

**Town of Chester
Budget Committee
Approved Minutes
November 20, 2017**

I. Meeting to Order

Chair Michael Weider called the meeting to order at 7:25 PM on Monday, November 20, 2017.

II. Pledge of Allegiance

Chair Michael Weider led the meeting in the Pledge of Allegiance.

III. Attendance

Chair Michael Weider
Vice Chair Rhonda Lamphere
Selectman Stephen D'Angelo
Brian Shankey
Chuck Heuer
Brennan Holmes

Absent:
Becky Owens
Mike Romick, Vice Chair Chester School Board

IV. Announcements by the Chair -

V. Public Comment –

None

VI. BOS Update – Selectman Stephen D'Angelo

The week before last, the discussion covered the update to the cistern by the school. It will be about \$20,000 for inspection and repairs. Selectman D'Angelo's recommendation is that the town should contribute very little. The cistern was put in by the school; the town connected the FD to it later, so the town should pay a large portion. There will be a cost every five years that needs to be anticipated. How many are going to need to be inspected?

Chair Weider - The properties with them, we ask for monetary value for reassessments and the same for the developments and the money is set aside for it to be taken care of.

The evaluations have come in; there is \$9,000 in budget for raises. Selectman D'Angelo wasn't at the last meeting so he's not sure what happened but Mr. Heuer feels like there was more originally.

Selectman D'Angelo thinks having a matrix with pay for jobs could make budget timing go more smoothly.

Proposed budget for 17-18 pool that was approved in May \$53,218 budgeted in Joanne's worksheet, \$10,801. Vice Chair Lamphere will ask Joanne and Selectman D'Angelo will ask BOS. Was a position funded? Was something shifted?

Always behind on hiring it seems, especially FD, and PD. Kevin replaced Jason so there was a bit of a decrease as he does not earn the same. It is difficult to see how much is being done behind the scenes, and the salaries don't balance. The town clerk, the Chair of the BOS, many others are working above and beyond. Having something set up to know upcoming payments, and people to know what to expect could be a benefit.

Chair Weider - The difference is that the school is able to create their matrix through the union, based upon years' experience, etc. The town doesn't have that, but there are qualifications that need to be kept up with for teachers as well.

Budgeted: \$62, 818, backed out \$6,714 based on department salaries 3% \$56,103.37 of that, fixed lines: short term, long term, fixed cost of increase of \$31,000 + \$2,000 new. The \$56,000 needs to be built back into the lines for the 3% pool, plus 15 cents per hour for all employees. The BC has never seemed to say no to 3% increase, sometimes saying yes to 5% increase because it was discussed and it was determined that it was needed. The increase is not simply a \$10,000 raise for positions, it is a \$56,000 cost because the benefits need to be built into it and that is a cost for the town taxpayers.

VII. School Board Update –

Kim is done her commitment, so it is Mike Romick going forward.

School did request some date changes:

Receive budget on January 5th, BC can meet the 8th to discuss. If needed, BC can meet on the 15th or another night that week. Meet with School Board on January 22nd. On the 29th, BC will review the school budget on their own, and get ready for the public hearing that will take place on February 5th.

The teacher contract is coming up as well. It is important that the ex-officio for school board should be consistent, not only for the BC meetings that deal with school budget.

VIII. Committee Updates –

IX. Minutes –

October 16th minutes –

Chair Weider made a motion to accept the minutes of October 16th as written. Mr. Shankey seconded the motion. All in favor. The motion carries.

XI. New Business -

Financial statements and findings: It was a very nice report, no findings. We need to start adjusting the revenues to truly reflect what revenues we're taking in instead of projecting conservatively for an estimate. It's a bottom line budget, and there are some projects that have caused the overages. Wason Pond barn is getting resided which is what seems to put it over, even though only the roof was decided upon. Projects should be run by the BOS; maybe a policy should be put in place? Yes, it is money in their budgets; however it is still the town money.

Budget Calendar

BC budget submitted to Joanne by January 2nd

BC present to BOS on January 18th

Cemetery on January 11th

Highway, Streets, and Pulleys on January 25th

Public Safety, Emergency Management on January 18th

Recreation and transfer station on February 1st

Liaisons have not been picked yet, but they sit in the audience on certain nights to be able to understand the plans. It helps to have the support so the liaison is not relied on for every answer.

December 18th the BC will determine budget in order to have it ready for January 2nd.

Mr. Heuer is concerned that when money is transferred from one line to another, why aren't the transfers being provided in monthly updates?

Vice Chair Lamphere - Budget built in Feb/March, approved in May, doesn't take place until July 1st. Something could happen in the meantime to cover the budget with changes in salary. Maybe an error, or something happened in benefits, and money had to be moved out the pool? There are now two full timers in town clerk's, so maybe that's part of it? Either way, it's moved out of the pool into benefits. Also, they budgeted for a PT building inspector, and now it is FT so it's not the same amount.

Vice Chair Lamphere - "Page 54 - Maintaining Records and Transfers - Public records must be kept of all transfers of appropriations such that the budget committee, or any citizen requesting may ascertain the purposes of appropriations to which, and from which, amounts have been transferred. RSA 32:10 Paragraph I little c makes it clear that the select board can overspend one account without specifically designating the account from which the board transferred the additional funds as long as the total of the line items overspent, does not exceed the total underspent. That is, the bottom line is still binding, and the expenditures are properly entered and recorded under the proper account codes so that any citizen can at any time find out which lines

are being overspent or underspent and what the money was actually spent on. This requirement applies to whatever detail, chart, or quells is being used. Can't charge benefit expenditure to the salary pool. It still has to be charged to benefits to show that it has been overspent."

XII. Other Business-

Vice Chair Lamphere will make sure that everyone receives Town and City.

Mr. Shankey would like to publicly thank Kim Peterson for her time coming and representing the school board; she did a very thorough job.

A new, updated calendar will be sent out as well.

XIII. Member Comments -

XIV. Public Comments –

XV. Next Meeting Date – December 18, 2017

XVI. Adjourn -

Mr. Shankey made a motion to adjourn. Mr. Heuer seconded the motion. All in favor, the Budget Committee meeting of November 20, 2017 adjourned at 8:47pm.

Respectfully Submitted,

Sarah DeLisle, Recording Secretary