

1 **APPROVED MINUTES**

2 **TOWN OF GILMANTON**

3 **BUDGET COMMITTEE MEETING PUBLIC HEARING- SCHOOL**

4 **Wednesday, January 3, 2018**

5 Budget Committee members present: Brian Forst, Chairman, Steven Bedard, Joanne Melle,  
6 Grace Sisti, Stephen McWhinnie-Selectmen Alt, Mark Sawyer and Robert Carpenter, School  
7 Board representative, Patrick Hackley Sawyer Lake District Rep.

8 *Anne Kirby, Vice Chairperson, Michael Jean, Selectmen Representative-Not present with notice,*

9 Members of the public were School District Superintendent, John Fauci; Business Administrator,  
10 Christine Hayes; Principal, Carol Locke; Vice Principal, Deb Bergeron; Director of Student  
11 Services Nancy Fournier, and Moderator Mark Sisti,

12 School Board members Michelle Heyman, Adam Mini, Malcolm MacLeod and Frank Weeks.

13 Chairman Forst called the meeting to order at 6:02 p.m.

14 Pledge of Allegiance.

15 Forst: Rules and Regulations of Budget Meeting

16 Present line by line, any questions will be addressed, purpose of a public hearing-Please raise  
17 hand-will be called on.

18 #1100-TOTAL REGULAR EDUCATION: \$5,489,144.00-\$19,033.00 decrease from last year.

19 No questions.

20 #1200 Total Special Education: \$786,022.00 \$89,295 increase over last year due to number of  
21 students increasing in the district.

22 No questions.

23 #1410-CoCurricular- \$68,339.00 \$5480.00 increase over last year.

24 #2122- Attendance- Level funded at \$1.00.

25 #2120- Guidance-\$121,198.00 \$3501.00 increase over last year.

26 No questions.

27 #2130- Health \$63,554.00 \$871.00 increase over last year.

28 #2140-Psychological \$55,800.00 \$5100.00 decrease from last year.

29 #2159-Total Speech \$53000.00 \$7855.00 decrease from last year.

30 #2160 Total Physical Occupation \$116,235 \$2467.00 decrease from last year.

31 #2212 Total Instructional Development \$52,486.00 \$3397.00 increase over last year.

32 #2222 Library \$76,044.00 \$5582.00 increase over last year.

33 #2225 Technology \$169,191.00 \$1500.00 increase over last year.

34 #2310 School Board \$50,800.00 \$3500.00 increase over last year.

35 #2320 Super Intendent \$149,267 \$3183.00 increase over last year.

36 #2331 Student Support Services \$114,621.00 \$3553.00 increase over last year.

37 #2410 Principal \$258,437.00 \$3757.00 increase over last year.

38 #2510 Fiscal \$110,182.00 \$491.00 increase over last year.

39 #2620 Plant Operating Budget- \$411,056.00 \$9697.00 increase over last year.

40 #2700 Transportation-\$528,656.00 decrease \$9603.000 decrease from last year; \$508,656

41 decreased by \$29,603

42 Carpenter: Decrease the \$528,656.00 by \$20,000.00

43 Forst: Change the bottom line by \$20,000.00

44 McWhinnie: what is the % again?

45 Carpenter: Entire decrease by \$29,603 no % given.

46 #2910 Total Support Benefits \$1,677,813.00 \$7992.00 decrease from last year.

47 #2920 Total Initiative New line this year \$33,202.00; new line equals 100% increase.

48 #3100 Total Food Service \$37,000-no change from last year.

49 #5100 Debt Services \$37,579.00 \$630.00 decrease from last year.

50 #5250 Total Special Revenue \$240,000.00 same as every year.

51 #5221 Total Food Service Fund \$150,071.00 \$6282.00 decrease from last year.

52 Forst: Operating Budget \$10,829,697.00 all in agreement? Will change, increase number to

53 \$88,046.00

54 Hayes: No, \$86,000-Looking at Administration want to look at Board change

55 Carpenter: Administration change is more than board change.

56 Forst: Administration change is different than board recommendation

57 Heyman: Administration change is different from board recommendations. Board took \$2000.00

58 out of operating budget.

59 Forst: Administration Rec \$851,697.00 Administration charge line \$18,000.00 less than

60 \$20,000.00

61 Hayes: Everything will go down \$20,000.00. Take \$20,000.00 off of bottom line, because

62 Board, take \$20,000.00 off of the \$106,000.00

63 Forst: \$86,047 increase in total budget operations

64 Hayes- Correct, .8% increase (less than that) less than 1%

65 Forst: Reads Warrant Articles: See attached sheet for article and reference letter

66 Discussion:

67 Warrant Article XI New line in budget-looking to establish this year. Previous articles are  
68 already established.

69 Warrant Article XII \$10,829,697.00 default remain the same (10,805,737.00) correct?

70 Hayes: Yes. \$10,805,737.00

71 Public Purposes-\$17.59 about on tax bill. When numbers are put out; Tax rates are set, by the  
72 Selectmen, at a later date

73 Budget committee is giving the Public the best estimated impact.

74 Hayes: Try to estimate conservative as well as realistic.

75 Forst: Best guess estimate; Warn to the possible impact of what the budget is.

76 Any questions for the school.

77 No questions.

78 Budget Committee Super Saturday is on Saturday to review numbers of school and make  
79 recommendations during meeting.

80 Close the public hearing for school at 6:25 pm.

81 Fauci: Concord- Vouchers for student that do not attend the school, could have a significant  
82 impact on the school-Bill passed for \$3600.00 per student

83 M.Sisti: Has a long way to go.

84 McWhinnie: Home school, entitled to a voucher for \$3600.00

85 Forst: Private schools?

86 Bedard: Impact?

87 Fauci: 40 home schooled students.

88 Min: Chose not to go to Gilford-town did not have to pay, now the town will have to pay.

89 Locke: Students attending Bishop Brady – Separation of Church and State.

90 M. Sisti: Long way to go.

91 Fauci: Lobby agreement-have to wait and see.

92 McWhinnie: Estimate of time?

93 Fauci: Legislative process can take time.

94 M.Sisti: Will take time-nothing immediate.

95 Fournier: Higher amount with student disabilities.

96 Hayes: Login to State Saturday to print off forms and sign so that she can send forms to state?

97 Forst: Ok-

98 Town Warrant Articles: Reason the articles are not numbered? Wait for Heidi and Brenda.

99 Bedard: Recommend any of these or not?

100 Forst: Board of Selectmen (BOS) has put forward so Bos has recommended.

101 Bedard: BOS unanimous in all decisions?

102 McWhinnie: Not sure.

103 Forst: Doesn't matter-they have put forth the articles means that they recommend the article.

104 Bedard: General Question: Received a Wal-Mart gift card for a volunteer position? Is this a  
105 town funded line item? Request that the budget line for this go to zero so that it won't happen in  
106 the future.

107 McWhinnie: Yes it is a line item.

108 Melle: Did not think that the gift card was a good idea. Those are tax dollars.

109 Bedard: If it was privately funded then fine.

110 McWhinnie: You can return it to the town and it will be donated.

111 Bedard: Appreciate the effort.

112 Forst: Regular Budget meeting starts at 6:41 pm

113 Review Draft 2018 Town Warrant Articles

114 See Attached Draft Warrant Articles (lettered for minutes reference only)

115 Discussion:

116 Article A-No discussion Article I is the operating budget number and we don't have the number  
117 yet. Do not need to discuss.

118 Article B-

119 Duval: The number has been adjusted. Numbers given by Chief Hempel: DRA confirmed  
120 language to allow to expend even if the first is not passed. Difference in price is interest. Goal  
121 was to fund no additional purchases

122 Forst: Even though it won't be 126?

123 Duval: Yes.

124 Article C- Fire Radio

125 Article D-Cardiac Monitors-

126 Carpenter- not a previously established account?  
127 Forst: No fund for this one.  
128 Duval: No, funded through tax revenue.  
129 Sawyer: Budget committee decided anything less than \$100,000.00 no capital reserve to fund it.  
130 Forst: Have seen this happen.  
131 Carpenter: Line what is done with the tractor line at the school-set up funds to help deal with  
132 large costs over a long period of time and help with the tax rate.  
133 Forst: tried this and did not make sense. Capital reserve large expenses we know are going to  
134 come. Not an every year expense. Police cruiser due this year?  
135 McWhinnie: Rotation.  
136 Duval: Two year off three years on.  
137 Forst: This was a discussion, putting away money to purchase a Fire Truck every 15 years is  
138 different that a Police Cruiser. What happened when the cardiac monitors were received, Mark?  
139 Sawyer: Bought for IW Fire station and the second was donated, not through taxation. Now  
140 need to be replaced so we have a fund.  
141 Forst: Acquired without taxation.  
142 Article F- Date of minutes was significant  
143 Duval: Preface next few articles recent conversation with CIP last year made recommendations  
144 and did not.  
145 Forst: No recommendation were brought forward in time.  
146 Article G-Salt and sand  
147 Article H-  
148 Forst: Fire Truck- Name change somewhere.  
149 Bedard: Doesn't sound familiar.  
150 Forst: Did have two separate capital reserve titles-still have engine. One purchase of new and 1  
151 for refurbishing. Sometime after saving money-combine the purchase of new and refurbishing  
152 into one.  
153 Sawyer: Yes  
154 Forst: Combine purchase refurbish and then had replace  
155 Bedard: Makes sense.  
156 Sawyer: DRA required a separate fund for each truck.

157 Forst: DRA has worked with towns so that each piece isn't separate funds are more readily  
158 available.

159 Carpenter: Where did the \$50,000.00 come from and what is the goal?

160 Forst: Goal \$500,000.00-to replace the fire truck- take 10 years-C.I.P. titled broadly as to  
161 whether purchase new fire trucks or purchase used or late year models-C.I.P. maybe scale back  
162 put away money but not aim for big numbers-This is where the \$50,000.00 came from.

163 Duval: Forst previously spoke to this

164 Forst: Original capital reserve intention 70%-80% reach-in reserve fund for purchase

165 Duval: Went over both options with chief so that article tax impact show zero-money for second  
166 article is put aside already. Ability to purchase as many as possible.

167 Article I

168 Forst: same idea as truck-Aiming for \$400,000.00 in 10 years. How old Mark?

169 Sawyer: 2010 chassis with 2011 body and a 2012.

170 Forst: two ambulances needs to be replaced in two years and no money has been put away for  
171 this and current balance is almost?

172 Duval: \$19,000.00 line #51

173 Forst: Fire trucks \$9200.00.

174 Carpenter: Line #49 and #51 Fire and Ambulance

175 Forst: A fund that has stopped being funded.

176 Article J-Skid Steer

177 Carpenter: Look into leasing option or was it not feasible?

178 McWhinnie: more expensive to lease not worth it.

179 Duval: Not viable-Only one company 24 months 36 and 48 month lease amount to finance was  
180 54 and purchase was 23 after lease \$7,000.00 more.

181 Carpenter: Three years?

182 Duval: Terms for 24/36/48

183 Bedard: Buying a low mileage used one?

184 Duval: Not looked into as an option.

185 Duval: Hinderance on lease was because of odd level of usage-too low.

186 Forst: Recycling equipment fund?

187 Duval: Leave \$7000.00or \$8,000.00 in fund.

188 Forst: Why?

189 Duval: Didn't want to empty coffers...potential  
90 McWhinnie: Reason \$24,500.00 from cap  
191 Forst: \$33,423.00 in account and raising the rest from taxation.-line#61  
192 Duval: Selectmen's design was to leave \$8,000.00 in fund, General Equipment line so not just  
193 skid steer, monies for all of the equipment; not facilities improvement; equipment.  
194 Carpenter: Compactor covered in this?  
195 McWhinnie: Leave in just in-case there is more equipment to be replaced.  
196 Forst: not for facilities improvement-already paid taxes on this why not use it up.  
197 Duval: Understood design of the account.  
198 McWhinnie: Unknown why-specifically but there is still a lot of older equipment there. Right to  
199 expend?  
200 Duval: NO.  
201 Forst: Warrant Article is here, its going to warned, can budget committee change number on a  
202 warrant article?  
203 Duval: Selectmen meeting before the budget committee meeting.  
204 Bedard: NO-can not change a warrant article  
205 Forst: Look at warrant articles to revise?  
206 McWhinnie: Yes, review. \$14,000.00 above and beyond in Capital reserve.  
207 Forst: Left \$1000.00; changed to \$15000.00 some number to what is already saved.  
208 Paquette: Can change at deliberative session.  
209 Article K-  
210 Forst: Fund currently has?  
211 Carpenter: Line #50  
212 Paquette: Updated capital reserve sheet-update what has been withdrawn from account.  
213 \$38,382.00 has been withdrawn from fund.  
214 Carpenter: \$38,382 withdrawn? Line #50 and #41. Only \$31,697 in account so zero?  
215 Duval: No, some of the 38 has already been withdrawn for final bills paid.  
216 Bedard: General ideal of where its headed yet?  
217 Forst: Capital or non-capital reads notes. Recycling \$38,382; Court \$30,000; Bridge \$118,669.  
218 How were these taken out-only out of fund by vote of the people?  
219 Paquette: 2016 Warrant article authorized board to withdraw

220 Forst: Lapsing?

221 Paquette: not finished paying-would have withdrawn

222 Duval: non-lapsing.

223 Bedard: Get defined before Super Saturday, so we can make a recommendation on warrant  
224 article situation similar as before reduce tax rate and not zero out.

225 Duval: Will email trustees

226 Bedard: Enough money to reduce taxation not zeroing out

227 Paquette: Let them know what the balance is.

228 Article L- Final design

229 Forst: Next Phase? What separate bridges-two different articles?

230 Duval: Different stages withdrawing funds first article, second article is taxation.

231 Forst: Why?

232 Duval: Cost

233 Forst: town has been aggressively putting funds in.

234 Forst: \$376,000.00

235 Duval: 2019 is a big year.

236 Paquette: completed will be getting revenue

237 Duval: No revenue until construction completed-bonds for one year.

238 Bedard: Next year money back from the state?

239 Duval: No, fiscal year, it will the next year after that. Spread cost of Bridge out

240 McWhinnie: Save 200-250,000.00 by getting rid of the temporary bridge. Total cost of all  
241 bridges- 998 for one and 1.7 for the other.

242 Duval: will need to bond for a year

243 Forst: responsible for 20%

244 Duval: only bond for a year.

245 Bedard: half put away?

246 Forst: 3 million being the bridge fund five years ago-\$376 put away and raise another  
247 \$86,000.00 this year-Homework has been doesn't-raising rather than expend.

248 McWhinnie: Plenty of public sessions on this

249 Duval: lessen the burden for future years.

250 Article M-doesn't say raised or taken out-review wording.



251 Article N-Academy Building-

252 Forst: Purpose of new fund

253 Duval: Immediate need is a new fire pump, the current one is not repairable if needed. Warrant

254 Article for generator that was quoted prior no longer fits the needs.

255 Bedard: Many questions...for starters, new fire pump cost?

256 Duval: \$95,000.00 for diesel pump so no load on generator more efficient. \$33,000.00-

257 \$36,000.00;

258 McWhinnie: Diesel set up easier require minimum electric. Diesel electric or diesel have to

259 weigh out costs has met with a couple of companies.

260 Bedard: Current pump only comes on in an emergency?

261 Duval: Runs until its stops.

262 McWhinnie: Yes, comes on in emergencies. Have to have lights to get people out.

263 Bedard: Pumping side? Outside connections? Worries.

264 McWhinnie: worried for what?

265 Bedard: why would we not just go with the \$33 or 36,000.00 ones?

266 McWhinnie: Burn out pump with current electrical. Outside connect to turn off? No take from

267 Pond leave it independent of the pump.

268 Duval: Pump is for existing sprinkler system

269 Forst: comes off the pond at Henry's

270 McWhinnie: Adequate electrical to support electrical option?

271 Bedard: Option \$95,000.00 or \$36,000.00

272 Forst: In depth on Super Saturday

273 Duval: size of generator, significant change

274 Forst: Generator/FP-mechanical upgrade professional engineering-discussing for 2-3 years now

275 Article O- Revaluation

276 Article P-Court case-non capital

277 Article Q-Highway equipment to reserve fund.

278 Forst: Reason behind this?

279 Duval: similar to the fire truck fund, create more ability to use funds for variety of reasons- fix

280 grader was unexpected

281 Paquette: Sander motor recently had to be replaced.

282 Article R- Highway sheds line read by Bedard.  
283 #55; Septic #56, Town drive #57, Roof#58, salt #59, solid waste #70  
284 Article S- Police outside details  
285 Duval: Still under review for language-drafted several times-DRA; Selectmen review intent was  
286 accurate but original article was incorrect. DRA did not catch that the original article was not  
287 sufficient -attempt to correct that.  
288 Forst: Changes current practice how?  
289 Duval: DRA rejected language must present a % or a dollar amount intent surplus go into  
290 general fund-unable to do that.  
291 Carpenter: Take 100% of the surplus?  
292 Duval: All still in play-original review of language was vague;(50% of what?) all revolving  
293 funds do retain some surplus. Bring to Selectmen to confirm.  
294 McWhinnie: Work in progress.  
295 Carpenter: 50% to offset taxes...What can the other 50% be used for? Public health and safety?  
296 Paquette: PD safety in general  
297 Forst: Own little capital reserve  
298 Paquette: RSA dictating what it is called-revolving fund  
299 Forst: Revolving fund; Trustees invested?  
300 Paquette: Treasurers-it just sits there.  
301 McWhinnie: The article intent was to take to offset; language is wrong.  
302 Paquette: Offset expense detailed duties right now any surplus is sitting and town cannot use-it  
303 is an issue. 50% of-gross/net? Need net have enough money in fund to cover detail expense.  
304 McWhinnie: Started at 50%.  
305 Paquette: 50% was suggested by DRA  
306 Forst: Grounds to go after?  
307 Paquette: Inexperienced person review the original warrant article-violated the intent of tax  
308 payers-DRA no repercussions-Make sure wording is what is intended.  
309 Carpenter: Regular fund-Warrant every year?  
310 Duval: Purchase with what is left in revolving fund would have to be warrant article and voted  
311 on.  
312 Article T  
313 Forst:-not a lot to do with budget-help the budget

314 Article U

315 Forst: Purpose? Who wrote this?

316 G. Sisti: Non-capital reserve fund for clock.

317 G. Sisti: Donation can be accepted and expended by Selectmen. Recruit and designate clock

318 winding.

319 Bedard: Wind weekly?

320 Forst: Petition Warrant

321 Duval: Selectmen elected to do so

322 Open for revision

323 No impact to taxpayer

324 Forst: \$600.00 already donated

325 Bedard: "feelgood" article

326 Article V-no review

327 Article W- TC/TX-

328 Duval: computer replacement and repair-accessible to all departments not just TC/TX

329 Forst: GYRL-Number is correct? It was the number that was presented.

330 Duval: Yes

331 G. Sisti: Warrant article-Wilson-question mark at the end of the warrant article. Is that right?

332 Bedard: Issued a Quit Claim deed?

333 Duval: Parcel was taken by tax deed, and descriptive language that was used can not be found in

334 another deed.

335 Forst: Deed recorded incorrectly?

336 McWhinnie: No documentation to confirm Quit claim.

337 G. Sisti: Town should not vote whether people own property or not. Very bad idea.

338 Bedard: Agreed bad idea, expenses involved. Deed re-written; survey property line.

339 Forst: Cost born by potential land owner.

340 G. Sisti: Gets town involved.

341 Duval: legal said BOS cannot sign off on Quit Claim. Submit through petition warrant article.

342 Assumption that it was lost in translation. Have been paying taxes and would now like to do a

43 conservation easement

344 Bedard: Town council not sufficient evident for BOS if we are supporting this article? Non-  
345 monetary-How do the voters know if it's a good decision to make?

346 Forst: Cannot decide if expense will be attached

347 Bedard: Make sure it is a non-monetary article. Who pays the cost of doing this? Are the  
348 selectmen saying no cost attached.

349 Duval: legal fees would be incurred by town. Deliberative session can be addressed

350 Forst: can't change intent of petition article.

351 Bedard: Are cost to town?

352 Paquette: Numbers will be attached if passes. Prove that town was in error

353 Forst: No money figure attached cannot project if there will be.

354 Bedard: There is no cost to the town for doing this (warrant articles without money attached- not  
355 recommend)

356 Duval: Legal fees.

357 Forst: No recommendation without a monetary figure raise and appropriate money-if chosen  
358 than town would incur costs.

359 Paquette: BOS discovers cost involved in the petition then refuse to acknowledge article because  
360 there is no money to fund it.

361 Bedard: Legal council could be costly. Selectmen would have to fund money in budget to pay  
362 giving options.

363 Carpenter: How much land?

364 McWhinnie: 25 acres

365 Forst: Town is voting to allow quit claim deed on this property

366 McWhinnie: No one claiming land

367 Bedard: Similar to Guinea Ridge school house-not paying taxes on it.

368 Duval: If land is where claimed then the owner does own it not the town.

369 Bedard: Attempt to shorten the process.

370 Forst: 1,748,421 is the number that you want to use?

371 Paquette: Yes, 1.5 million recommended by Budget Committee. Last year (1.769) was revised by  
372 DRA to 1.7 million-see note on spread sheet.

373 Forst: proposed 1,748,421 by Board of Selectmen.

374 Paquette: Yes, Budget Committee recommended 1,548,852 (last year)

375 Bedard: Procedure line by line-go through these?

376 Forst: Open for discussion of committee. Initial reaction-very realistic numbers dealt with in the  
377 last three years, (1.748) significant tax burden. Very realistic numbers. Break down line by line  
378 Bedard: Had to increase the budget. Motor Vehicle fees-actual number is lower than estimate.  
379 Paquette: Unedited numbers some are still put in estimate number is based on 12 months overall  
380 Bedard: Had actuals-going backwards \$50,000-Talk to Deb.  
381 Duval: When she was there people were buying new vehicles rather than used.  
382 Paquette: In December the numbers will change-revised with more data to review.  
383 BOS set recommendation for revenues -BOS not the budget committee  
384 Forst: \$200,000.00 stronger. BOS were not setting revenue numbers in the past.  
385 Bedard: Being proactive-take into consideration recommendations; otherwise no sense in  
386 reviewing this.  
387 McWhinnie: Welcome the recommendations of the budget committee  
388 Forst: Last two or three years the Budget committee has.  
389 Bedard: Bulky waste and construction debris situation at the Recycling Facility?  
390 Paquette: still entering revenues will have four more weeks  
391 McWhinnie: Price change in charging is affecting numbers  
392 Bedard: rate changes in September?  
393 McWhinnie: Yes  
394 Paquette: Misc. is concerning i.e. propane tanks-NRRA small fees not itemized in recycling  
395 category. Would like to add a misc. line to recycling revenue next year for the random costs like  
396 propane tanks. Not a lot of money and not very frequent but for when it is needed.  
397 Forst: December 13<sup>th</sup> minutes? Concerns?  
398 Paquette: Use the updated January 3<sup>rd</sup> 2018 updated expenses -not expected to change. January  
399 3<sup>rd</sup> unless given new sheets before then. Still entering 2017 invoices, actual will be updated-  
400 expenditure report-typically 10<sup>th</sup> of the month.  
401 Forst: Last set of numbers? Invoice dated today-is that a 2018 expense? Billed off this year?  
402 Paquette: As far as I know. No, not if ordered in 2017. Sometimes invoices are not received  
403 until February or March. Auditory view ordered as year ordered. Just following government  
404 accounting practices. Work on a cash basis; auditors work on accrue basis.  
405 McWhinnie: DRA, right?  
406 Paquette: Yes  
407 Bedard: Cutoff date to submit invoices?

408 McWhinnie: To deny payment?

409 Paquette: 2018 budget prior year questioned, invoice in litigation auditory need to be notified-  
410 reports don't match

411 Motion to accept December 13<sup>th</sup> minutes as submitted, made by Steve Bedard, and seconded by  
412 Stephen McWhinnie.

413 Minutes accepted/approved as delivered.

414 G.Sisti: Funeral for Mary Morse on Saturday would like to break for it.

415 Forst: will break from 11-12 on Saturday.

416 **ADJOURNMENT**

417 **On a motion made by Stephen McWhinnie, seconded Robert Carpenter, the Budget**  
418 **Committee meeting adjourned at 8:23 p.m.**

419 Respectfully submitted,

420 Amy Russell, Recording Clerk