

## **BUDGET COMMITTEE**

11-16-16

7:00 pm-Town Office Conference Room

Present: Budget Committee members: Richard Jones (acting Chair), Elizabeth Glenshaw (School Board rep). Cybele Merrick, Erik Colberg and Eric Furstenberg, Susan MacKenzie-(Select Board rep). Department Heads: Steven Williams (Highway Department), Beth Taylor, Patty Hudson & Audrey Brown (Library Trustees), C. Jay Smith (Select Board member) and Patty Jenks (Select Board member and acting recorder).

1. Richard Jones called the meeting to order at 7:00 pm.

2. There were no public comments.

3. The minutes from the meeting held 11/9/2016 were approved with corrections noted.

-Mr. Jones requested that the fifth and eighth bullets of item 3 be corrected to read Ms. MacKenzie.

-Mr Jones requested that the bracketed expression be removed from item 2.

-Ms. MacKenzie asked that the seventh bullet of item number 3 be change to read *The Select Board is proposing special gravel roads projects be delayed due to funding issues. Paved roads preservation will continue.*

Motion to approve made by Elizabeth Glenshaw; seconded by Erick Colberg. Approved 5-0.

4. Department Heads:

-Steven Williams, Road Agent and Highway Foreman: Mr. Williams indicated few changes other than the request for administrative help for record keeping in the Highway office. Feels it would be a potential \$10,000- \$15,000 a year position. Current position has been done on a volunteer basis for approximately 3 years. To receive FEMA funding in the event of a catastrophic road failure, adequate records are required. Mr. Colberg asked how records management was handled; Ms. Jenks and Ms. MacKenzie explained procedure. Ms. Jenks indicated that capturing costs associated with vehicle and road maintenance is critical to get a true picture of what these activities cost the town. Ms. Glenshaw felt the proposed request made a very minimal impact on the overall budget. Mr. Jones felt the addition of any new personnel position has the potential for long-term ramifications to an operating budget. Ms. Merrick asked if there was a precedent for Mr. Jones concern. Mr. Jones indicated there was.

Ms. Merrick made the motion to approve this addition to the Highway Budget. Seconded by Ms. Glenshaw. Motion was voted in the affirmative 5-0. Approval increases highway payroll line item to \$ 107,068.

Mr. Williams answered a few more roads-related questions, none impacting the budget bottom line.

Line item # 231-Subtotal for Highways & Streets increased to \$ 723,913.00.

-Beth Taylor, Audrey Brown and Patty Hudson representing the Library Trustees discussed various operating issues. Ms. Taylor began the discussion by apologizing for any confusion caused by her comments at a previous meeting having to do with the School Librarian. Lyme's Library is unique to the norm of New Hampshire libraries. The Library Director does provide additional services to the School and School Librarian. It's the Trustees' opinion this arrangement results in cost savings to the town. The Library Director's salary was addressed. A comprehensive explanation was given at a prior meeting. The Trustees were charged with doing more research about salaries in comparatively sized towns. Comparisons came in higher than what Lyme is currently paying but with proposed increases as presented the salary would be more in line. Mr. Colberg and Mr. Furstenberg indicate that benefit packages play a critical part in both compensation and impact. Both feel an analysis should be done on this issue. Mr. Jones asked if the Library is still legally responsible for the school library. Ms. Glenshaw replied that the school has its own Media Specialist. Mr. Jones indicated that he would like to take another look at the Library in terms of costs and services/delivery. The Library Trustees in attendance agreed.

Mr. Colberg asked about the difference of custodian vs. cleaning company. The answer was that the cleaning company is an independent company hired for interior general cleaning, the custodian is on the payroll and does things like trash removal, light repairs and general plant maintenance.

Erik Colberg made the motion to accept the Library Trustees proposed budget request of \$160,065. Seconded by Eric Furstenberg. Vote in the affirmative. 5-0.

Mr. Jones clarified procedure for Public Hearings and meetings for the Budget Committee. There was some discussion about not showing itemized breakdowns of department vs Select Board vs. Budget Committee in the Town Report. Ms. MacKenzie indicated this Select Board is in favor of providing as much information as possible to the taxpayer.

5. General Government: Mr. Furstenberg asked if there was any concern about the development of the additional maintenance position. Could this position be combined with a library janitorial position? Mr. Jones felt the request for the position and its funding was premature. There was not enough information to support the request. After discussion Mr. Jones made the motion to change line 97 to \$10,000. Seconded by Eric Furstenberg. Voted in the affirmative 5-0.

Line # 135 Subtotal –General Government changed from \$ 635,741.00 to \$ 627,437.

6. Line # 187 Subtotal for Public Safety-Elizabeth Glenshaw made the motion to accept proposed amount of \$370,497. Seconded by Cybele Merrick. Voted in affirmative 5-0.

7. Line # 250 Subtotal for Sanitation- Elizabeth Glenshaw made the motion to accept proposed amount of \$102,160. Seconded by Cybele Merrick. Voted in affirmative 5-0.

8. Line # 280 Subtotal for Health & Welfare- Elizabeth Glenshaw made the motion to accept proposed amount of \$31,254. Seconded by Cybele Merrick. Voted in affirmative 5-0.

9. Line # 335 Subtotal for Culture & Recreation- Elizabeth Glenshaw made the motion to accept proposed amount of \$229,312. Seconded by Cybele Merrick. Voted in affirmative 5-0. (Amount subject to correction after calculating Library salary being added).

10. Line 346 Subtotal for Conservation-- Elizabeth Glenshaw made the motion to accept proposed amount of \$2,100. Seconded by Cybele Merrick. Voted in affirmative 5-0.

11. Line #360 Subtotal for Debt Service-Mr. Jones was concerned \$8,000 amount for tax anticipation note would be insufficient. C. Jay Smith, speaking for the Select Board explained rationale behind request and the expectation that it would need to be increased in the future. Mr. Jones explained what the tax anticipation note is to new members. Elizabeth Glenshaw made the motion to accept proposed amount of \$111,676. Seconded by Cybele Merrick. Voted in affirmative 5-0.

12. Other Business: Ms. MacKenzie presented Capitol Improvement issues the Select Board feels will need addressing in the near future. Included are plans for the replacement of the fire station, which is old and inefficient, and a decision about the Transfer Station. Both will likely require additional land and expansion. The Select Board asked if the Budget Committee would have interest in lending a proactive and constructive approach to determining how best to proceed with planning for these issues. Most of the Budget Committee members in attendance felt that was a good way to collaborate on these undertakings.

13. Meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Patty Jenks, recorder pro tem