

Approved Minutes of the Budget Advisory Committee (BAC)
Wed. October 12, 2005

Members present

Steve Andersen
Rae Barnhisel
Mike Darnell
Wayne Edwards

Others present

Charlene Eddy (Select Board)

Meeting called to order at 7:05 pm

1. Minutes from September 28, 2005, approved as amended.
2. Barnhisel presented members with a draft of the Budget Timeline for 2005-2006. Andersen informed members that the tax rate meeting with DRA could occur as early as the end of October.
3. Edwards reported on his review of the Account Detail (aka, "checkbook) and passed the document to Darnell for review.
4. C. Eddy provided a copy of the Highway Dept.'s Environmental Facility Compliance Audit Results. Darnell noted that most of the violations are fire code violations and recommended that the Fire Dept. inspect the Highway Garage on a regular basis.
5. Andersen informed the BAC that the Select Board would begin its review of the budget worksheet at its 10/25/05 meeting and that the Fire Engineers would present their budget to the BAC at its next meeting.
6. Andersen provided members with the Budget Worksheet dated 10/12/05 that had been updated by Debra Harling. Members discussed the merits of an extended warranty for the recently purchased Highway Dept. dump truck using the Police Dept. vehicle warranties as an example of how much might be saved in maintenance costs. There was discussion of the 3% raise for certain employees. Andersen and C. Eddy both stated that the raise had not yet been approved by the Select Board and could be withdrawn. Edwards and Barnhisel stated that it was wrong to automatically put a raise in and then later withdraw it. Andersen stated that his preliminary assessment of the operating budget indicated an 11% increase.
7. Changes in the Budget Worksheet (net increase of >\$12,000) inputted by Debra Harling since the 9/14/05 draft include:

Board of Selectmen (p.1)

- a. *Increase* Printing and Advertising from \$500 to \$1000 (+\$500)
- b. *Decrease* Dues and Subscriptions from \$100 to \$50 (-\$50)

Town Administration (p.1)

- c. *Decrease* Telephone from \$1650 to \$1400 (-\$250)
- d. *Decrease* Copier maintenance from \$1300 to \$1000 (-\$300)
- e. *Decrease* Dues and Subscriptions from \$500 to \$200 (-\$300)
- f. *Increase* Training and Seminars from \$600 to \$700 (+\$100)
- g. *Decrease* Office Equipment from \$200 to \$100 (-\$300)
- h. *Decrease* County Registry Charges from \$75 to \$50 (-\$25)

Town Meeting (p.1)

- i. *Decrease* General Supplies from \$375 to \$200 (-\$175)
- j. *Decrease* Postage from \$300 to \$0 (-\$300)
- k. *Increase* Miscellaneous from \$0 to \$300 (+\$300)

Town Clerk (p.2)

- l. *Increase* Telephone from \$600 to \$700 (+\$100)
- m. *Decrease* Dues and Subscriptions from \$400 to \$200 (-\$200)

Voter Registration (p.2)

- n. *Increase* Printing and Advertising from \$100 to \$200 (+\$100)

Election Administration (p.2)

- o. *Increase* Printing and Advertising from \$100 to \$500 (+\$400)
- p. *Increase* Meals and Services from \$150 to \$600 (+\$500)

Accounting and Auditing (p.3)

- q. *Increase* Auditing Services from \$10,500 to \$11,000 (+\$500)

Tax Collecting (p.3)

- r. *Decrease* Other Professional Services from \$750 to \$600 (-\$150)

Treasury (p.3)

- s. *Increase* Bank Charges from \$100 to \$150 (+\$50)
- t. *Decrease* Office Supplies from \$200 to \$150 (-\$50)

Information Systems (p.4)

- u. *Increase* Software from \$6000 to \$7500 (+\$1500)
- v. *Increase* Supplies from \$1000 to \$1300 (+\$300)
- w. *Increase* Hardware from \$2500 to \$5000 (+\$2500)

Legal Expenses (p.4)

- x. *Decrease* Other Legal Expenses from \$1000 to \$500 (-\$500)

Personnel Administration (p.4)

- y. *Decrease* Unemployment Compensation from \$450 to \$400 (-\$50)

Planning Board (p.5)

- z. *Increase* Dues and Subscriptions from \$100 to \$200 (+\$200)

Zoning Board (p.5)

- aa. *Decrease* Printing and Advertising from \$400 to \$200 (-\$200)
- bb. *Decrease* Postage from \$400 to \$300 (-\$100)

Government Buildings (p.6)

- cc. *Increase* Electricity- Municipal Bldg. from \$2000 to \$3100 (+\$1100)
- dd. *Increase* Electricity- Town Hall from \$1000 to \$1500 (+\$500)
- ee. *Increase* Heating Oil- Municipal Bldg. from \$2800 to \$5900 (+\$3100)
- ff. *Decrease* Ballfields- Town Hall from \$3300 to \$1000 (-\$2300)
- gg. *Decrease* Property Repairs- Town Hall from \$4652 to \$1000 (-\$3652)

Insurance ONA (p.6)

- hh. *Decrease* Property and Liability from \$19,000 to \$18,000 (-\$1000)
- ii. *Decrease* Worker's Comp. from \$9500 to \$7000 (-\$2500)

Advertising and Regional Associations (p.6)

- jj. *Increase* NHMA Dues from \$950 to \$1000 (+\$50)

Other Public Safety (p.9)

- kk. *Increase* Diesel Fuel from \$10,000 to \$20,000 (+\$10,000)

Sanitation (p. 10)

- ll. *Increase* Wilton Recycling Center from \$47,000 to \$50,000 (+\$3000)

8. C. Eddy discussed appropriating \$250 to change the locks and purchase a tabletop copier for the outer room of the municipal offices due to documents that have gone missing. Darnell suggested that putting in a fob system similar to the outer door security system. Members agreed that additional security was needed.

Meeting adjourned at 9:20 pm.

Respectfully submitted,
Rae Barnhisel
10/26/05