

Ashland Budget Committee  
Meeting Minutes  
Wednesday July 31<sup>st</sup> 2013

**Members Present:** Ingrid Heidenreich, Sandra Coleman, Christine Austin, David Ruell, David Toth, Fran Newton, Mark Scarano, Jeanette Stewart, Mardean Badger

**Alternates Present:** Normand DeWolfe, Renee Liebert

**Meeting Called to order at 18:03**

**Approval of Minutes**

Minutes from July 27<sup>th</sup> approved as written Dave Toth

Minutes from July 11<sup>th</sup> By Mardean Badger. Motion to approve, Fran Newton, Sandra Coleman seconded, passed unanimously.

**Housekeeping Items**

At the CIP meeting last night -- placing items in years of financial need for placing funds in reserves. Items in the list are items over \$50,000. They will be meeting with us (budget committee) on August 27<sup>th</sup> at 7pm.

Financial forum: it was agreed to share the time with the CIP and budget committees. The CIP committee asked to move the forum to 18th of September. We will still be meeting on the 12<sup>th</sup> as planned for preparation of the forum.

Meeting with the school will be moved from the 12<sup>th</sup> to a later date to ensure completion of financial data. Will try to schedule for August 8<sup>th</sup> or the 15<sup>th</sup> Mark will contact Trish to confirm a date.

**School Board**

Mardean Badger reported that the board had a brief emergency meeting to change some dates. The deliberative session will now be on September 3<sup>rd</sup> at 7pm in the gym. Voting will take place on October 1st all day in the gym.

**Tax Collector @ 18:15**

*Patsy Tucker*

92% of the July taxes have been paid. Interest of 12% is paid by property owners that have not paid. Balance uncollected is \$255078.67 as of June 2013. Late notices are to be mailed out to people tomorrow (August 1<sup>st</sup> 2013). In spring of 2014, a lien will be placed on the property in default of tax payments increasing the interest to 18%. After two years in default, property can become deeded to the Town of Ashland.

Revenues are about the same. Motor vehicles fees are up compared to last year.

Highway block grant money - money is being used to pay the bond It is unclear how or if these revenues are it being tracked. Funds come in four times a year, and money goes into general fund and can be used for anything.

Payments are being made and there are no properties scheduled to be sold at this time.

Rooms and Meals tax numbers will need to be obtained from Anita as well as ambulance transports.

**Town Administration Review @ 18:45**

*Anita Trelor and Paul Branscombe*

Welfare

Welfare numbers are high. There were 80 disconnects for electric service yesterday. They are reassessing the budget sheet provided to welfare recipients and a counseling service is being brought in to help people and teach them to

budget, through Whole Village. 98% of recipients are renters. There is no work program; however, if appropriate, work will be found for recipients.

How is the miscoding for expense entries happening? Department head writes the code number down on the invoice (for the line that they want the invoice to come from) that is passed to Pat Crowell and she enters it into the system as written. Miscoding can occur from the department head error or incorrect entry. Department heads are to review their account at the end of the month to ensure that numbers are entered correctly and match their individual department records.

Telephone system all the kinks have been hopefully resolved. They are still trying to figure out how much if any savings there are.

Fire department roof. Manufacturer of roof has warranted the work for 25 years. Total cost was \$210,000. A credit of \$646 was given for cleaning done by the Firefighters and repair of the heat sensors.

#### EXECUTIVE

Perambulation \$1440

PbCam is \$350 for the year plus \$30 per hour for taping

#### Election & Registration

New person based on hours taken.

#### FINANCIAL

Primex leadership forum group – Paul has been going to this, so this has increased the mileage .

Mileage rate 56.5 per mile, an increase of one cent.

Christine, Renee and Fran want to go to the financial LGC workshop.

Our expense was advertising.

#### REVALUATION OF PROPERTY

Audit was completed by the state just to ensure that it was all going on well.

Final numbers are expected in September.

#### LEGAL

Town attorney Walter Mitchell and Time Warner contract.

We have withdrawn from consortium with other towns as we do not have any streets that are all asking for cable as do some of the other towns. Legal fees are therefore deemed an unnecessary expense. Cost per hour for attorney services \$210 for Walter, \$185 for senior partner, and \$165 for junior person.

GENERAL REPAIR – Expenses were for lighting.

#### INSURANCE

Bills have been received but are not reflected on this statement

#### ADVERTISING AND REGIONAL

Annual dues, bill not received yet.

#### OTHER GENERAL GOVERNMENT

Plymouth village water and sewer district. One way agreement - our haulers may go there but they are not allowed to come here if the system is down. They will not go the other way.

### BUILDING INSPECTOR

Hours changed with the new person Jim Van Valkenburgh

### EMERGENCY MANAGEMENT

Relooking at the lines and moving some around and having this line pay for some items that are under other budgets.

### HEALTH

Lead DVD purchased by the health officer herself, no asbestos training as of yet.

### AMIMAL CONTROL

Only paying \$2500, instead of \$3500. Will be looking at this number again next year as number of animals being taken is low.

### PATRIOTIC PURPOSES

Bills for the July 4<sup>th</sup> celebration are not in yet.

### CONSERVATION COMMISSION

\$235 was for dues. Any money not spent goes into the conservation fund. Looking at maybe doing some trails in the Scribner forest. \$4482.59 is currently in the fund.

### LONG-TERM BONDS

Long-term bond for fire apparatus (2 Ladder 1) over, due to interest of final payment.

### GRANT EXPENSES

Revenues coming from Federal Government, state and private

Expenses, payroll and expenses

Numbers will all balance at the end of year; right now numbers are in there more as bookkeeping.

### \*REVENUES SHEETS

Accounts once there do not get removed, even if you have not used the account for five years. Therefore, there are several accounts with no data. Accounts can be renamed.

### \*TRIAL BALANCE SHEETS

Unpaid utilities amounts? These are liens

Elderly Liens? Ask Patsy

Allowance for Elderly Liens? If a lien is put on a seniors housing when they pass or sell the home, the town is paid the back taxes first.

Due from -- amount is guaranteed to be received (as opposed to a bill for which money is expected).

Due to -- amount that goes into a reserve account for a specific item/area.

Other Liabilities...

Undesignated fund balance... was \$10000 last year, was increased to approximately \$50000 this year.

We will start getting a different type of print out for the numbers. One form will contain the numbers year to date and the numbers from that month, rather than being on two reports.

Dates for presentations from department heads, Oct 10, 17, 22, 29. Presentations will be made to Paul first and then to the Budget Committee as well as the Board of Selectman at the same time.

Motion to adjourn Fran Newton, second Ingrid Heidenreich

Respectfully submitted  
Ingrid Heidenreich