Mr. Brown indicated the policy estimate increased since the Budget Committee has met and the  
619 Board of Selectmen increased that line.

620

621 **MOTION:** by Mrs. Douglas

622 ***Move to increase Line 260, Workers Compensation Insurance, in Account 4155, Personnel***  
623 ***Administration, by \$5,330***

624 **SECOND:** by Mr. Pascucci

625 **VOTE: 7-0-0**

626 **The motion carried.**

627

628 ○ **4520.1 Parks and Recreation**

629 There were no motions.

630

631 • **Warrant Articles**

632 Mr. Brown presented draft warrant articles to the Budget Committee. He indicated he would like  
633 to have the final draft completed by November 23. Warrant articles are as follows:

634

635 **ARTICLE # - ENVIRONMENTAL DEFENSE AND STUDY FUND**

636 *To see if the Town will vote to establish an Environmental Defense and Study Expendable Trust Fund pursuant to*  
637 *RSA 31:19-a for the purpose of retaining and funding legal representation, engineering services and technical*  
638 *experts as well as related studies and other technical reports associated with the potential environmental impact on*  
639 *the Town occasioned by circumstances affecting the Town in order to determine the extent to which such*  
640 *circumstances may impact wetlands, lakes, rivers, aquifers and other water systems, as well as naturally occurring*  
641 *habitats that sustain wildlife, humans, flora and fauna, as well as determining what, if any action should be taken by*  
642 *the Town relating to the same: and, further to appoint the Board of Selectmen to expend any funds in trust, including*  
643 *interest and principal, for the purposes of the trust; and further, to raise and appropriate \$50,000 to put in said*  
644 *fund, said funds to come from the unassigned fund balance as of December 31, 2015, available for transfer on*  
645 *January 1, 2016. No amount to be raised by taxation. (Majority vote required)*

646

647 Mr. Brown explained this is a thought on how to handle the proposed pipeline. He indicated it is  
648 wise to have a generic fund to devote funds toward legal defense with regard to the pipeline  
649 coalition. He commented the funds would come from the unassigned fund balance December  
650 2015. He noted if the funds are not used we will still have the funds for future use in the event  
651 an environment impact occurs.

652

653 Mr. Peeples believes that we need to ask people first how they feel about the pipeline.

654

655 Mrs. Couture asked if it would make sense to propose a warrant article to create this fund and an  
656 article to use end of year funds for the fund. She noted there could be population that supports  
657 the pipeline.

658

659 Mr. Brown indicated the Board of Selectmen need to have that discussion.

660

661 Mr. Spencer commented when the fund balance is used to pay for a warrant article it lends the  
662 perception that it is “free”. He believes the fund balance would best be used to reduce the tax  
663 rate.

664

665 **ARTICLE # - POLICE CONTRACT**

666 *To see if the Town will vote to approve the cost items for wage and related costs that have been included in the*  
667 *collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation*  
668 *of State, County and Municipal Employees which provides for the following increases in wages and benefits.*

669

670 **ARTICLE # - ROAD IMPROVEMENT**

671 *To see if the Town will vote to raise and appropriate the sum of \$XXXXX for the purpose of road improvement*  
672 *projects. It is anticipated that these funds will be used toward the cost of repairs to Cutler Road, Pinecrest Road,*  
673 *Pilgrim Road and other roads as necessary. Estimated 2016 tax rate impact: XX*

674

675 Mr. Brown indicated the Road Improvement article will raise money in addition to the highway  
676 block grant money.

677

678 **ARTICLE # - FIRE STATION EXHAUST REMOVAL SYSTEM**

679 *To see if the Town will vote to raise and appropriate the sum of \$XXXXX for the purpose of purchasing a vehicle*  
680 *exhaust removal system for the Fire Station. Estimated 2016 tax rate impact: XX*

681 Mr. Pascucci asked if the fire department will provide a quote for the exhaust removal system.

682

683 Mr. Brown commented that he spoke to the Fire Chief and discovered that he received a  
684 conservative quote from one vendor. He noted if this article is approved we will go to a public  
685 bidding process.

686

687 Mr. Peeples indicated another company had a four bay station for \$13,500. He believes the  
688 number in the warrant article is high.

689

690 Mr. Brown indicated there is a possibility the Fire Chief can get more quotes and go to bid to  
691 lock in for March.

692

693 **ARTICLE # - FIRE STATION / OLD TOWN HALL PARKING LOT PAVING**

694 *To see if the Town will vote to raise and appropriate the sum of \$XXXXX to reclaim and repave the Old Town Hall  
695 and Fire Station parking lot. Estimated 2016 tax rate impact: XX*

696

697 **ARTICLE # - TRANSFER FACILITY PARKING LOT PAVING**

698 *To see if the Town will vote to raise and appropriate the sum of \$XXXXX to reclaim and repave the Transfer  
699 Facility parking lot. Estimated 2016 tax rate impact: XX*

700

701 Mrs. Couture commented the fire station/town hall parking lot paving was not approved last  
702 year.

703

704 Mr. Brown indicated that Mr. Pinciario is working to get a revised estimate for this and an  
705 estimate for the transfer facility parking lot paving.

706

707 **ARTICLE # - BUILDING SYSTEMS TRUST FUND**

708 *To see if the Town will vote to raise and appropriate the sum of \$XXXXXXX to be placed in the Building Systems  
709 Trust Fund as previously established at the 2013 Annual Town Meeting. Estimated 2016 tax rate impact: XX*

710

711 Mr. Brown explained the fund has been established for planned or unplanned building  
712 maintenance systems.

713

714 **ARTICLE # - EARNED TIME ACCRUAL EXPENDABLE TRUST FUND**

715 *To see if the Town will vote to raise and appropriate the sum of \$XXXXXX to be placed in the Earned Time Accrual  
716 Expendable Trust Fund as previously established at the 2014 Annual Town Meeting. Estimated 2016 tax rate  
717 impact: XX*

718

719 Mr. Brown explained the purpose of the fund is for when employees retire, resign or leave we  
720 have funds available for accrued time. He noted it is what we owe them legally.

721

722 **ARTICLE # - LIBRARY WAGE PLAN**

723 *To see if the Town will vote to raise and appropriate the sum of \$14,819.00 for implementation of the first phase of a  
724 revised employee wage plan, as approved by the Library Board of Trustees in 2015, for non-union library  
725 employees. The wage schedule for these employees has not been adjusted since 2010. It is estimated that  
726 implementing this plan will take three years.  
727 Estimated 2016 tax rate impact: XX*

728

729 Mr. Pascucci suggested that the Board of Selectmen ensure the wording reflect that by  
730 supporting this article voters are not automatically supporting subsequent years or phases.

731 **ARTICLE # - LIBRARY EARNED TIME EXPENDABLE TRUST FUND**

732 *To see if the Town will vote to discontinue the library's Vacation Accrual Expendable Trust Fund created in 2012*  
 733 *and return the balance of such fund to the Town's general fund. The balance of this fund as of December 31, 2015 is*  
 734 *\$XXXXXX. And further, to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund*  
 735 *under the provisions of RSA 31:19-a for the purpose of annually accounting for the cost of earned but unused*  
 736 *vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued*  
 737 *earned time do not impact the current year budget, and to raise and appropriate the sum of \$XXXXXX to put in the*  
 738 *fund, with this amount to come from the unexpended fund balance as of December 31, 2015; and to further appoint*  
 739 *the Library Board of Trustees to serve as agents to expend from the fund. This would have a net cost to 2016*  
 740 *general taxation of \$0.*

741

742 Mr. Brown indicated this is similar to the town earned time accrual article.

743

744 **ARTICLE # - RECREATION COORDINATOR**

745 *To see if the Town will vote to hire a part-time Recreation Coordinator for approximately XXX hours per year. And*  
 746 *further to see if the Town will vote to raise and appropriate the sum of \$XXXXXX for this purpose, with \$XXXXXX*  
 747 *representing the wage cost and \$XXXXXX representing the cost of associated taxes. Estimated 2016 tax rate impact:*  
 748 *XX*

749

750 **OR**

751

752 *To see if the Town will vote to raise and appropriate an annual stipend in the amount of \$XXXXXX for a part-time*  
 753 *Recreation Coordinator. Estimated 2016 tax rate impact: XX*

754

755 Mr. Brown indicated this is a placeholder. He noted the article will be further discussed on  
 756 November 23. He commented that the article proposes a part time coordinator as an employee or  
 757 a stipend position. He explained the Recreation Commission is trying to oversee facilities,  
 758 programs, and coordinate with athletic groups, which is a lot of responsibility. Mr. Brown  
 759 indicated the largest issue is maintenance of facilities.

760

761 Mr. Peebles suggested making that person responsible for all municipal facilities in the town.

762

763 **ARTICLE # - PUBLIC WORKS EXPENDABLE TRUST FUND**

764 *To see if the Town will vote to amend the Public Works Expendable Trust Fund as shown below with original text*  
 765 *shown unchanged, new text shown in bold and deleted text shown as crossed out: The Public Works Expendable*  
 766 *Trust Fund can be used for payment of solid waste disposal fees in excess of the annual budgeted appropriation for*  
 767 *that purpose as well as the replacement of capital equipment at the Solid Waste Facility with a value of greater than*  
 768 *\$5000. In addition, this Fund can be used for **repair and replacement of vehicles and equipment**, payment of snow*  
 769 *removal related costs, including **but not limited to**, wages, contracted service fees and purchase of salt and sand in*  
 770 *excess of the annual budgeted appropriation for those purposes. Furthermore, to raise and appropriate the sum of*  
 771 *\$XXXXXX for deposit into the Public Works Expendable Trust Fund as amended. Estimated 2016 tax rate impact: XX*

772

773 Mr. Brown indicated this fund is already established. He commented we are trying to clarify the  
 774 wording.

775

776 Mr. Brown indicated there will be a warrant article for the following:

777

- adding unused escrow funds back into the unassigned fund balance,
- a tax cap
- petition for sidewalks for Pinecrest Road.

778

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- **Budget Committee Actions Summary**

Mrs. Couture announced that several adjustments were made to some budgets by the Board of Selectmen. She indicated in order for the Budget Committee's numbers to be in alignment with the Board of Selectmen numbers, a net reduction of \$1,118 is recommended.

**MOTION:** by Mrs. Couture

*Move to reduce globally Dental Insurance across the 2016 town budget by \$1,118*

**SECOND:** by Mrs. Douglas

**VOTE: 7-0-0**

**The motion carried.**

Mrs. Couture indicated there are other places where discrepancies are noted as well:

- Road Maintenance:

- Vehicle Lease (a truck had to be replaced)

- Workmans' Wages (confusion over hours of seasonal position).

Mr. Brown explained that the seasonal employee was budgeted at 32 hours for 26 weeks, but it was discovered that the position should actually be budgeted for 30 hours.

**MOTION:** by Mrs. Couture

*Move to reduce Line 120, Wages-Workmen, in Account 4312.1, Road Maintenance, by \$775*

**SECOND:** by Mr. Pascucci

**VOTE: 7-0-0**

**The motion carried.**

**MOTION:** by Mr. Pascucci

*Move to increase Line 761, Vehicle Lease, in Account 4312.1, Road Maintenance by \$9,371*

**SECOND:** by Mrs. Douglas

Mrs. Couture indicated the Budget Committee is voting to increase the original budget number they received as the lease payment was not included in that number.

**VOTE: 7-0-0**

**The motion carried.**

Mr. Spencer commented that he does not understand the fuel costs under General Government Buildings. He indicated that it is budgeted at \$2.50 per gallon and the federal projection is \$2.33 per gallon. He noted that the town does not pay state taxes, which would calculate to \$2.10 per gallon.

Mr. Brown indicated that is the delivery cost by Dennis Burke who delivers every 7-10 days. He explained the town does not have a large storage capacity and most likely we do not receive a huge discount when we purchase our fuel. Mr. Brown mentioned that the most recent invoice is billed at \$2.14 per gallon and the one prior was billed at \$2.07 per gallon.

828  
829 Mrs. Douglas asked if there is a delivery fee. Mr. Brown indicated it is built into the cost.  
830  
831 Mr. Spencer commented the process is correct, but he does not understand the way the cost is  
832 being calculated. Mr. Brown commented that he spoke to all three account representatives and  
833 the price we pay is not the same as at the pumps.  
834  
835 Mrs. Douglas asked why the town doesn't call the vendor who has the lowest price that day. Mr.  
836 Brown indicated that it would create more management because of the amount of deliveries.  
837  
838 Mr. Spencer believes a lower cost per gallon should be budgeted. Mr. Brown commented that  
839 the price in 8 months is unknown. He indicated if a reduction is taken the town has nothing built  
840 into the budget for protection if the cost comes higher than projected.  
841  
842 Mr. Peeples commented everything currently in economics indicates we are safer to budget  
843 lower as we have much supply.  
844  
845 **MOTION:** by Mr. Spencer  
846 *Move to reduce Line 635, Gasoline, in Account 4194.1, General Government Buildings, by*  
847 *\$4,600 for a new line total of \$37,400*  
848 **SECOND:** by Mr. Peeples  
849 **VOTE: 5-1-0**  
850 **The motion carried.**  
851  
852 Mr. Spencer indicated that the total budget with diesel is just over \$18,000 and is based on \$2.75  
853 per gallon. He noted the last estimate is \$2.70 per gallon. He believes the diesel number is a  
854 little high.  
855  
856 **MOTION:** by Mrs. Douglas  
857 *Move to reduce Line 635, Vehicle Fuel, in Account 4312.1, Road Maintenance, by \$1,000 for*  
858 *a new line total of \$10,000*  
859 **SECOND:** by Mr. Peeples  
860 **VOTE: 5-1-0**  
861 **The motion carried.**  
862  
863 **MOTION:** by Mr. Spencer  
864 *Move to reduce Line 635, Vehicle Fuel, in Account 4220.1, Fire, by \$550 for a new line total*  
865 *of \$5,500*  
866 **SECOND:** by Mr. Peeples  
867 **VOTE: 5-1-0**  
868 **The motion carried.**  
869  
870 **MOTION:** by Mr. Spencer  
871 *Move to reduce Line 636, Diesel Fuel, in Account 4321.1, Solid Waste Administration, by*  
872 *\$150 for a new line total of \$1,500*  
873 **SECOND:** by Mrs. Douglas

874 **VOTE: 5-1-0**  
875 **The motion carried.**

876  
877 Mrs. Couture announced that at this point we have completed the town budget. She asked Mr.  
878 Brown to provide the total bottom line after applying Budget Committee recommendations; the  
879 increase over last year and the percentage of increase.

880  
881 **8. COMMITTEE COMMENTS/OLD BUSINESS**

882 There were no committee member comments. There was no old business.

883  
884 **9. PUBLIC INPUT**

885 There was no public input.

886  
887 **10. ADJOURN**

888 **MOTION:** by Mrs. Douglas

889 *Move to adjourn*

890 **SECOND:** by Mr. Peeples

891 **VOTE: 6-0-0**

892 **The motion carried.**

893

894 The meeting was adjourned at 10:20 p.m.

895

896 **Next Meeting:** Thursday, November 19, 2015

897

898 **Recorded by: Michele E. Flynn, Recording Secretary**

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