

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
JOINT BUDGET COMMITTEE /SELECT BOARD MEETING**

**NOVEMBER 20, 2017 7:00 PM**

**NORTH HAMPTON TOWN HALL**

MEMBERS PRESENT:Chairman Jonathan Pinette, Vice-Chairman& School Board Rep James Sununu, John Anthony Simmons, Frank Ferraro, Charles Gallant, Laurel Pohl, George Chauncey, Select Board Rep Larry Miller, Little Boar's Head Rep Brian Goode

SELECT BOARD MEMBERS PRESENT: Chairman Jim Maggiore, Vice-Chairman Larry Miller, Kathleen Kilgore

ALSO PRESENT: Interim Town Administrator Michael Tully, Finance Director Ryan Cornwell, Interim Police Administrator Michael French, Cemetery Superintendent Brian Chevalier, Director of Public Works John Hubbard, Library Director Susan Grant

**AGENDA**

Chairman Jonathan Pinette welcomed everyone to the November 20, 2017 Budget Committee Meeting and called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance.

Mr. Ferraro stated that the Budget Committee was an individually elected body responsible only to the residents of North Hampton, and said he was concerned that the Select Board had unilaterally decided to hold a joint meeting. He asked that in future the Select Board ask the Budget Committee first and allow them to vote on the issue.

**OLD BUSINESS**

**NEW BUSINESS**

**Approval of the Minutes of the November 6, 2017 Budget Committee Meeting**

Vice-Chair Sununu made a motion to approve the minutes of the Budget Committee Meeting of November 6, 2017, which was seconded by Mr. Miller.

Changes: Ms. Pohl asked that a correction be made on page 3 to change the vote to accept the CIP Report from 8-0 to 7-1.

Chairman Pinette polled the Budget Committee and the minutes of November 6, 2017 were approved as amended by a vote of 8-0 with 1 abstention.

Mr. Simmons said he echoed Mr. Ferraro's concern about the Select Board and thought there would be some procedure for holding a joint meeting. He said he felt both committees needed to vote and a vote should be held by the Budget Committee as clarification for the minutes. Chairman Pinette stated that it was his call, and that after speaking with Mr. Tully he felt it would be good to have the Select Board present to help with any questions. Vice-Chair Sununu said it was his understanding that the Select Board was obligated to post the meeting if they were to be present. Interim Town Administrator Tully stated that this was a Select Board Budget and they should be allowed to speak on the budget they were handing out.

Select Board Chairman Jim Maggiore opened the Select Board meeting at 7:13 pm.

Mr. Simmons asked that a vote be taken by the Budget Committee in that regard. Chairman Pinette said they had a lot on the agenda and he did not want to take time discussing whether or not he had the authority to hold a joint meeting with the Select Board. Ms. Pohl said that since both boards had already noticed the meeting she did not see any reason to change the notice. Chairman Pinette said he would take the heat if he was doing anything not permitted by law. Vice-Chair Sununu said he saw it as a simultaneous meeting to allow the Select Board to answer questions about their budget.

## **FIRST REVIEW OF TOWN PROPOSED FISCAL YEAR 2019 BUDGET**

### **Operating Budget FY2019**

Interim Town Administrator Michael Tully stated that the FY2019 Operating Budget of \$6,982,118 was \$139,319 over the FY2018 Budget of \$7,121,437, or an increase of 1.995%. He first reviewed Increases by Department. He said increases to Executive were \$23,029, Financial Administration \$10,910, Legal Expenses \$51,231, Personnel Administration by \$22,601, Cemeteries \$5,995, Insurance \$7,888, Fire & Rescue \$26,506, Emergency Management \$18,668, Highways & Streets \$22,091, and Other areas of the Budget increased \$7,181.

Interim Town Administrator Tully stated that Decreases by Department included Town Clerk/Election down \$3,249, Data Processing down \$2,500, Government Buildings down \$3,359, Police decreased \$9,205, Solid Waste Disposal down \$5,000, Debt Service-Interest decreased \$7,350, Health Agencies & Hospitals down \$4,250, Social Services down \$16,675, and Other areas down \$6,620. He said that altogether approximately \$21,000 together was taken out of the Budget to go into Warrant Articles.

### **Default Budget FY2019**

Interim Town Administrator Tully stated that the FY2018 Operating Budget was \$6,982,118 and the FY2019 Default Budget was \$6,988,342, with an increase from the FY2018 Budget to the FY 2019 Default Budget of \$6,224 or 0.089%. He then reviewed the increases and decreases in the FY2019 Default Budget:

Executive increased \$12,128 due to contracts, Elections dropped \$3,901 due to reduced hours, Financial Administration decreased \$3,750 for software, Property Revaluation decreased \$2,221, Personnel Administration increased \$22,601 due to health insurance, Planning & Zoning increased \$154 due increased services, Government Buildings decreased \$5,109 mainly due to decreased fuel costs, Insurance was up \$7,888 due to increases in property and liability insurance, Advertising increased \$602

for NHMA dues, and Police decreased \$32,372 due a reduction in health insurance demographics. He said Fire was up \$17,364 due to health insurance costs, Emergency Management increased \$14,668 for contractual reasons, Highways & Streets increased \$13,816 due to health insurance costs, Street Lighting decreased \$600, Solid Waste Collection went down \$175, Solid Waste Disposal saved \$5,500 due to tipping fees, and Sewage decreased \$1,100. He said for Water Service there was a decrease of \$4,049 due to a reduction in hydrant costs, Health Agencies/Hospitals (\$4,250) and Direct Assistance (\$16,676) were removed from the Operating Budget and would likely be in Warrant Articles, Library increased \$3,182 due to health insurance, and there was a reduction of \$7,305 for interest on Debt Service for Long-Term Bonds & Notes, which brought them to the total of \$6,224.

Interim Town Administrator Tully stated that the FY2019 Operating Budget of \$7,121,437 was 1.905% above the FY2019 Default Budget of \$6,988,342 for an increase of \$133,095. He said FY2019 Default to Operating Budget increases included \$7,500 for the Newsletter, \$31,912 for Non-Contractual Salaries, \$51,231 for Legal Services, \$15,380 for Police and Fire overtime, \$5,000 for Cemetery maintenance, and gas and maintenance costs of \$5,974 for Police, \$4,886 for Fire and \$4,150 for Highways, plus \$7,062 for other areas, for a Total Operating Budget of \$7,121,437.

Interim Town Administrator Tully said the FY2019 Budget could be split into 4 different categories: (1) Personnel Costs, (2) Contractual Obligations, (3) Fixed Overhead Costs for buildings, and (4) Non-Essential Spending. He stated that Personnel costs of \$5,272,771 made up the highest portion of the Budget at 74%, Contractual/Statutory \$900,270 or 13%, Fixed Overhead \$130,494 or 2%, and Non-Essential Spending at \$817,902 or 11%. He said the impact on the Tax Rate was \$8.48 for Local Education or 48%, State Education \$2.51 or 14%, County at \$1.11 or 6%, Municipal-Personnel/Contractual/Fixed \$4.89 or 27%, and Municipal-Non-Essential \$0.80 or 5% impact on the tax rate.

Questions: Mr. Goode asked why Legal Expenses were increasing so much. Interim Town Administrator Tully said he needed to consider cases ongoing as well as cases perceived for the future, and said in past years legal had been overspent. He said the Town was able to do this because of a number of unfilled positions, and said not increasing Legal Expenses might hinder the Select Board's ability to do what they needed to protect the Town's citizens. Mr. Miller said that the Town may be getting a lot of revenue expenses back on a case, and Interim Town Administrator Tully said it would not be next year as other courts were getting involved. Ms. Pohl asked how the revenues would be spent and Interim Town Administrator Tully said it would be reimbursement back into the General Budget.

Mr. Ferraro asked why the increase of \$51,231 for Legal Services. Interim Town Administrator Tully said they took the average of the last 2 years plus the 12-month rolling and split it into lines of legal by a percentage of the numbers already existing. Mr. Simmons asked if the Committee would be able to get more information on what was being spent for legal back to before changes were made, and have it broken down into boards and/or function. Interim Town Administrator Tully said he would pull the information he could and forward it to the Chairman for distribution.

Mr. Chauncey asked why they had decided to eliminate Direct Assistance. Interim Town Administrator Tully explained that they were taking services and hospitals out of the budget to make sure to give people the best ability to choose where their tax dollars would go through a Warrant Article, and it came down to whether the Select Board had the right to make those determinations. Mr. Chauncey felt there should be a fund to help people when they needed it. Ms. Pohl clarified that Direct Assistance did not include Welfare and asked for a list. Interim Town Administrator Tully said the Health Agencies included Seacoast Mental Health and Lamprey Health Center, and that Social Services included A Safe

Place, Richie McFarland, Sexual Assault Support Services, Child & Family Services, Rockingham County Community Action, Area Homemakers, Meals on Wheels, Friends RSVP, Red Cross, Child Advocacy Center, Cross Roads House, Families First, Seacoast Transport Assistance, and CASA for Children.

Mr. Ferraro said that voters had a direct say at the Deliberative Session, and felt moving it out of the budget into a warrant articles reduced the budget bottom line making the 1.995% increase artificial. Interim Town Administrator Tully said he did not think the increase was artificial. Mr. Ferraro asked the percentage of services provided by the above agencies as well as the percentage of administrative costs vs. direct aid, and said they should look at the percentage of persons being served vs. the amount of money being given. Interim Town Administrator Tully said all the places that received donations had to have a public good in the community. Ms. Pohl asked for a description of services provided by the organizations listed. Vice-Chair Sununu said he thought one of the benefits of taking this out of the budget provided an opportunity for people to delve more deeply into details.

Mr. Chauncey asked that information be provided at the Deliberative Session on every one of the line items listed under Social Services. Mr. Miller said the decisions should be moved outside the Select Board into a broader context. Vice-Chair Sununu suggested they take up the issue in more detail when they discussed the Warrant Articles. He said they could set a certain amount for this purpose and have an annual process of application for organizations. Interim Town Administrator Tully said he was not sure they could have a fund without listing the names. Mr. Simmons felt that it should be part of the budget as they were spending the money yearly, and said he agreed that it gave a false understanding of the budget increase if it was taken out.

Mr. Chauncey said he was concerned that if the Warrant Article was voted down, it would not seem right that they were not giving back to the agencies providing services to the Town. Interim Town Administrator Tully said the Select Board did not make any decisions about the value of any of the services, but were just trying to make it more transparent to the public. Mr. Simmons asked that the requests and their amounts be provided to the Committee for the next meeting. Interim Town Administrator Tully said a line with no money in it meant that funds were allocated and were not paid out, and said they were here presenting the Select Board Budget. He said after the meeting Committee members should forward any questions to him through Chairman Pinette and they would be answered.

Vice-Chair Sununu said the Budget Committee was not in a position to decide which organizations were to receive funds or not. Mr. Ferraro asked if the organizations had sent in requests for a certain amount, and Interim Town Administrator Tully said these were the requests from last year. Mr. Miller said the organizations listed had shown that they delivered services to the Town of North Hampton. Vice-Chair Sununu suggested they move on and cover the budget spreadsheet one section at a time. Mr. Ferraro said his questions were not on the spreadsheet but on the budget book, and Mr. Simmons agreed that his were as well. Vice-Chair Sununu said the spreadsheet was laid out by functional area and they could then go through further questions based on the overview.

### **Town of North Hampton FY2019 Budget**

#### 4130 – Executive

Ms. Pohl asked about the Executive Salaries, and Interim Town Administrator Tully said those were Select Board salaries. Mr. Ferraro asked where those salaries had gone, and Interim Town Administrator Tully said they had been taken out of the Budget for this year. Mr. Ferraro asked about the Deputy Town

Administrator Salary, and Interim Town Administrator Tully explained that there had always been a person in that position paid under Emergency Management, and when it was cut the line item was added here. Finance Director Ryan Cornwell said the Deputy Administrative Salary for FY2018 was currently being paid out of that line item. Mr. Ferraro argued that money could not be moved into a zero line item, and Finance Director Cornwell said they did not re-appropriate the budget. Interim Town Administrator Tully asked if he was claiming that a line item could not be added to the budget without a public vote and Mr. Ferraro said yes.

Mr. Simmons asked for clarification regarding the function of the Deputy Administrator. Interim Town Administrator Tully said the history was that they had Brian Page in Emergency Management, and when he left the line had been reduced and put together with his job as Deputy Administrator. He said they needed to make sure that employee was up-to-date and could move into the Town Administrator position. Mr. Simmons said he did not see a previous allocation for the position, and Interim Town Administrator Tully said it was a new line item. Vice-Chair Sununu said it was his understanding that there was a person designated as a Deputy Administrator and this line item was to fund the extra work done in the past by Emergency Management and to be clear about the expense. He said Brian Page was the Fire Chief but also the Deputy Town Administrator and this was additional compensation for time required beyond his regular duties.

Mr. Ferraro said RSA-32-10 stated that no funds may be spent on a purpose the Town Meeting had deleted from the budget or reduced to zero. Vice-Chair Sununu said the Budget Committee only voted on the bottom line of the budget, and RSA-32-10(e) said the Town may vote separately on any individual purposes or appropriations contained in any Warrant Article or Budget and the vote would not affect the governing body's legal authority to transfer appropriations. Mr. Ferraro said a purpose was a line item, and Vice-Chair Sununu further stated that the vote shall not be considered a purpose to which any amount may be transferred. Chairman Pinette asked that the Committee revisit this issue at another time.

#### 4140 – Town Clerk/Elections – No questions

#### 4150 – Financial Administration

Mr. Ferraro asked about the salaries for Finance Director, Bookkeeper, and Treasurer, and asked why the Finance Director's FICA, Salary, and Retirement had increased 11%. Interim Town Administrator Tully said it had been a policy choice by the Select Board in order to retain that individual and bring his salary to the general for the area. Mr. Ferraro said the Bookkeeper Salary had increased 4% and the Treasurer 4.6%. Interim Town Administrator Tully said the Bookkeeper Salary increased \$876 and there was an increase of \$305 for the Treasurer.

#### 4151 – Data Processing

Mr. Simmons stated that the summary had mentioned Data Processing Hardware/Software upgrades and purchases being reduced by \$2,500. Interim Town Administrator Tully explained that this was the recurring Contract Lease Agreement for the copier and the savings was a result of not yet having a price for the copier.

#### 4152 – Property Valuation– No questions

#### 4153 – Legal Expenses

Mr. Simmons said he had submitted questions earlier requesting more details and Interim Town Administrator Tully said he would get that information out. Mr. Ferraro asked about the \$34,000 increase under Code Enforcement. Interim Town Administrator Tully said this was for current ongoing cases and said the Select Board could use the money for different legal purposes. He said legal expenses came from general code enforcement labor negotiations and land-use maintenance, and added that the Select Board had the right to move within the lines as they saw fit. Mr. Ferraro asked for a list of the current Code Enforcement actions.

4153 – Personnel/Administration– No questions

4191 – Planning & Zoning – No questions

4194 – Government Buildings

Ms. Pohl asked if the Committee could get a list of all expenditures in Building Maintenance, and Mr. Ferraro agreed as there ended up being \$100,000 spent on Government Building Maintenance in FY2017.

4195 – Cemeteries

Mr. Goode said it seemed to be about the same as last year. Ms. Pohl asked about the increase under General Maintenance, and Mr. Chauncey said it was for repair of tombstones and said a grub control program was also added. Cemetery Superintendent Brian Chevalier said he had asked for a total of \$5,000 which covered all the cemeteries in Town. He said he was planning to add a fertilizer/lime program for \$1,200 covering 2 sections every year for \$200 each, and said preventative grub control was \$1,600 plus \$2,200 for stone restoration. Mr. Simmons asked if he was just replacing stones and Cemetery Superintendent Chevalier said he was also replacing foundations. Mr. Chauncey said in future they needed to open up a space for cremations, and Cemetery Superintendent Chevalier said they would also need to expand the number of rows for graves as they were running out space.

4196 – Insurance– No questions

4197 – Associations & Advertising– No questions

4199 – Heritage Commission– No questions

4210 – Police

Mr. Ferraro said there were proposing less money under Union Salaries for the coming year, and Interim Town Administrator Tully said it was due to demographic changes in the department and they had also saved under health insurance. Mr. Ferraro said the narrative mentioned that an officer in the Academy had resigned, and Interim Town Administrator Tully said the officer did not graduate. He said with police hiring they were generally looking at a year of training before they could be on the streets alone. Mr. Ferraro said the narrative also said the Police Department was down 4 positions from the 12 approved, and Interim Town Administrator Tully confirmed that.

Interim Police Administrator Mike French said they would be significantly over-expended this year in the Overtime line because of vacancies and contractual issues of covering shifts. He said for FY2019 they

asked for an increase over appropriations for FY2018 to more accurately reflect the needs of the Police Department. He also said he also expected 1 officer to be deployed for 9 months. Mr. Miller asked the length of training after graduation. Interim Police Administrator French said the Academy was 16 weeks followed by 12 weeks of field training with an officer before considering solo status.

#### 4220 – Fire & Rescue

Mr. Ferraro said there were 2 new hires at \$50,000 each, and Interim Town Administrator Tully said they were not new positions but were budgeted positions. Mr. Ferraro questioned the dates across the top on the Salary Table in the budget book, and Interim Town Administrator Tully said it was a typographical error.

#### 4240 – Code Enforcement

Mr. Simmons said they were continuing with a fulltime and a part-time position, and asked if they had considered having 1 fulltime only. Interim Town Administrator Tully said he did not believe the Select Board had considered that yet though it could change in the future. He said in his experience it would be asking a lot from 1 employee and would take significant policy changes. Mr. Simmons asked if comparison data was available from towns of similar size, and Interim Town Administrator Tully said he could get the information. Select Board Chairman Jim Maggiore said he had contacted NHMA about the wage and job description usually put out biennially, and the State had said they would not be issuing that report due to lack of input from other towns in the State.

Mr. Goode pointed out that Code Enforcement Officer was also the Building Inspector. Mr. Miller said they had tried reducing hours from 60 to 40 but were getting too far behind, and said the Code Enforcement Officer was also involved in the water problems. Mr. Simmons said he would like to see some data on what was driving these decisions. Interim Town Administrator Tully said the Town Code Enforcement Officer also kept track of all building maintenance that needed to be done. He asked that after the meeting they go over the complete list of what Budget Committee members wanted. Mr. Ferraro said it would be good to have a list of all the Building Permits and the revenue generated. Mr. Miller said they were listed online.

#### 4290 – Emergency Management

Mr. Chauncey asked if the Deputy Salary was a new position and asked for an explanation. Interim Town Administrator Tully said it was someone under the manager who was trained and ready to take over when the Emergency Manager is gone, and it was not a new position but was not funded before. Mr. Ferraro said they were then stipends for existing employees, and Interim Town Administrator Tully said that was correct. Mr. Miller asked how many shifts the Deputy covered during the year. Interim Town Administrator Tully said the average was 175-200 hours/year, and that part of the job was to keep up with the Emergency Management Director and be able to fill in.

#### 4312 – Highways & Streets– No questions

#### 4316 – Street Lighting

Mr. Simmons asked if the \$600 savings was due to shutting off more lights or changes in electrical rates. Interim Town Administrator Tully said he know of a plan to switch to LED lighting to lower costs, but was

not certain about the \$600. Public Works Director John Hubbard said it was simply the existing rate based on historical data.

4323 – Brush Disposal– No questions

4324 – Solid Waste Disposal– No questions

4329 – Recycling– No questions

4332 – Water Services

Ms. Pohl asked what WICA stood for and Finance Director Cornwell said it was for Water Infrastructure & Conservation Adjustment. He said it was a flat charge added to hydrants for water infrastructure.

4339 – Water Commission – No questions

4414 – Mosquito Control

Mr. Goode asked if this was a contracted amount or was decided on each year. Interim Town Administrator Tully said it depended on the conditions of that year. Mr. Miller said there was a contract in case mosquito-borne illnesses were detected at that time. Mr. Simmons asked about the \$25,000 saved this year. Vice-Chair Sununu said the costs ranged from \$50,000-\$70,000 and the \$51,000 rolling expenditure was most likely due to the drought. Mr. Ferraro stated that the Capital Reserve Fund was discontinued in March of 2016 and said there was nothing in the Warrant Article about what happened to the balance remaining. Vice-Chair Sununu said there were 2 warrant articles related to Mosquito Control last year to cover if the first did not pass. Finance Director Cornwell said any funds remaining would go into the General Fund Balance.

Mr. Ferraro asked the meaning of reclassification on the sheet of Capital Reserve Funds that was handed out by Mr. Apple. Finance Director Cornwell said it was to make sure they could get through the winter and not significantly affect their appropriations. He said there was a General Fund available to spend those dollars and they had the leeway of using either of the accounts and had sufficient money in the general budget to pay for them. Mr. Ferraro said it sounded like they were adding money to a Capital Reserve Account. Finance Director Cornwell said they were removing an expenditure that was charged to it and moving a cost and reclassifying the expenditure.

4415 – Health Agencies & Hospitals – Already covered

4440 – Social Services – Already covered

4442 – General Assistance (Welfare)

Mr. Ferraro asked why the big jump. Interim Town Administrator Tully said there was no jump and it was the same as budgeted last year. He said they were required by law to provide that assistance and needed to make sure the money was there if needed. Ms. Pohl asked why they were budgeting \$9,000 if they were historically spending less. Interim Town Administrator Tully said in other areas there was a choice but not here as they had to provide the money and he felt having the extra funds was worth it.

4520 – Parks & Recreation – No questions



4550 – North Hampton Public Library

Mr. Simmons asked where to look for the Library narrative, and Interim Town Administrator Tully said it was on page 10 of the book and a presentation would be made later.

4583 – Patriotic Purposes – No questions

4589 – Agricultural Commission – No questions

4611 – Conservation Commission – No questions

4711 – Debt Service-Principal – No questions

4721 – Debt Service-Interest

Mr. Simmons asked if they had any data on what they were serving presently. Interim Town Administrator Tully said it covered all long-term debt. Finance Director Cornwell said there were 2 schedules with one broken out by year by issuance, and the other just a breakdown of his calendar of due dates. Ms. Pohl asked about the project description. Finance Director Cornwell said there was a state-revolving loan number and the different schedules gave the purposes. He said it was mostly conservation-related.

Mr. Simmons asked about the dates listed on the schedule. Finance Director Cornwell said on the schedule with purposes they were due dates for every single payment, and said the other schedule showed payments of bonds or each year. He said a column with a zero meant the previous payment was the last on that particular debt.

Mr. Pinette thanked everyone for the presentation and said at the next meeting they would return to the Town Proposed FY2019 Budget on December 18<sup>th</sup> and also Tuesday, December 26<sup>th</sup> briefly if needed. He said the next Budget Committee meeting was actually December 4, 2017 and was the second review of the School Proposed Budget for FY2019.

Select Board Chairman Maggiore apologized for the confusion at the beginning with regard to holding the Joint Meeting, and said if the Budget Committee preferred it be posted as a Quorum to let him know. Mr. Simmons said procedurally he did not feel they had a Joint Meeting and preferred the posting of a quorum. Selectwoman Kathleen Kilgore said their question was if any of them except Mr. Miller answered a question they might be in violation of conducting business, and were only trying to help with the review.

Chairman Pinette asked if the Budget Committee would like the Select Board to be present at the December 18<sup>th</sup> second review. Select Board Chairman Maggiore said that was his intention and they would call a Joint Meeting again at that time.

**Motion:** To have a Joint Meeting with the Select Board on December 18, 2017 for the second review of the Town Proposed FY2019 Budget.

**Motioned:** Chairman Pinette

**Seconded:** Mr. Miller

**Vote:** All in favor (8-1)

Select Board Chairman Maggiore stated that the Select Board had a Non-Public meeting after this and left their meeting open so they could meet after that.

Mr. Ferraro said the Police proposal was to purchase 1 cruiser to replace the Crown Victoria which was the Chief's car, and he asked if the new vehicle would go to the Police Chief. Interim Police Administrator French said he could not speak for the new chief, but it would be his recommendation that the newest and best vehicle go to the front line for a Patrol Officer as the others moved down for support people which included the Chief. Mr. Ferraro asked why replace the vehicle at all. Interim Police Administrator French said the vehicle was very old and was used for outside details.

Vice-Chair Sununu suggested that since they did not even have a Warrant Article ready for considering, they revisit the issued when Warrant Articles were addressed and allow the Library to give their presentation.

Chairman Pinette suggested a 5-minute break at 9:30 pm. The meeting was resumed at 9:35 pm.

#### **TOWN LIBRARY PRESENTATION**

Library Director Susan Grant said the Library had approximately 1,174 active card users for the last fiscal year. She said approximately 410 people check out library materials totaling approximately 3,400 items/month and they sign up approximately 18 new patrons monthly. She said 1,700 people walk through the door with over 200 of those using computers. She said Museum passes were used 307 times last year and the Library held 416 meetings or programs. She said downloadable books were available through the New Hampshire State Library and also through a private server. She said electronic books made up only 25% with only a slight drop in print circulation.

#### **FY2019 Library Proposed Budget**

Library Director Grant then reviewed the FY2019 Library Proposed Budget of \$394,869.53. She said Personnel did increase \$10,000 from \$325,686 to \$335,614 and they tried to draw down in other areas of the budget. She said employees received a 2% wage increase, and Health Insurance and Dental also increased significantly. At the top of the Budget \$8,000 was listed for Other Income and was estimated based on what the Library takes in from Charitable Foundations and other sources and was not actually part of the budget.

Library Director Grant said she was able to reduce in Programs which could be supplemented by charitable donations. She said the costs for Operations and Supplies were fairly consistent and the Library had an excellent IT person. She said Utilities went up slightly but there were no significant increases. Maintenance fluctuated year-to-year depending on repairs needed and \$5,101 was spent last year, out of which \$2,000 were fairly fixed costs. She said she was also able to reduce some line items in Media without a reduction in quality and could supplement with money from donations. This gave a total increase of \$4,406.80 or 1.13% over FY2018.

Questions: Mr. Goode asked if the Personnel payroll was done by the Town, and Library Director Grant said the Library did their own payroll. Mr. Ferraro said they were not really reducing the items in Programs. Library Director Grant said Friends of the Library also provided a lot of support for

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programming, and covered the Museum Passes and the Summer Reading Program along with charitable donations. Mr. Ferraro asked about the staff, and Library Director Grant said there were 3 fulltime staff and 5 or 6 part-time.

Chairman Pinette thanked Library Director Grant for her presentation. Mr. Goode asked why the Library had such a separate budget and Ms. Pohl said they were a separate legal entity with a separate accounting package. Mr. Simmons recommended that for next year the Library presentation be moved to the front of the meeting.

**ANY OTHER ITEM THAT MAY LEGALLY COME BEFORE THE COMMITTEE**

**PERIOD OF PUBLIC COMMENT**– None

**ADJOURNMENT**

Mr. Sununu made a motion to adjourn the meeting which was seconded by Mr. Gallant. The motion to adjourn the meeting was approved by a vote of 9-0.

The Budget Committee Meeting was adjourned at 9:45 pm.

The Select Board meeting was left open as there would be a Non-Public Meeting to follow.

Respectfully submitted,

Patricia Denmark, Recording Secretary