

TOWN OF WILTON BUDGET COMMITTEE

Location: Wilton Town Hall: Selectmen Office
7:00 P.M.

FINAL MEETING MINUTES August 7, 2014

Members Present: Cary Hughes (Chair), Don Davidson (Vice Chair), Harry Dailey, Joyce Fisk, Donna Pucciarello, Joe Torre, Bill Condra, Selectmen Rep., and Dawn Tuomala, Secretary

Audience: Chief Gary Zirpolo, Ambulance, Chief Brent Hautanen, Police; Mr. Steve Elliott, DPW Director; Ms. Pam Attwood, Administrative Assistant; Dr. Christine Tyrie, Superintendent; Mr. Geoffrey Brock, Chairman School Board

- 1. Chairman Hughes called the meeting to order at 7:05 PM.**
- 2. Swearing in of Don Davidson, Harry Dailey & Joyce Fisk**

Moderator Keefe swore in Mr. Davidson, Mr. Dailey and Ms. Fisk. Moderator Keefe was thanked for coming to the meeting.

- 3. Dr. Tyrie, Superintendent SAU – regarding FRES Bond Letter**

Mr. Geoff Brock WLC School Board Chairman stated that he and Dr. Tyrie, Superintendent were before the Budget Committee tonight asking to have their support in a letter that will be presented to the State Board of Education next Thursday, August 14th. The letter explains the position of the School Board in regards to the repayment of the bond. The intent was to have Lyndeborough pay \$96,564 in 20 payments. Due to the difference between the fiscal year of the School (July to June) and the Calendar year of the Bond Company there would be a total of 21 payments required from Lyndeborough with ½ this year and ½ at the end of the 20 years. The School Board would like to have the support of the Town of Wilton Selectmen and Budget Committee along with the support of the Town of Lyndeborough Selectmen and Budget Committee before they appear before the State Board.

Chairman Hughes explained that we had discussed this at our last meeting in May but had not taken a formal vote. Mr. Torre questioned whether this would be setting a precedent. Mr. Brock feels that with this letter it will help the Commissioner Barry be able to interpret the Articles of Agreement and show that the Towns are in common agreement. The School Board would like to have this determined before it has been cast in stone. The basic question is what is meant by the fiscal year and the allocated apportionment between the 2 towns.

Motion was made by Mr. Davidson to support the letter, Ms. Pucciarello seconded the motion: 5 in favor, 2 abstentions (Mr. Dailey and Ms. Fisk); motion passes.

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4. Review and Approval of May 29, 2014 Minutes

Motion was made by Mr. Torre to accept the minutes of May 29, 2014; seconded by Mr. Davidson.

Revise Page 3 line 2 the fire fighter was at an emergency service call not fighting a fire

Motion was called: 5 in favor; 2 Abstentions (Mr. Davidson and Ms. Fisk); motion passes.

5. Election of Officers

Motion was made by Mr. Davidson to elect Mr. Hughes as Chairman; seconded by Mr. Dailey; all in favor; motion passes unanimously.

Motion was made by Mr. Torre to elect Ms. Tuomala as Vice Chair; seconded by Mr. Davidson; After discussion Mr. Torre withdrew the motion.

Motion was made by Mr. Dailey to nominate Mr. Davidson as Vice Chairman; seconded by Ms. Pucciarello; all in favor; motion passes unanimously.

Motion was made by Mr. Davidson to elect Ms. Tuomala as Secretary; seconded by Ms. Pucciarello; all in favor; motion passes unanimously.

6. Review Budget (Jan to June)

Mr. Davidson asked why all of the Departments were under 50% at this time, did that mean we would be coming in under budget. It was explained that there are Administration Fees that are taken out in December particularly the police department who disperses the holiday pay. Mr. Zirpolo explained that many of his contracts were paid out in December.

The fuel and heating costs are up across the board. This was due to the very long winter and there was a large spike in propane costs. Mr. Davidson questioned why many of the major warrant articles haven't been paid yet. Mr. Elliott explained that on Warrant Article 8 they purchased a Liberty International for a little under the amount and that this was a better truck than they anticipated. There is a difference in the expense shown since part of it was taken out of a capital reserve account and not accounted for on this sheet which was from taxation.

Chief Zirpolo stated that the ambulance will be coming in mid to late October. The Lyndeborough payments have been included in this line item. He also explained that the EMT wages will be up but that the Intermediate wages will be down offsetting each other.

On the Revenue page Mr. Dailey questioned why there was negative of \$5,900 for the drug enforcement seizure cases. Chief Hautanen explained that this was income that he receives from the State and Federal authorities for a percentage of drug enforcement that they perform each year. This is set up in a separate revolving account that can only be used for law enforcement items. This is used to help offset the costs to the taxpayers.

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Some of this money came in during a different year and is allowed to accumulate. This should not show up as a negative but there should be a balance sheet approach taken showing all incomes and all items purchased. The items purchased need to be approved by the taxpayers.

Chairman Hughes would like to meet with the accountant to clarify the accounting procedures being used. All expenses have to be documented as an expense and shown on the expense report. The income should be shown on the revenues so that the sides will balance with a profit and loss statement.

The sewer loan interest is twice as high as what it was budgeted for. If there was suppose to be 2 payments per year this will need to be corrected in the future. This will have to be researched to find the answer.

Mr. Davidson asked a general question to all of the Department Heads if there were any big unanticipated surprises coming up this year. Mr. Elliott stated that he just received a report the day before that there has been a large spike in the ecoli numbers in the Souhegan River just below the Recycling Center. He suspects that there is a problem with the septic system. He has dug up the system today and will have to file a report within the next 2 weeks to the State and EPA. The septic system will have to be replaced and there is no choice. There is an anticipated cost of about \$10,000 to \$15,000. He also stated that they have only had one hazardous waste day and if he doesn't have the second scheduled hazardous waste day they could save \$10,000 to be put towards the system costs.

Mr. Elliott was asked about the high expense of highway motor oil and grease. He stated that due to the flat or decreased budgets this line item wasn't increased. The purchase of a 55 gallon drum is \$500 to \$800 and they blew a hydraulic line in the loader that took an entire 55 gallon drum. This has been an exceptionally long winter and there were many break downs and repairs that needed extra fluids.

Mr. Zirpolo had an accident with the ambulance and there was property damage. There is a \$1,000 insurance deductible so that will be an extra cost. The hot water heater had to also be replaced for \$2,100. They will be way over on the building repair line. Chief Zirpolo also stated that the EMT line is up but the Intermediate line is down so it should even out.

There was discussion about what might happen if there are cost overruns and the procedures that the Selectmen will have take. As long as the overall Town bottom line isn't over then the state won't be too concerned. If it appears that the bottom line will be exceeded then the State DRA should be consulted sooner rather than later. There are exceptions stated in RSA 32:9 – 11 that can allow authorize the expenditures which should also be reviewed.

7. Review Budget Procedure

Chairman Hughes stated that in the past each department was assigned a member of the Budget Committee who then worked with the Department Head to create their budgets. He feels that this has worked very well in the past and would like to see this continue. Everyone was in agreement to continue with this process. The Town Meeting will be on March 12, 2015 so the budget will have to be wrapped up about February 8, 2015.

Mr. Davison stated that during the time when each budget was presented there were reasons given as to why there was an increase which looked good at the time but when the entire

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budget was put together there was a big shock at the bottom line. There needs to be a way to have a better tab on what is happening as we go through the process. Mr. Dailey agreed and suggested creating a simple spread sheet with the total of each department and the total at the bottom.

Ms. Pucciarello stated that she had been working on looking at the trends of each department over the past 5 years. Looking at the trends in the past we might be able to project what will happen this year. She will add a column for 2015 projections. This will help with communications and see what has been happening. This will be prepared for the next meeting in September so we can have that discussion before making a decision regarding bottom line increases and raises.

8. Future Meeting Dates

The next meeting will be on September 25th at 7 PM. The assignments for the Departments will be determined at that time. When the agenda is sent out last year's assignments will also be passed out before the meeting to give everyone time to consider their choices. There will also be discussions on employee raises and the bottom line increase/decrease or level.

9. Other Business

None at this time.

10. Adjournment

The next meeting will be on September 25, 2014 at 7:00 at the Wilton Town Hall.

A motion was made to adjourn the meeting by Mr. Davidson and seconded by Ms. Pucciarello; all in favor. The Budget Committee was adjourned at 8:00 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary