

**ASHLAND BUDGET COMMITTEE MEETING  
NOVEMBER 13, 2014  
ASHLAND ELEMENTARY SCHOOL  
MINUTES**

Chair David Ruell called the meeting to order at 5:30 pm with a roll call.

**Members Present:** David Ruell, David Toth, Sandra Coleman, Christine Cilley, Harold Lamos, Norm DeWolfe, Mardean Badger, Jamie Lyford (5:44)

**Alternates Present:** Fran Newton

**Members & Alternates Absent with Notice:** Mark Scarano, Renee Liebert (alternate)

**Others Present:** Alan Cilley

The Committee discussed future meeting dates. Warrants, revenues, the utilities' budgets and the school budget are not ready yet. Union negotiations are still ongoing. **A motion was made (DeWolfe) and seconded (Cilley) to not meet on November 20 and resume meeting on December 4. The motion passed 7Y-0N.** There will be no meeting during Thanksgiving week.

**Minutes**

- Motion (DeWolfe) and second (Lamos) to approve the **minutes of October 23, 2014.**  
A sentence on *page 2, General Government*, was corrected to read "S. Coleman noted that 'Repair' should not cover new items."  
The motion to approve the minutes as corrected was passed 7Y-0N.
  - *[J. Lyford entered 5:44.]*
- Motion (DeWolfe) and second (Toth) to approve the **minutes of October 30, 2014.**  
A sentence on *page 3, Library*, was corrected to read "The Library is planning on submitting a warrant article for \$25,000 for a capital reserve fund for a new or renovated library."  
S. Coleman questioned why the minutes did not include a reference to a discussion last year between her and Tim Paquette noting that revenues ought to go back into a department. It was explained by some Committee members that it was not pertinent, was outside of the Budget Committee's authority, and that minutes do not necessarily include all comments or verbatim transcriptions. The minutes of October 30 were not corrected to reflect that matter.  
The motion to approve the minutes as corrected was passed 6Y-1N-1abstention.
- Motion (Badger) and second (Toth) to approve the **minutes of November 6, 2014.**  
A correction was made on *page 4, Building Inspector*, to delete the extra word 'by.'  
A correction was made on *page 2, Land Use Boards*, to read "Fran N felt his characterization of the perceived lack of communication as 'squirrely' or 'shady' was unfair."  
The motion to approve the minutes as corrected was 6Y-1N-1abstention.

**Budget Changes**

David Ruell reviewed the 11/12/2014 email from Brenda Paquette outlining changes in the budget that the Budget Committee needs to address:

- *CIP \$400* (training \$200, printing \$50, general expenses \$150) *moved to new lines under #4199-Other General Government, new total \$401.* These amounts were previously approved but were requested to be taken out of *Executive*. Motion (Toth), second (Badger) to approve the new categories with the respective amounts, passed 6Y-2N.

- 4130-10-331 *Executive Training, adjusted amount to \$300.* Motion (DeWolfe), second (Toth) to approve, passed 7Y-1N.
- 4130-10-550 *Executive Printing, adjusted amount to \$1750.* Motion (DeWolfe), second (Cilley) to approve, passed 7Y-1N.
- 4130-10-610 *Executive General Expenses, adjusted to \$1350.* Motion (DeWolfe), second (Cilley) to approve, passed 7Y-1N.
- 4130-10-342 *Executive Computer Expenses, deleted wiring \$1,701; new total \$11,390.* Motion (Toth), second (DeWolfe) to approve, passed 7Y-1N.
- 4215-10-390 *Ambulance Contract, amount changed by Department Head request to actual of \$46,724.* Motion (Cilley), second (Badger) to approve, passed 8Y-0N.

### **Public Works (HA) – Review**

- Committee agreed to temporarily set aside lines for *Salaries, FICA, Medicare and Retirement* due to ongoing union negotiations. *Overtime* does not need to be set aside, because it is not calculated on an hourly rate, just a total allotment. It was noted that the term ‘salaries’ is used to mean both salary and hourly wages.
- Motion (Badger), second (DeWolfe) to accept the *Selectmen Revised amounts for Public Works, with the exception of Salaries, FICA, Medicare and Retirement.* Motion passed 6Y-2N.

### **General Discussion Re: Terminology and Consistency**

- The Committee discussed some instances of inconsistent use of terms and department abbreviations between budget worksheets and expenditures reports. For instance, “HA” prefix on the budget worksheet and “PW” prefix on the expenditures report both reference the Public Works Department. And another example cited was “HA Salaries – OT” on the budget worksheet vs. “Highway OT” on the expenditures report. It was, however, noted that the account numbers do match between the forms. In addition, lines referencing repairs, renovations and/or new items should be clearly named. **A motion was made (Toth) and seconded (Lyford) that the Finance Officer ensure that nomenclature on budget and financial forms for all departments be consistent and exact. Motion passed, 8Y-0N.**

### **Highways & Streets (HWY) – Review**

- 4312-20-740 *Highway Equipment* – The amount needed for radio replacement next year may change based on what is actually purchased this year and whether a grant is received. The Committee decided to leave the amount as listed until more definitive information is available.
- 4312-20-614 *Uniforms* – The amount will not change until the union contract negotiations are concluded.
- Motion (DeWolfe), second (Lamos) to accept the *Selectmen Revised amounts for Highways & Streets, total \$237,342.* Motion passed 8Y-0N.

### **Town Mechanic (MECH) – Review**

- Committee agreed to temporarily set aside lines for *Salaries, FICA, Medicare and Retirement* due to ongoing union negotiations.
- Motion (Badger), second (Cilley) to accept the *Selectmen Revised amounts for Town Mechanic, with the exception of Salaries, FICA, Medicare and Retirement.* Motion passed 7Y-1N.

### **Street Lighting (SL) – Review**

- Motion (DeWolfe), second (Toth), to accept the *Selectmen Revised amount for Street Lighting, \$42,000.* Motion passed 8Y-0N.

### **Transfer/Recycling (SWD) – Review**

- Committee agreed to temporarily set aside lines for *Salaries, FICA, and Medicare* due to ongoing union negotiations.
- Committee agreed to temporarily set aside the line for *Solid Waste District Dues* (4324-40-560), until the actual amount is confirmed.
- Landfill testing is billed erratically, but contract total could be up to \$11,000.

- Motion (Cilley), second (Toth) to accept the *Selectmen Revised amounts for Transfer/Recycling, with the exception of Salaries, FICA, Medicare, and Solid Waste District Dues*. Motion passed 8Y-0N.

#### **Health Office (HO) – Review**

- It was clarified that apartment inspections would come under *Life Safety*, and a DARE program would likely come under *Police Department*.
- *General Expenses* will cover additional workshops next year.
- Motion (DeWolfe), second (Badger) to accept the *Selectmen Revised amount for Health Office, \$2,353*. Motion passed 7Y-0N-1abstention.

#### **Animal Control (AC) – Review**

- The amount is based on number of animals taken in the year before. There has been no determination regarding reducing the amount or deleting the service fee.
- Motion (DeWolfe), second (Badger) to accept the *Selectmen Revised amount for Animal Control, \$2,000*. Motion passed 8Y-0N.

#### **General Assistance (GA) – Review**

- It was clarified that *General Assistance* is the Welfare program.
- Motion (Cilley), second (Toth) to accept the *Selectmen Revised amount for General Assistance, \$39,400*. Motion passed 7Y-0N-1abstention.

#### **Park & Recreation (P&R) – Review**

- 4520-50-120 *P&R Director’s Salary* – figured on average 29 hours/week which would include extended hours at certain times of year; 13 weeks at \$17.49/hour and 39 weeks at \$18.01/hour.
- 4520-50-630 *P&R Vehicle Expense*. Motion (Lamos), second (DeWolfe) to *increase the line to \$1*, to leave the line open for anticipated use of the red truck. Motion passed 8Y-0N.
- Committee agreed to set aside line 4520-50-631 *Building Expense* because total amount is not finalized. Cost of floor refinishing from current and proposed budgets has not been finalized. Cost of replacement lighting has not been finalized.
- 4520-50-492 *P&R Chemical Toilets* – proposed budget amount left as entered, even though shows no actual 2014 expense (billing delayed?) and still no word on replacement toilets
- Motion (Cilley), second (Lamos) to accept the *Selectmen Revised amount for Park & recreation, with the addition of \$1 Vehicle Expense, and excluding Building Expense*. Motion passed 8Y-0N.

#### **P&R Campground – Review**

- 4520-70-120 *Campground Cleaning Salary* – allows for needed additional time above the current 2 hours/week.
- Motion (Lamos), second (Cilley) to accept the *Selectmen Revised amount for P&R Campground \$8,511*. Motion passed 8Y-0N.

#### **P&R Summer/Vacation Programs – Review**

- 4521-20-110 *P&R Beach Salaries* – Reduction was questioned, but N. DeWolfe indicated that it was reduced at the Director’s request.
- 4521-20-630 *P&R Summer Snacks for Resale* – Expense report line is titled “P&R Summer Maintenance” – ***Correction/Clarification needed as per previous motion (page 2)***
- 4521-20-740 *P&R Summer Equipment* – notation line on budget worksheet says “used for snack resale” – ***Correction/Clarification needed as per previous motion (page 2)***
- Motion (Cilley), second (Toth) to accept the *Selectmen Revised amount for P&R Summer/Vacation Programs, \$26,085*. Motion passed 8Y-0N.

#### **P&R After School Program – Review**

- Motion (DeWolfe), second (Lamos), to accept the *Selectmen Revised amount for P&R After School Program, \$5,544*. Motion passed 6Y-2N.

### **P&R Community – Review**

- 4523-30-833 *P&R Community Programs* – New line; Director made general comment about wishing to provide more programs; reduction was made by BOS.
- Motion (DeWolfe), second (Toth) to accept the *Selectmen Revised amount for P&R Community, \$1,500*. Motion passed 8Y-0N.

### **Library – Review**

- Motion (Lyford), second (DeWolfe) to accept the *Selectmen Revised amount for Library, \$60,604*. Motion passed 8Y-0N.

### **Patriotic Purposes (PP) – Review**

- 4583-10-691 *PP Memorial Day Supplies* – requested (by C. Cilley, representing American Legion) an increase to \$1,000 to provide flags for cemeteries for Memorial Day, etc.
- Motion (Lamos), second (DeWolfe) to *increase Memorial Day Supplies to \$1,000*. Motion passed 8Y-0N.
- N. DeWolfe expressed concern about condition of other flags in town (e.g., on electric poles); C. Cilley indicated she would consider looking into starting some replacement depending on availability of funds. Donations will also be solicited.
- 4583-10-692 *PP AARA 4<sup>th</sup> of July Expense* – BOS have increased the amount from \$14,200 to \$14,250
- Motion (Cilley), second (DeWolfe) to accept the *Selectmen Revised amount for Patriotic Purposes, including the increase of Memorial Day Supplies and 4<sup>th</sup> of July Expense, new total \$24,939*. Motion passed 8Y-0N.

### **Conservation Commission (CON) – Review**

- 4611-20-610 *CON General Expenses* – The increase to \$1,000 is for Phase 2 of 3 phases of the Natural Resource inventory.
- Motion (DeWolfe), second (Toth) to accept the *Selectmen Revised amount for Conservation Commission, \$3,000*. Motion passed 8Y-0N.

### **Economic Development (ED) – Review**

- F. Newton provided an explanation of the purpose and activities of the Economic Development Committee.
- Motion (Badger), second (Lamos) to accept the *Selectmen Revised amount for Economic Development, total \$500*. Motion passed 8Y-0N.

### **Debt Service Principal (DS) – Review**

- Motion (Cilley), second (Lyford) to accept the *Selectmen Revised amount for Debt Service Principal, total \$122,331*. Motion passed 8Y-0N.

### **Debt Service Interest Long Term Bond (INT) – Review**

- Motion (Cilley), second (DeWolfe) to accept the *Selectmen Revised amount for Debt Service Interest, total \$72,878*. Motion passed 8Y-0N.

### **Interest TAN – Review**

- Motion (Cilley), second (Lamos) to accept the *Selectmen Revised amount for Interest TAN Notes, total \$1.00*. Motion passed 8Y-0N.

Future meetings will include the utilities' budgets, revenues, warrant articles, and school budget. Lines which have been set aside will be reviewed and adjusted as firmer amounts are available.

Committee members were given a copy of the 2014 Tax Rate Calculation sheet. Norm DeWolfe distributed a comparison of tax rates from 2006 to 2014.

**The next meeting will be December 4, at 5:30 pm.** (S. Coleman will be late to the meeting.)

A motion was made (Toth) and seconded (Lamos) to adjourn the meeting and approved at 7:35 pm.

*Minutes submitted by Mardean Badger*