

**TOWN OF CHESTERFIELD
BUDGET COMMITTEE
MEETING MINUTES
SEPTEMBER 18, 2007**

Present: Fred Szmit, Vice-Chair; Bill Bucknell, John Zannotti, Judy Idelkope, School Board Representative; John Koopman, Rick Carrier, Town Administrator; Anita Barber, Steve Laskowski, Warren Porter, Elliott Rowsey, Jon McKeon, Selectmen's Representative (arrived at 7:10); Gary Winn, Chairman (arrived at 7:25); and Elaine Blake, Chesterfield Fire Precinct Representative (arrived at 8:25).

Absent: Dave Thomas, Spofford Fire Precinct Representative

Guests: Chet Greenwood, Code Enforcement and Health Officer.

- 1). Judy moved to approve the minutes from May 29th and July 24th as submitted. The motion was seconded by Anita and passed unanimously.

- 2). Meeting Schedule- The Committee will meet this year on October 16th, November 27th and December 18th. The Committee tentatively scheduled the public hearing for January 26th and meetings for the 8th and 15th and 22nd (if necessary) of January. Rick reported that the Selectboard has determined COLA to be 2.4% based on employment security consumer price index July '06 to July '07. Fuel Oil is estimated at \$3.00/gallon.

- 3). Debt Service – Increase due to TO/Town Office Complex. The Selectmen have chosen a 20-year bond that begins repayment this year. Steve suggested paying off the Poocham Road and Fire Station Bonds early to reduce the impact of the TO/Complex. The Fire Precinct pays the Town for the Principal and interest on the Bond. Poocham Road is only 2.5%.

- 4). Forest Fires – The average for a forest fire is approximately \$2500. The Mt. Wantatstiquet Fire was an extraordinary event.

- 5). Code Enforcement – Supplies have been reduced from \$1500 to \$600 because code books were purchased in 2007. They are typically good for 3 years. Permit numbers are down this year. Chet has not purchased any software that has appeared in the budget for the last couple of years. The 3% salary increase for the last 16 weeks of the year is due to a potential merit raise. The merit raise is 5% the first year of employment, 4% the second year, and 3% for the third, fourth and fifth years. Telephone has increased because a new phone line will be necessary once the new TO Complex is occupied. Rick is proposing a warrant article for \$4,000 to replace the phone system similar to one used by the PD. If the article passes the \$300 will not be expended. Maintenance for the Town Car comes out of the executive budget. The Hotel on the CT River was required to go to the Planning Board and Zoning Board for permissions to continue construction. It is approximately 10 inches over the 30-foot height ordinance.

6). Health Officer – The budget is down but certain issues could overspend this budget very easily, such as; septic issues, or infectious disease outbreaks.

7). Election, Regs, Vital Stats – There are between 8-10 people that get fed at each meal during elections. John Z. asked about the hours the Town Clerk worked making approximately \$40,000. A Town Clerk policy was passed last year. Salary is based primarily on fees. This is an elected position so the Committee does not have direct jurisdiction over the position. She is open 21 hours per week. She does work over and above the hours that she is open. The Deputy is supervised by the Selectmen. United Natural Foods registrations are in October. It is still unknown where Fed-Ex will register vehicles. Garelick does not register their vehicles in Town, but possibly should be.

8). Financial Administration - The auditor has not billed the Town yet. The reports are complete, they just need to be finalized. The Treasurer is paid 2X per year. Rick stated that there are 20 full-time employees. 8 of these are eligible for a merit raise. The bonus is a lump sum at the end of the year. Jon stated that the Selectboard is discussing assigning a dollar value to the bonus questions. They may not be distributing the entire bonus amount. The Bonus Application is due in 2 weeks.

9). Zoning Board – There could still be 2 meetings this year.

10). Executive- Rick believes the payment in lieu of taxes for Camp Spofford will end in 2012. Fire Precincts were not eligible to receive Homeland Grants in 2005. The Town has added \$10,000 so the Municipality can apply for the grant and makes the required purchase. If the line item is not spent it goes back to the Town. It is not known whether either Fire Precinct has applied for a Homeland Grant.

11). Anita has resigned from the SAU withdrawal committee. A Budget Committee member is required. The withdrawal committee consists of 4 members of the public, 2 school board members and 1 budget committee member. John K. will attend the next meeting. There will be a Conference November 7-9th.

12). The meeting adjourned at 9:10 PM. The next meeting will be October 16th.

Respectfully Submitted,

Amy LaFontaine
Secretary