

Members present: Ed Grinley (Chair), Catherine Mulholland, Pam Curran, and Jennie Joyce (Select Board ex-officio)

Also present: Cindy Kudlik (minute taker), Bonnie Haubrich

Meeting called to order by Ed Grinley at 18:05.

Catherine moved to accept the October 11, 2018 minutes; Pam seconded. Motion passed unanimously.

Budgets Reviewed

Bonnie came before the board to discuss the Town Clerk and Tax Collector budget proposals tabled by the committee on 10/11. Several different topics regarding the Town Clerk budget were discussed:

- Dog license fees - \$0.50 goes to the FDA, \$1 to the state
- License fees to the Town Clerk is \$500 higher in this proposed 2019 budget, Bonnie stated there is no way to know for sure what these numbers will be from one year to the next.
- Supplies – she holds off spending until the end of the year when she knows she has money left in the budget. This year she bought a \$200 paper shredder at the beginning of the year. Money spent on supplies is normally attributed ½ to the Town Clerk budget & ½ to the Tax Collector budget. The state mandates she purchase Lexmark toner at \$429/each.
- There was some confusion regarding total wages on the budget proposal and those wages being separated as Wages & Election Wages on the QuickBooks reports.
- Bonnie stated that the town is obligated to pay for training if she chooses per RSA 31:8 and this year's annual training in Conway would have cost \$900. She budgeted \$800 for this but has never attended. The unspent money always goes back into the general fund.
- Accuvote no longer makes voting machines and she is trying to get a reconditioned one to have for a backup. She expects it will cost \$1550. It is the only machine used in the state. We are not required by law to use a machine; hand counting is allowed, but quite time consuming after a very long day.
- There is \$482 left for postage in this year's budget.
- There is \$1800 left in the budget for elections. Primary ballots cost \$1340 for printing.

Several different topics regarding the Tax Collector budget were discussed:

- The Deputy (to both Town Clerk & Tax Collector) is paid \$16 per hour. Bonnie tries to have her work once a month to keep her abreast of the jobs.
- Lien processing – she never takes her fees until the end of the year. She receives \$10 for every mortgage search, \$10 to lien a 1st property, \$2 to lien subsequent properties (same owner), \$10 to deed a property and \$2 for a redemption.
- She has spent just \$50 of the \$200 for training this year.
- Wages – Angela has only been paid \$60 out of this budget so far this year. Bonnie stated that there is no way to determine how many of Angela's hours are for Tax Collector and how many are for Town Clerk. She usually takes those wages from the Town Clerk budget first, then the Tax Collector. \$5500 of what remains is earmarked for Bonnie's stipend. In the past Bonnie has paid her deputy out of her own pocket because the budget has been used up. She plans to take 3 weeks of vacation next year.

Catherine moved to approve the Town Clerk budget as submitted; Pam seconded. Motion passed unanimously.

Pam moved to approve the Tax Collector budget as submitted; Catherine seconded. Motion passed unanimously.

Highway Dept: Up \$36,350.16 from last year; from \$394,011 to \$430,361.16. There was a lengthy discussion in which the following topics were brought up:

- The poor condition of the roads and there being \$100,000 left in this year's budget.
- Jennie stated that the FEMA projects have come out of the Highway Dept budget and haven't been reimbursed yet.
- The Calcium Chloride line item was ~~\$5386~~ \$2586 over budget this year. There was some discussion regarding how many miles \$10,000 worth of calcium chloride should cover and a previous agreement made with the company that supplies it regarding annual costs.
- No paving has been done yet this year but the end of Orange Pond Road is expected to be done still.
- What happened to the \$17-18,000 that was left of the FEMA money last year that the Select Board encumbered.
- 2 new employees and the Wage line item increase of \$35,000. Jennie reported that new employees will start at \$17/hr, with \$0.50 increases after 30 and 90 days each. We have to compete with surrounding towns to get and keep workers.
- Winter sand from Phelps cost \$7.36/yard.
- \$20,000 for hard pack – it was supposed to be a 4 year plan to improve the roads; he's still buying it and it's not being properly applied or packed down.
- ~~Expected block grant offset amount isn't included in the proposed budget submitted.~~
- Questions regarding whether or not Jimmy Phelps had been paid.

Catherine moved to level fund the Highway Department; Pam seconded. Motion passed unanimously.

Recycle Center: Up \$6,125 from last year; from \$81,000 to \$87,125. Jennie stated that dumping fees are up but hauling fees are down. Ed noted there is about \$35,000 in the revolving account and wondered if it was being used to offset any costs. There was some discussion regarding glass, recyclables and a well contaminated with PFAS. Catherine moved to reduce the bottom line by \$6,000; Pam seconded. Motion passed unanimously.

Ambulance Dept: Total same as last year with \$5,000 more coming from taxpayers (from \$25,000 to \$30,000) and \$5,000 less coming from the revolving account (from \$19,000 to \$14,000). There was some discussion regarding Dotti Ernst being the one to submit the budget and the 3 ½ years left on the Canaan FAST squad contract. Ed noted that there is \$61,000 in the ambulance revolving account and John Babiarz had said the ambulance will last for 10 more years. There was some discussion regarding stipends and paying volunteers and how many responding members are currently on the roster. Catherine moved to level fund the Ambulance Department; Jennie seconded. Motion passed unanimously.

Cindy stated that the Supervisor's of the Checklist is the only budget submitted so far that didn't use the form. She asked if she could ask them to resubmit it on the form to make it clearer for Sue to track in QuickBooks. Ed agreed it would be easier if they would.

Next meeting will be scheduled after the Select Board passes on more budgets.

Jennie moved to adjourned the meeting at 20:37; Pam seconded. Motion passed unanimously.

Respectfully submitted,

Cindy Kudlik