

**BUDGET WORK SESSION
DRAFT**

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; L. M. Smith, Selectman; Town Administrator, L. Ruest; Secretary, K. Croteau

Town Administrator, Lori Ruest provided the Board with the draft documentation needed in order to review and consider budget items for 2015.

The Board reviewed each budget line by line as presented. Expenses to date include those paid through July 31.

GOVERNMENT BUILDINGS/INSURANCE 4194/4196

Discussions regarding the Public Safety cogeneration system, increases in prices of propane and electricity and the need for landscaping services at Town Hall resulted in changes to the following line items:

Account	Line	Change
4194	390	An additional \$1,700 to identify problems with cogeneration system at the Public Safety Building
4194	410 & 411	An additional \$750 in each line (propane & electricity) for price increases
4194	430	An additional \$1,000 for landscape services at Town Hall

Insurance Account 4196, Line 480 has an estimated amount of \$32,000 until actual prices are provided.

ELECTION, REGISTRATION, STATISTICS 4140

Town Clerk, H. Knowles, reported an overall decrease in the budget due to 2015 being a one-election year. There were small increases due to step increases and funds for annual book preservation. The Town Clerk reported she would be attending a Clerk's convention in October after which she would have more information regarding the new voting machine.

**FINANCIAL ADMIN/LEGAL/BOND PRINCIPAL/BOND INTEREST/INTEREST ON TAX
4150/4153/4711/4721/4723 (4155-Employee Benefits Reviewed Last)**

Tax Collector, J. Ashak presented the Board with the study he had done with data supporting various software systems for the Tax Collector office. A lengthy discussion took place regarding the various capabilities and interface options available for the NEMRC, BMSI, Vision and Avitar systems.

During discussion, the Chairman asked if the reports between the Tax Collector and Bookkeeper were up to date and reconciled. The Tax Collector answered that he did not have the report from the Bookkeeper from July to reconcile to his report due to discrepancy issues during that month; he noted it was on his "to do" list to ask for it today. L. Ruest explained the reconciliation processes between the Tax Collector, Bookkeeper, Town Clerk and Treasurer's offices and noted that information for reconciliations should be available by the 10th of each month. L. M. Smith told the Tax Collector that if he has not received the information needed for prior month reconciliation by the 15th of the following month, he needs to ask for it. The Chairman told the Tax Collector he did not want to hear about any discrepancies between the Bookkeeper's and Tax Collector's reports again.

The Tax Collector recommended the Avitar Tax Collection System to the Board of Selectmen. The Board asked that \$4,000 be added to Account 4150, Line Item 342 for the multi-phase purchase of the Avitar System for an approximate \$12,000 total cost.

The Chairman asked the Tax Collector if the Deputy Tax Collector had been contacted regarding training. The Tax Collector reported that they had met and the Deputy Tax Collector would be working to "drive the process" of the upcoming tax bill cycle.

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L. M. Smith thanked the Tax Collector for the well-done, thought out research data presented for the various tax collecting systems.

PLANNING AND ZONING 4191

Chairwoman C. Brown first referred to Account 4153, Legal and said she felt the amount of \$8,000 for Line item 325 should be sufficient. She then went through the Planning and Zoning budget line by line and explained the increases to budget line item 390 due to additional costs associated with the Circuit Rider Planner and Master Plan update contracts. She said she hopes to have the Master Plan contract ready for signature in March 2015.

C. Brown went on to suggest that planning for funds for the next Master Plan update should be approached as a capital reserve fund request beginning in 2016 as opposed to a budget line item when the update is due.

EXECUTIVE 4130

L. Ruest noted this account reflects a one election year.

BUILDING INSPECTION/HEALTH 4240/4411

Building Inspector, M. Sikorski reported a level funded budget with the exception of a step change and a request for Permitting software. M. Sikorski explained the advantages of having a data base system and was asked to complete the research for presentation of the software options with solid figures.

The Chairman asked the Building Inspector about the current fee schedule. The Building Inspector said he did not see a need for a change in the fee schedule at this time.

POLICE DEPARTMENT/ANIMAL CONTROL 4210/4413

Police Chief, R. Dirsra reported an overall 2.74% increase in the Police Department budget due mainly to step increases. He noted an actual cost for Line Item 395 has not yet been determined. Animal control is level funded.

MOTION: To go into nonpublic session in accordance with RSA 91-A:3 II. (a) Personnel at 11:46 a.m.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

COLA

A discussion took place regarding cost of living adjustment where it was noted that the Boston area indicates a 3% COLA. The Board agreed with the inclusion of a 3% Cost of Living adjustment.

MOTION: To exit the nonpublic session and go back into public session at 12:00 p.m.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

UNANIMOUS

The meeting adjourned at 12:00 p.m.