**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**BUDGET COMMITTEE**

**DECEMBER 9, 2013**

**TOWN COUNCIL CHAMBERS**

MEMBERS PRESENT: Vice Chair Amy Thompson, Judy Ryan, Dana Glennon, Drew Kiefaber, Russ Simon, William “Blue” Foster, David Foltz, Michael Lang, Town Council Rep Larry Pickering, School Board Rep Cliff Chase

EXCUSED: Chair Ellen Snyder

ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, and for department budgets: Town Clerk/Tax Collector Donna Dugal; Library Department Head, Carrie Gadbois; DPW Director Rick Malasky

Vice Chair Thompson called the meeting to order at 6:30 p.m., followed by the Pledge of Allegiance. She announced that Chair Snyder was excused from the meeting.

**MINUTES OF DECEMBER 2, 2013 MEETING**

Mr. Glennon moved to accept the minutes of the December 2, 2013 meeting. Mr. Lang seconded.

Discussion: Mr. Simon asked that for clarity, the word “the” be changed to these on page 4 in the sentence that began, ”*Mr. Glennon said that from what he had heard*..”. Mr. Simon wanted more of the comments included about the tax rate impact that was on page 2 of the minutes, in reference to any warrant articles passed at town meeting. He said the Committee had discussed that the school’s tax comparison increase would be $1.70 rather than 49 cents in an apples to apples comparison. He said that if the warrant articles were included, the tax rate difference was substantially higher. He said the warrant article amounts were included in the first year of the comparison, but excluded in the second year, so $900K was included in the first year to offset operating expenses. He felt that the language could be changed to state that not including warrant articles, the rate increase would increase $1.70.The minutes for this meeting show more of the discussion. Mr. Kiefaber said the language could be clarified to read: The comparison of the school operating budget from the requested to the approved amounts for this year would show an increase of approximately $1.70 rather than 49 cents. Ms. Thompson corrected the spelling of “Higgenbottom” to Higginbotham throughout the section on the elementary budget and the spelling of “Carrier” to Currier in the section on the SAU budget. Ms. Thompson wanted clarification on page 2 of her question about the projected class size for the first grade in reference to hiring an additional first grade teacher. The actual class size with this addition was projected at 17.5. She made 3 changes to page 5 of the minutes: in the sentence beginning, “*Ms. Parsons said that $2,000 would ‘but’…,* should be changed to buy; in the sentence, “*Ms. Blouin said staff had to work for some time to be eligible ‘and’ earn this, and the buyout was capped at 7 days ‘for’ $75 per day,* the sentence would read, Ms. Blouin said staff had to work for some time to be eligible to earn this, and the buyout was capped at 7 days at $75 per day. As there was some confusion on the page numbers referred to for the corrections, Mr. Chase suggested that the minutes be converted to PDF format before being distributed.

The motion to approve the minutes as amended passed unanimously, 10 – 0.

**TOWN BUDGET**

Mr. Glennon suggested that those representing one department speak before Mr. Malasky, as he represented the majority of the budget items on the agenda. There was no objection and the change was made. Town Administrator Fournier stated that his policy was, when an official requested information from him or a staff member, that all board members would receive the information. He added that a board member once in office cannot turn the position on and off, so he considers any requests for information to be official requests. He said that this ensures that all have the same access to information.

**Town Clerk: Donna Dugal** (page 28)

Town Administrator Fournier said that the Town Clerk/Tax Collector budget was down 8.56% from FY2014. The reduction was primarily because the current Town Clerk/Tax Collector was paid at the entry level salary. There will be one upcoming election in FY 2014 and 3 in FY2015 so the costs for election officials were increased. The number of elections also impacts costs for postage and election/registration. It was noted that budget comparisons were made between FY2014 approved amounts and not FY2013 actual expenditures, and there were questions about specific line items that showed increases over actual expenditures. The line item for equipment maintenance included replacing the battery in the voting machine as well as regular maintenance and repairs on copiers, printers, a computer in the lobby and the folding machine. Mr. Angell said they had decided to delay the purchase of a folding machine; however there was concern that it might have to be replaced as it was approximately 12 years old. He estimated that a new machine would cost about $5,000, against the request for equipment purchase of $2,500. A lease to purchase plan was also being considered. As it was uncertain who the Town Clerk would be after the March election, funds for training remained at the FY2014 amount, even though much less had been spent in the past. A new Town Clerk would have to be trained and certified and staff members were being trained toward certification as back-ups. There is the ability to move funds between line items in the department budget, and the Town Council has authority to move funds between departments.

**Library: Carrie Gadbois** (page 55)

The town is the only body authorized to collect taxes, and it raises money for library expenses and writes the checks as it does for the schools. The town also bills the library for its share of such things as FICA, Medicare and health insurance. All insurances in Newmarket are under an umbrella policy, but the library is apportioned its share of the costs. The town owns the library building and is responsible for property and liability insurance, but the library pays its share of the premiums for its possessions and for any actions that occur inside the building. Insurance companies assess the value of all town properties before setting rates. According to New Hampshire state law, the town provides the library with a flat fee or grant for its expenses, but has no authority over the line items in the budget. The Library Trustees, as elected officials, have authority over line items, as this is a special fund. The library has its own trust fund and any monies not spent or revenues received are retained in the trust fund, rather than going to the town’s fund balance. If there are not enough funds to cover library expenses in a particular year, money in its trust fund is used to supplement expenses. This procedure is not unique to Newmarket, but is in accordance with state law.

Proposed library expenses for FY2015 showed an increase of $40,000 over FY2013 expenditures, and $8,000 was requested for building maintenance, although $4,800 had been spent in FY2013. Ms. Gadbois said that maintenance had been put off, and there were rotted windowsills that needed replacing, and there was a possibility that lead paint in the front of the building would have to be removed. There was mortar missing between some of the granite blocks and some of the bricks needed repointing in addition to replacing some wiring that might not up to code. It was noted that health insurance showed an increase, and it was asked if the increases for FICA and Medicare were due to an additional employee. Mr. Angell said that the increases in FICA, Medicare, health insurance and NH retirement represented more accurate figures than they had in the past. Town Administrator Fournier said when they had audited health insurance for FY2013, they found some of the money was not being used, and had taken a reduction in FY2014.

Money from fund raising, etc. stays in the library trust fund and may be used toward offsetting expenses of such things as library expansion.The town does not assess administrative coststo the library for managing payroll or sending out 1099s, etc. The library sends invoices to the town to show greater clarity in use of its allotted funds. Funds remaining in the library budget carry forward from year to year, as indicated earlier. The town holds the library grant money, but books expenses to the library. Mr. Angell said in the current year, there would be a planned over-budget condition for the library from payouts of accumulated sick and vacation time to the former Head Librarian who had retired. As the library carries its own fund balance, it did not have to report this to the town, and the Library Trustees would take the costs from the library’s fund balance/trust fund. The current library trust fund balance was approximately $244,754 as of October, 2013 and that amount would have to carry them through the end of June. At the beginning of the year, the library had $92,000 that carried forward to FY2014, of which $17,000 was from under expenditures in FY2013. The $92,000 would be considered uncommitted funds. Although Mr. Angell said he had not projected the library budget to the end of the year, he felt there would be between $70,000 and $80,000 to carry into the next year. He added that improvements to the library could draw the funds down further.

The number of library positions was incorrectly stated for FY2014 as a children’s librarian had been added. The actual number of positions was 9 and would remain the same for FY2015. The Town Council proposed budget, showing 10 positions, but that included the separate line item for the Library Director. Audio visual, which was booked under dues and subscriptions, included such things as books on CD and DVDs. The position of Library Aide II – Janitor was held by one person who worked two jobs. The salaries for the positions of Library Aide I were listed by the number of hours worked, and the positions of Substitute Library Aide I were for those who covered their absences. Mr. Angell said throughout the budget he had broken down positions into the number of hours worked, which was necessary for the terms of the Affordable Care Act. All the part-time positions had to be held to less than an average of 30 hours per week over the course of a year. At 30 hours a week, the town would have to offer health insurance. It had been that a part-time position was determined to be less than 32 hours per week in accordance with the New Hampshire retirement system.

**TOWN COUNCIL** (page 25)

The Town Council budget showed an increase of .34% for additional hours for the Recording Secretary.

**TOWN ADMINISTRATOR** (page 26)

The budget showed an increase of 5.5%, mostly from the merit raise for the Executive Secretary. Town Administrator Fournier said that 20% of his salary is divided between water and sewer as he oversees those departments, and 80% of his salary is shown in this part of the budget. There also are 2 other split positions: a secretary in the Administrator’s office and a clerk in the Finance office. This will be added to the footnotes. General supplies, such as for paper, cleaning supplies, etc., are shown in the Administrator’s budget but are shared between other departments, such as the Town Clerk’s office and Planning.

**DEPARTMENT OF PUBLIC WORKS, RICK MALASKY** (page 41)

Town Administrator Fournier said that part of Mr. Malasky’s salary had previously been paid by rate payers as he had supervised the Water and Sewer departments. As he was no longer was the supervisor, the budget showed a substantial increase in his salary as DPW Director, as now he was paid entirely through taxation. Ms. Thompson asked, although she said it was a question that the Town Administrator probably could not answer, how this had affected the job responsibilities of the position. Mr. Malasky, as Fire Chief, also receives a stipend listed in the Fire Department budget. Ms. Thompson noted the increase from the FY2013 actual expenditures was up either a minimum of $19,000 or a maximum of $49,000 in the Council proposed budget. Mr. Angell said that the DPW Director’s salary was up $18,000 as 20% of his salary had been paid through Water and Sewer. Also, there had been under expenditures in salaries as the department had several vacancies in FY2013 that were now filled. It was noted that in the town as a whole it was difficult to predict vacancies. Union employees, such as police, who were without a contract for a period of time, might seek positions in another town. DPW employees would often seek positions in the private sector where they could earn more by working more hours, if the economy was strong, but would seek municipal positions for more job stability if the economy was weak. Newmarket had to compete with larger towns that could offer more specialized positions and union contracts, higher salaries and benefits.

Seasonal help was listed under Buildings and Grounds. The$5,800 line item for general supplies was for those that were unique to the department, such as signs and cement. Supplies listed in the Town Administrator’s budget were largely office supplies. Mr. Angell said that when he changed the chart of accounts, he would try to track supplies by commodity. In reference to the changes in the number of positions, Ms. Thompson asked when they had out-sourced vehicle maintenance. Vehicle maintenance was now a separate budget section. Mr. Foster asked about the fluctuations in the salary for an Administration Secretary in the department. Mr. Angell said it was difficult to break out some of the salaries as they had previously been lumped together. He said the further he went back in time, the less reliable the information became. He said the information was now more accurate, but he had to manually pull the past numbers out of the general ledger. He said it took him 2 days to pull together some of the information that was needed for the meeting. He said that in the future they would see expenditures broken out by line item, such as actual expenditures for individual salaries. He added that all town departments were now fully staffed, but they would see the same scenario in the Police Department salaries, as the department had several vacancies that were now filled.

Mr. Malasky had to step out to take a call from the Police.

**EMERGENCY MANAGEMENT** (page 51)

This budget was level funded from FY2014. Emergency Coordinator, Candice Jarosz, receives a stipend, and works with the Town Administrator. Much of her work involves following up on grants to receive reimbursement for extraordinary expenses due to hurricanes, blizzards, etc. Her hours vary according to how busy the year is, and in 2015, she will work more hours as the town has to update its emergency plan.

**ROADS AND SIDEWALKS – Rick Malasky** (page 42)

The budget showed a 10.78 increase over the FY2014 approved budget, mainly due to a $30,000 cost for engineering. Newmarket was now included in the list of MS4 towns by DES, and had to map, monitor and perform new maintenance techniques for storm drains, culverts, and any outlets which emptied runoff into Great Bay and then the ocean. This would become an annual cost. Mr. Kiefaber asked if the town also had to test the storm water, and Mr. Malasky said that they had a DES permit, but Newmarket, along with other towns, was asking for more time to complete the work. He added that they were trying to take small actions that would satisfy DES at this time. The engineering work would be to map out the areas where storm water empties and test and monitor the water for pollutants. Also, this would include cleaning the storm drains by a more extensive method than was presently used by the town. Those doing the monitoring/testing would have to be certified by DES. Town Administrator Fournier said they would contract as much of the work as possible, rather than using DPW staff, as it would be less expensive. The annual testing and monitoring of the land fill was also done by an outside firm, as DES requires. Any storm drains located on state roads would be the responsibility of the state.

Bill Arcieri had worked with the town in preparing the letter asking DES for more time, and had recommended the budget amount of $30,000. Town Administrator Fournier stressed that this would be an on-going program and added that engineering was an over simplification of the work to be done, as it also included testing, monitoring and treatment of storm water in addition to designing a system. He said he would try to find any grants that would help defray the costs. Cleaning of the drains would have to be done twice a year, and staff could do that as they have the equipment.

To Mr. Glennon’s question about a new design for pavement marking, Town Administrator Fournier said they were changing crossroad painting to large white blocks as they were more visible. This was part of the effort to increase safety in the downtown area. Equipment rental was for roadside mowing, as it was more cost effective to contract this out than purchase and maintain the equipment. This type of mowing was very hard on equipment, but buildings and grounds staff still mow large fields. Mr. Malasky had originally requested the amount of $304,816 for paving as recommended by the UNH plan. This had been cut to $125,000 by the Town Administrator, and was felt to be what the town could afford. This amount would be supplemented by whatever the town would receive from vehicle registrations. Mr. Malasky said that the decision on which roads to pave would depend on the approved amount in the budget. However, the sidewalk plan for the coming year would be to complete the work on Packers Falls Road down to the bridge, and to complete the loop from Elm Street to the railroad crossing.

**STREET LIGHTING, Rick Malasky** (page 43)

Town Administrator Fournier said the town pays a flat fee for street lighting, so it was important that people contact the town if a street light was not working. Electricity for street lights was provided by PSNH in the outlying areas and was presented as a separate bill. The town has a contract with Nextera, and PSNH bills for Nextera, including its charges when applicable. The town gets a supplier discount. The Council, at its last meeting, had approved a resolution for the town to use a contracted person who would go through a monthly bidding process for electricity to get the best rates. If the costs were not lower, the worst case scenario would be to use PSNH. The town was paying just over 7 cents per kilowatt hour plus a delivery charge.

**BRIDGES** (page 44)

The $500 budget had been eliminated, as it was not needed. The original purpose of the budget was to replace signs or guardrails in case of an accident.

**BUILDINGS AND GROUNDS, Rick Malasky** (page 45)

There were 3 seasonal people who worked part time from mid to late April to November, and one supervisor who earned $42,000. Mr. Glennon pointed out that there were fewer volunteers to help maintain parks, and hoped others would volunteer as there was a great deal of work to be done. Currently, one of the seasonal people works in the gardens and parks and the other 2 help out when there is time. Because of the regulations for the Affordable Health Care Act, the seasonal personnel could only work 29 hours a week rather than 40, and if the budget allowed, the department would hire a fourth person. Ms. Ryan said that since buildings and grounds picked up expenses for the Community Center, she thought this gave a false picture of the true costs of the Center, much in the same way as vehicle costs were distributed through the budget. She said that the total of heat, electricity and maintenance for the Center was $32,000 in this part of the budget. She felt that charges should be specific to a building or cost center, such as in showing electricity charges for the Police building in its budget, and Ms. Thompson agreed. Town Administrator Fournier said he had seen budgets presented both ways, but this was based on past practice. Ms. Ryan felt this gave a false picture as it inflated one budget and under-reported another. There were line items for water and sewer in this budget, as the town is a rate payer and must pay for usage. Town Administrator Fournier said that for the next year, if it was the will of the Town Council and Budget Committee, they would put operational costs back in the departments. He said it could be done either way. He felt that the rationale for including all these costs in buildings and grounds was because Mr. Malasky supervises buildings and grounds. Larger towns would have a separate department head for buildings and grounds.

**CEMETERY, Rick Malasky** (page 47)

The town maintains Riverside, the Terrace Drive and the Cheswell (Cheswill) cemeteries. The 2.92% increase in this budget was mainly from a merit increase for the buildings and grounds laborer. Ms. Thompson questioned why the amount paid to the seasonal employee had increased from actual FY2013 expenditures of $3,497 to the proposed amount of $11,050 for FY2015. Mr. Angell said he could not speak to FY2013, but the proposed figure was based on actual hours assigned. He thought the amount might not have been allocated properly or was due to a vacancy in 2013, as Mr. Malasky said. Town Administrator Fournier said the largest expense would be for Memorial Day, and they were now 50% over the budget. The Committee discussed the cemeteries, which were governed by the Cemetery Trustees, not the Town Council. The Trustees of Trust Funds oversee the trust fund, and had annually sent the town a grant to offset its expenses. The Trustees can only spend income from the trust, and not the principle. The principle in the Trust comes from perpetual care. Interest income has dwindled over the last few years, and the Trust, having overspent its ability to keep up with earned income, had not sent the town a check for 2 years. The town has a responsibility under state law to provide and maintain a public cemetery, although there are many graves that do not have perpetual care. Mr. Angell said he believed that in 2012 the town had received $18,000 from the Trustees, but they had only earned $1,000. The town had received $18,000 annually for several years prior, which had exhausted its income funds. He said he was trying to work with the Trustees to build up the income, so they could work on a planned drawdown. However, municipalities were limited in the types of investments they were allowed. The buildings and grounds laborer splits his time between cemeteries and buildings and grounds, and his salary is split evenly between the 2 budgets. If the Cemetery Trust is able to build up its revenues, some would be used to offset this salary.

**VEHICLES, Rick Malasky** (page 48)

Vehicle maintenance for water and wastewater department vehicles was not included in this budget, because it was paid for by ratepayers, not taxes. Recreation vehicles were included because the revolving fund covered programs, and the town covered other expenses.

**FIRE AND RESCUE, Rick Malasky** (page 49)

There was an increase shown to offer incentive stipends to volunteer firefighters to encourage them to work on weekend days during the summer months. Mr. Malasky said he thought this would increase ambulance revenues as they would be able to cover more calls. The other main increase was in ambulance expense. Exeter Hospital had done direct patient billing for its ambulance service, and charged a fee to Newmarket. The hospital had discontinued this in 2012. Newmarket was now responsible for direct billing, and would pay the hospital and then wait for reimbursement. The town used Comstar for billing and collections for all calls performed, and typically it would take up to 90 days for the funds to be recovered. This is monitored on a monthly basis, and collections had increased since using Comstar. It operated more efficiently than the town could. Newmarket provides ambulance service for Newfields, and sometimes offers mutual aid to Stratham, which is a source of revenue. Newmarket would use Exeter Hospital paramedics depending on the severity of a situation or if all its ambulances were in use. Mr. Malasky said the number of positions had not increased from 14 to 16 in the fire department, as the higher figure represented 2 people working 20 hours per weekend in the summer for the incentive stipend. The department has 2 full-time firefighters.

**SOLID WASTE, Rick Malasky** (page 60)

The budget contained a new line item for spring cleanup, which will be scheduled for spring of 2015. This was the return of a service that many town residents wanted. Anyone who resides in Newmarket may participate. Mr. Malasky and Town Administrator Fournier will be developing parameters before the actual bulk pickup, and will share those with the Council and the townspeople. The line item for vehicle maintenance was to cover a roll-off truck that the department used. Since Solid Waste is a special fund, maintenance was included in this budget as its cost was partially offset by the fee for trash bags. Mr. Simon asked how much revenue solid waste generated by itself as one of the special funds, and Mr. Angell replied that revenues were approximately $226,000, about 50% of the $449,611 budget. Mr. Simon said they were adding spring cleanup, and he felt as a special fund, solid waste should be covering its expenses, as should the other special funds. Town Administrator Fournier said If the bag fee were to be increased, it would be a decision of the Town Council. To Ms. Thompson’s question about recycling, he said the town saves money by not having recyclable items in the trash, as the town is billed according to weight. He said that because the market was not there, Newmarket did not receive revenue from recyclables.

Mr. Simon said he was trying to balance the tax burden against the service, and they had previously discussed the other special/revolving funds. He felt the cost of waste disposal should be borne by those who created the waste. Town Administrator Fournier said if solid waste was 100% funded by the users, the cost of bags would be astronomical. At one time solid waste was 100% paid through taxes, and the decision to sell bags in the 1990’s was a way to offset some of the expense, but it was never intended to cover all the costs. He added that the town also had a responsibility to provide sanitation. If the cost of bags was too high, people would dump trash everywhere, creating health and environmental hazards. If the town stopped providing curbside pickup and people had to use private companies, he said the same thing could happen, plus there would be increased truck traffic in neighborhoods. Mr. Simon said that not all people were using town trash service, so others were subsidizing this. Town Administrator Fournier said this was true throughout government, and it was very difficult to balance any of the services a town provides. Mr. Glennon said there were some people who only put out recyclables as they had access to other means of trash disposal, but the cost of the bags was originally set to cover the costs of recycling. He said that spring cleanup had been started to counteract the amount of trash that was thrown in the woods or beside the road. He said there had been no additional charge for this service as it was felt that the townspeople were already paying for it through their taxes. Mr. Pickering asked Town Administrator Fournier for a comparison with Epping’s system, where no curbside pickup is provided, and people take their trash to the transfer station. He replied that he believed Epping was receiving less revenue from sales of some discarded materials than they had in the past, but also the town had an increasing liability as it was still burying trash.

**HUMAN RESOURCES** (page 29)

HR was up 1.65% over the FY2014 approved amount. Mr. Angell said that FICA and Medicare were up over the FY 2014 approved amount, but were budgeted by positions actually filled. Health insurance showed a guaranteed maximum rate increase of 9.8%, while the town was expecting 12%. The rates could actually come in lower, but that would not be known until spring. New Hampshire retirement was level funded by position as they were in the second year for funding. There would be a change in FY2016, but he did not know yet what that would be. Mr. Angell said they would be seeing a benefit this year as they were changing carriers for workers’ comp, unemployment and property and liability insurance. The firs 2 insurances would start on January 1st and the third one on July 1st. He said the property/liability insurance actual figure had been $68,000 a few years before. The property/liability quote from their current carrier was $96,000 and from the new provider, $98,000, but they were saving $30,000 on the combination of all 3 policies. This was in the budget that had been presented to the Committee. Town Administrator Fournier said they would see an increase in costs for unemployment as they were changing from a calendar to a fiscal year. Six months of the costs would come from the FY2014 budget and the full 12 months of premiums would show in the FY2015 budget, and this was the reason for the savings. Mr. Simon was concerned about how changing the process would impact the following year’s budget. Mr. Angell said he was told by the provider that if they added certain programs to the package, they could save an additional 2 and a half percent. He said they would be looking at changes that could be made. Town Administrator Fournier said that Newmarket had not gone out to bid since 1999, and this should have been done annually. He said he was unable to make changes the previous year because they were locked into a multi-year contract. The cost to taxpayers for insurance is reflected in this part of the budget; the cost to ratepayers is shown in the water and sewer department budget. The largest cost in the insurance budget was for health insurance. The next item to be moved to a fiscal year was earned time.

**CAPITAL RESERVES** (page 54)

Town Administrator Fournier said this budget showed contributions toward long-term projects. The process begins with department heads who bring a list of projects, their costs and annual contributions, to the CIP Committee. (In this part of the budget, department head proposed means CIP Committee proposed as this is a universal format) The CIP Committee reviews the projects and decides what is feasible to do, what can be put off, or what could perhaps be funded by other sources. Next the budget goes to the Town Administrator, who looks at all projects, and decides, even thought the projects are important, what the town can afford the next year. The budget is then given to the Council for its review. He noted that the request for revaluation had been reduced from $40,000 to $10,000 as the bids for revaluation had come in much lower than anticipated. He would be recommending that the town put aside $10,000 every year as revaluation has to be done every 5 years. There was a proposed $41,113 contribution to the storm water capital reserve fund which was in addition to the $30,000 in the DPW budget. This would be to start addressing the bigger projects, such as replacing drain lines, associated with being an MS4 town. The $5,000 to the recreation capital reserve would be to put money towards replacing some of the park equipment. Technology replaces a certain number of computers each year, but they were experiencing slower service, and a contribution of $10,000 was recommended. To Ms. Thompson’s question, Town Administrator Fournier said there was a balance of $27,379 in the technology fund. He said he would get copies of all the Capital Reserve Fund balances to the Committee.

Ms. Ryan, who was a member of the CIP Committee, said the department heads’ proposed figures were much higher than the CIP figure of $689,225. The Committee had recommended plans to illustrate the future needs of the town, but realized that the contributions would be cut close to the amount the Town Administrator recommended. The CIP Committee recommends plans; the Town Administrator recommends funding as it is his budget that goes to the Town Council for its approval of plans and spending for projects. Town Administrator Fournier said the Council should be annually approving a plan for what it wanted to do in a year. Mr. Foltz asked what big projects and expenses they could expect in the coming years other than storm drains. Town Fournier said that the town would either have to put a lot more money in road maintenance, or look at bonding. Ms. Thompson said, and Town Administrator Fournier agreed, that the town had to prioritize and water and sewer were addressed first. He added that the HVAC in the town hall would have to be addressed. He agreed with Mr. Simon that small to medium sized towns could not afford to buy the infrastructure they had in place for 30 or 40 years, so it would have to be replaced. Town Administrator this was a common problem, and there were no additional sources of money to help. He said the gas tax had not been raised since 1991, revenue sharing from other sources was gone; the towns were receiving less money from rooms and meals tax and highway block funds and no help with retirement funding. The other large issue the town was facing was the Macallen Dam.

**MEETING SCHEDULE**

**December 11, 2013, School Budget**

**December 17, Town Budget:** The school had scheduled a public hearing on Monday, December 16th to discuss new school/renovation plans as an alternate to a tuition agreement,and the Planning Board had agreed to move its meeting so the Budget Committee could meet on Tuesday, December 17th at 6:30.Town Administrator Fournier said he would check on the availability of Department Heads. Mr. Glennon moved to change the Budget Committee meeting from December 16th to December 17th at 6:30. Mr. Chase seconded. Motion carried unanimously.

The subject of CNG will be addressed in the spring. The Budget Committee, as overseers of the water and sewer funds, reviews those budgets even though their source of funding does not come from taxation.

**ADJOURNMENT**

Mr. Lang moved to adjourn and Mr. Foster seconded. Motion passed unanimously, and the meeting adjourned at 9:02 p.m.

Respectfully submitted,

Ellen Adlington, Recording Secretary