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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 28, 2007**

PRESENT: TOM CLOW, CHAIRMAN; DONNA OSBORNE; VICE CHAIRMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano (not present at meeting)

GUESTS: Carl Knapp, Tina Pelletier, Chief Richards

_____ a.m. Chairman Clow called the meeting to order.

1. DEPARTMENT HEADS – Ms. Tina Pelletier informed the Board she has 2 vouchers for the Revolving Fund Accounts; neither have a play with the Operating Budget. This is just a clean up process for the end of year to move money from the General Fund to the Revolving Fund and then move back from the Revolving Fund any expenses on their behalf. There are separate vouchers for each. Ms. Pelletier said the Ambulance billing will be done with the next manifest.

Ms. Pelletier said there was a missing lost check situation in which a check was accidentally picked up from another employee and deposited in their account. That individual has since paid back the town in cash and the situation is resolved.

Ms. Pelletier said there is an issue with the contracted forester. Mr. Ventresco said he has the signed contract. Ms. Pelletier said then she can do the entry for the end of the year.

Ms. Pelletier said the balance of \$40.46 in the road reconstruction line will have to be brought over to the Highway Department budget.

Ms. Pelletier discussed Article #14 from 2007 for the forestry truck, the article stated to expend up to \$60,000 there is \$20,417.96 remaining to be spent. A decision has to be made to carry this over or put the remaining funds into the General Fund. Chief Richards says the remaining funds should go back into the Capital Reserve. Original article said the funds would come out of the Fire Department Capital Reserve Fund. The funds will remain in that fund.

Ms. Pelletier mentioned the sale of the truck and plow. Chief Richards said this money should go back into the account that they expend the purchase of the new truck from. Mr. Ventresco said the Board can not put money into a Capital Reserve; it has to be voted on. Chairman Clow commented on this balancing off the cost of the new truck. Mr. Ventresco said any sales the Board makes go directly into the Fund Balance without a warrant article stating otherwise.

Ms. Pelletier said the Board has the totals only sheet for the 2007 budget by Department. Ms. Pelletier said there is a total of \$161,800 remaining in the Operating Budget. Ms. Pelletier is estimating \$6,000 for Fire Department and estimating as high as \$50,000-\$60,000 for any storms for the last 8 days of the year. Wages have been recorded as of December 20, 2007. Next weeks check will be the 21-28th of December. Ms. Pelletier said there is a huge difference in the payroll as to what was earned and what was paid out. Financials differ because they go by the year, record wages that were worked up to December 31, 2007. It was discussed a W-2 is irrelevant as far as the Board is considered. The checks will be cut in 2008 but are part of the Operating

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Budget for 2007. Mr. Ventresco said there could be invoices coming in 10 days into the new year that will need to be posted to 2007. Ms. Pelletier has a purchase log from the Highway garage, and they have \$1,900 worth of supplies to be invoiced for 2007. Ms. Pelletier said they were discussing the fuel which will make lines go over for 2008. Mr. Knapp said they have at least \$10,000 worth of supplies they need to purchase January 2, 2008. Mr. Knapp said he tried not to order fuel but had no choice but to purchase it because they were out; \$12,000 worth of fuel was delivered today. Ms. Pelletier said she has received no purchase logs from the Fire or Police Departments. Chairman Clow asked if the fuel has been delivered. Mr. Knapp said 4,000 gallons of fuel was delivered today. It will be invoiced in January.

Ms. Pelletier said she can actually do the invoice for the Library windows to encumber the funds. Mr. Ventresco said he will contact Chris Hague for an invoice. Mr. Ventresco said this is an article that is going to lapse. Chairman Clow said he is somewhat nervous about the remaining balance of \$160,000. Ms. Pelletier said yes, because she only has invoices from the Highway Department. Ms. Pelletier said after January 10, 2008 she can not charge anything back to 2007. Mr. Knapp said the last storms have not produced many accidents for the Police Department to have to respond to. Ms. Pelletier said she has a \$500 request; in speaking with the software company there is one last piece, to make the interfund transactions a lot easier. The software company informed Ms. Pelletier it could take up to \$500 for them to put this piece of software in place. This will help the auditors as well. Not sure if this will pass through the Capital Reserve because it is actually IT support not purchase of new software.

Chairman Clow commented Selectman Kurk wanted to make sure everything is set for the flag pole and the granite sign, which will actually come from Selectman Kurk's salary. Ms. Pelletier said the purchase orders have been completed.

Ms. Pelletier commented on not knowing what will be coming in from the Fire Department. Chief Richards said there are some invoices over at the Fire Department.

Mr. Knapp commented on anything that they can do this year, they have held off on a lot of needed supplies. Mr. Knapp would appreciate using any funds from 2007 to make these purchases. Mr. Knapp understands if they can not do anything with funds for this year. Selectman Fiala said Ms. Pelletier can make a determination on what things can be paid. Ms. Pelletier said technically they can hold the books open until January 10, 2008. Chairman Clow said they discussed the need to have a purchase order dated before December 31, 2007. Selectman Fiala was wondering how much salt they could purchase this year. Ms. Pelletier said once she finishes the payroll she will have a better idea because then there will only be 2/5 of a week's payroll for 2007. Chairman Clow said they are having a Manifest meeting early on Monday morning. Ms. Pelletier said then she will have an additional update on what the numbers are. Mr. Knapp said he could give Ms. Pelletier some payroll numbers. Chairman Clow is concerned with being over on encumbrances.

Mr. Knapp asked Ms. Pelletier if the \$39,000 was out of the Highway budget. Ms. Pelletier said it is part of the remaining balance. Mr. Knapp said he did not see where it was taken out. Ms. Pelletier said it is out of there.

Chairman Clow asked what budget the auditing line was in. Mr. Ventresco said it is in the Selectman's Office budget line. Ms. Pelletier said the other question is they know they have a quote for \$14,900 and they have billed them for \$9,000, the Board might want to consider a purchase order to secure the remainder not yet invoiced. Mr. Ventresco said he is pretty sure they will need the whole amount.

Chief Richards said there is \$1,500 from the truck. Ms. Pelletier said there was a purchase of ladder truck in 2005 warrant for up to \$150,000 of which \$94,000 was actually spent and the end of that year there was \$5,000 that was encumbered. During the 2006 there were invoices that were sent over but they were coded incorrectly at the end of 2006 there was nothing done to say there was a balance in there then it disappears. Ms. Pelletier said the painting of the ladder truck was a different encumbrance which came out of the Operating Budget. Mr.

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Ventresco said the \$1,500 will have to come out of the Fire Department Operating Budget for 2008. Chief Richards said to place it in the ladder truck budget line.

The Board will meet on Monday morning at 8:30 am.

Ms. Pelletier she has done a comparison of what was adopted and voted on in 2007 then your revised, encompassing budget journals throughout the year, then actual expenditures and 2008 proposed and 2008 default numbers. Chairman Clow commented on looking at the default budget for 2008 then really they are talking about the one year prior adopted. Ms. Pelletier commented on also the 53 weeks and contractual obligation increases. Chairman Clow said they shouldn't look at the revised they should be looking at the adopted. Ms. Pelletier the revised is just for clarification.

Ms. Pelletier said some departments are not coming in line with what the allowable default is. Ms. Pelletier said making up any funds is going to be very difficult in the default budgets because of the 3.5% increase that was given which also reflects Medicare, FICA and NH Retirement. Ms. Pelletier reviewed with the Board the allowable amount for the default and used the Assessing Department as an example. Mr. Ventresco said you will see differences in last years adopted and the proposed default. Chairman Clow said looking at the default line under wages that only takes into account the 53rd week not the 3.5% increase. Ms. Pelletier said correct because the increase was given within a default budget but the wage line is calculated at the employee's current wage is that is why there is a difference between the adopted. This is the only way Ms. Pelletier could determine how to explain the 3.5% increase within the default. Ms. Pelletier said this way helps to be able to look back in the budget for history.

Chairman Clow mentioned the request for a full time custodian. Mr. Ventresco said he thought the Board wished to put this in its own separate warrant article and then will be adding to the operating budget. Ms. Pelletier commented Mr. Knapp being over \$50,000 on the Highway Department because of the increases. Ms. Pelletier said the Transfer Station budget was under budget because of the \$39,000 and the larger trailer and hauling expenses so they almost wash each other. Ms. Pelletier said when you get to the total line area she has notations on the left side where the account number is located. Ms. Pelletier said she ran a calculator tape throughout all departments to determine if there was an overage or underage. Ms. Pelletier said when you come down to the bottom line of the default there is \$22,000 under what the bottom line default budget could be. Mr. Ventresco said their understanding is that the default line in the end is the bottom line budget not the individual lines. Ms. Pelletier said because the only thing you put in the warrant in the ballot is a total number, what you do with it from that point is the discretion of the Board. Mr. Ventresco wants to know if the Board is comfortable with that methodology.

Mr. Knapp said he thinks the default budget for 2008 is going to be higher than 2007 because of increases in fuel. Mr. Ventresco said the focus is going to be on the bottom line of the whole budget. Mr. Ventresco said he is unsure how comfortable the Board is with the bottom line as the total judge or should each individual department be in sync. Mr. Ventresco said it is the bottom line that counts. Ms. Pelletier said the largest department hit with trying to make up the 3.5% is the Highway Department.

Chairman Clow said in discussing the bottom line where is the \$39,000. Ms. Pelletier said it is in the default. Mr. Ventresco said DRA has told them this is supposed to be part of the Operating Budget. Ms. Pelletier said they already said they took the \$24,000 out of the General Fund Balance and already gave it back. Chairman Clow commented on the fuel line. Ms. Pelletier said they are still working on it. Ms. Pelletier said no matter what changes are made in the utility lines it is not going to change the calculations already done; it will increase the default and even off. The allowable utilities will balance each other off for allowable and default. Ms. Pelletier said the \$39,000 is in the default because it is in the adopted and that is your starting figure. Ms. Pelletier said this is not to be removed from the default. Ms. Pelletier said they will work on each department for the \$17,000.

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Mr. Knapp said the fuel effects every department. Mr. Knapp said January of last year they paid \$1.39 a gallon the last bill they received was \$2.56 a gallon. Diesel was \$2.09 and the last bill was \$3.03 and expects it to be close to \$3.10 for this last delivery. Mr. Knapp said there will be one more reading before the end of the year. The Fire Department used 1,760 gallons of diesel and 362 gallons of gasoline; the Police Department used 9,769 gallons of gasoline, the Transfer Station used 600 gallons, Building Department used 536 gallons of gasoline and the remainder of the fuel purchased _____ is . . . relevant of what John Stark took for gas because of the fact they used 956 gallons of gas. The remainder 40,500 gallons of diesel was used by the Highway Department \$121,500 and approximately \$40,500 in gasoline. Mr. Knapp said they will run into a real issue on this line. Mr. Knapp said he went through all his papers to calculate departments. Mr. Ventresco said they have to determine what price they are going to use per gallon.

Mr. Knapp said if you go to the oil lubricate line they run into the same problem and they will overrun this line. Mr. Knapp mentioned the maintenance of vehicles. Ms. Pelletier said this is where they really need to push the proposed budget, because some of the needs cannot be put into the default budget. Mr. Knapp asked where they stand on vehicle maintenance, because if these vehicles are not maintained the vehicle will not have the life expectancy anticipated because it is not maintained. Mr. Ventresco said there are important things to think about regarding tires.

Chairman Clow commented on the proposed having a 9% increase.

Ms. Pelletier said at Thursday's meeting they should have the final fuel uses separated by departments.

Chairman Clow asked Mr. Ventresco about the advertising for the bond. Mr. Ventresco said it will go out today. Mr. Ventresco said they have not made a decision if they were going for one bond or two. Mr. Ventresco said they should advertise for 2 bonds and you can always take 1 away, but not add one. Mr. Ventresco said he needs a brief description from PARC regarding Bolton Field, the one for the highway department building he has the needed information. Chairman Clow recommends advertising for both bonds. Public hearings will be January 14th for the bond and budget hearing including all spending warrant articles. Mr. Ventresco said it could take place the 15th. Because once the meeting closes no changes can be made. It was discussed they have up to January 28th to post the whole warrant but all spending articles need to be closed at that meeting. January 15th is the absolute last date for the bonds and budget hearings to take place. Ms. Pelletier said do they have the option to continue the hearings into the 15th. Mr. Ventresco said if they had to do it the next day they are still in the window timeframe. Chairman Clow said they have to advertise the bonds for the top \$ amount but all the other spending articles don't have to be in order until January 15th. Mr. Ventresco said they can make changes through the meeting.

It was discussed the Cable and Fire Department grants will be on January 7th. Mr. Ventresco said they cannot accept the money until the Board holds the public hearings to accept the grants.

Mr. Ventresco has been working on the wording for the warrant articles. Chairman Clow asked Mr. Ventresco to email the Board a listing of everything he has for warrants. Mr. Ventresco said he will discuss the ___ article with Naomi Bolton when she returns.

Chairman Clow commented on the warrant for the Agricultural Commission.

Chairman Clow moved to adjourn at 9:50 am.

2. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary