

HUDSON, NH BOARD OF SELECTMEN
Minutes of the October 20, 2016 Budget Review Meeting

1. CALL TO ORDER - by Chairman Luszey the meeting of October 20, 2016 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.

2. PLEDGE OF ALLEGIANCE - led by Donna Graham.

3. ATTENDANCE

Board of Selectmen: Ted Luszey, Roger Coutu, Pat Nichols, Angela Routsis

Absent: Marilyn McGrath

Staff/Others: Steve Malizia, Town Administrator; Donna Graham, Executive Assistant; Kathy Carpentier, Finance Director; Len Lathrop; Linda Kipnes; John Cashell, Town Planner; Elvis Dhima, Town Engineer; Charlie Matthews, Library Director; Robin Rodgers; Arlene Creeden

4. BUDGET PRESENTATIONS

Chairman Luszey recognized Town Administrator Steve Malizia for an introduction to the budget as to what we'll be talking about tonight.

As you mentioned, Steve Malizia said this is the second night of three scheduled, I believe, the for the budget review. You're going to look at a lot of the town offices, some of the smaller committees and what not. The highlights will be sewer fund, water fund tonight. I know the Library is here and we'll be discussing some of the cost centers that are in the Selectmen's purview like legal, Town Hall, and that sort of stuff. Without further ado, we'll start at the 5000 tab.

Trustees of Trust Fund (5020 & Warrant Article H)

Chairman Luszey recognized Town Administrator Steve Malizia.

Steve Malizia noted it's a \$1 more than it was last year.

Kathy Carpentier said 5020 is level funded at \$3,871. This is primarily for the three elected Trustees and they have a minute taker which is primarily those expenses.

Chairman Luszey asked if there were any questions or comments from the Board.

Cemetery Trustees (5025)

Kathy Carpentier noted this is level funded \$1,260.

Steve Malizia said very quickly we should before, we'd be remiss if we didn't mention that there is a warrant article. If you recall back in the springtime - I believe it was April - there was an article that the Trustees asked for that you forwarded to the warrant to basically remove six capital reserve funds that were no longer needed. One of those capital reserve funds may come up under the Library discussion. They're looking maybe to repurpose something but you've already forwarded an article to the warrant to take six capital reserve funds that are no longer needed off the list. Just so you know that was under that cost center and it's in Warrant Article H.

Selectman Routsis had a quick question on 5025, line 252, what professional services. Steve Malizia said if they need to have someone go out and work on headstone restoration, they're responsible for the town cemeteries, the poor cemetery, and generally speaking there's sometimes vandalism or damage that materials are needed to repair headstones in the town cemeteries that they oversee.

Selectman Coutu asked where's the money now for those. Kathy Carpentier indicated the Trustees have them in capital reserve funds and the money would go to the general fund revenue unanticipated surplus.

Chairman Luszey asked if there were any further questions on 5025.

Supervisors of the Checklist (5042)

Kathy Carpentier noted a small increase but that's due to more hours that the elected officials will be doing because of the elections - \$4,888.

Selectman Coutu was under the impression that they were going to come in and ask for another laptop. No discussion on that? Ms. Carpentier said no. I have not seen them come in. I do not believe they've met with the IT Director. Selectman Coutu asked they have presently one, right? That's what we authorized. How many Trustees are there?

Ms. Carpentier said three Supervisors. Selectman Coutu said they use their laptop if I'm not mistaken to communicate with Concord at each election. Steve Malizia's understanding is they get some sort of connection at the Community Center so that they can communicate with whoever they need to communicate with be it Concord or whatever. I believe they also have equipment or a desktop here when they do their work here. They do have at least a laptop presumably. Selectman Coutu didn't think one was sufficient especially with the Presidential Election year. Kathy Carpentier said I'm going to go out on a limb and say I'm not sure in my opinion that we need to buy another one. If they truly think they need one, I'm sure one could be allocated to them for the say. If you'd like, I will take this as an action item to talk to the IT Director.

Chairman Luszey indicated we've actually done that in the past. We've used the spare. Ms. Carpentier said I'll also have the IT Director reach out to them so that they agree that they don't need to buy a new one.

Treasurer (5050), page 20

Kathy Carpentier stated this is \$8,074. This is the salary and taxes for the elected Treasurer.

Sustainability Committee (5055), page 23

Kathy Carpentier noted this is for \$4,400 - level funded. Steve Malizia believed there's also a revenue that's in the revenue section. They procure materials. I believe composters, recycling, kitchen pails. There's an offsetting revenue of \$3,000 - gross appropriate. So we have to buy the product. Ms. Carpentier said if they choose to do a purchasing program which they chose not to do last year.

Selectman Routsis asked what is their professional services. I'm curious. I don't know what it is. It looks like it's newer on here and since I'm new.

Linda Kipnes explained if we need some consulting services from somebody. We're looking into solar installations. We're looking into different kinds of energy sources and we may need some professional advice or consulting.

Kathy Carpentier said what you're comparing it to is actuals. So it might not be a new budget. They just haven't spent it in the last three years. Ms. Kipnes agreed. We typically don't spend a large portion of our budget.

Budget Committee (5070), page 30

Kathy Carpentier stated this is level funded. This is primarily used if they have some turnover or open positions on the committee and they need to advertise for them and fill them.

Ethics Committee (5080), page 32

Kathy Carpentier stated this is \$100 just in case.

Planning & Planning Board (5571-5572), page 1

Chairman Luszey recognized Town Planner John Cashell. Would you like to say a few words?

John Cashell said very few. Following orders, the budget is zero funded from last year except for negotiated salary increases.

Chairman Luszey asked if there were questions from the Board on 5571.

Selectman Coutu asked about the association dues and fees - \$19,000. John Cashell said that's for NRPC.

Motion by Selectman Coutu, seconded by Selectman Routsis, to cut \$19,434 from line 4191-5571-216 - Planning Association dues/fees.

Selectman Coutu stated for a few years now I've maintained that we've been paying approximately \$19,500 to the Nashua Regional Planning Commission for services that I feel we don't get. If they were involved in any way with the planning of the roadwork that was recently done here in the center of town, that was a total disaster. Every time I read their monthly bulletins, Hudson is never or if ever very seldom mentioned. I can go months and never read a word about Hudson but I read about Nashua all the time and all the money they're spending in Nashua, all the time and energy they spend in Nashua. If you remember Mr. Chairman, the representative from NRPC sat right there last year and assured us that he would make an extra effort to keep Hudson involved and committed and I would get a personal invitation. Well it's a year later. I was never invited other than the general attend a meeting and there's going to be a breakfast in Merrimack or whatever. To say specifically we're going to talk about Lowell Road, and we're going to talk about your traffic problems, and we're going to address them. I feel that that was a brazen lie and I'm sick and tired of paying them \$19,500 every year for limited service if any at all. That's the reason why I'd like to cut it once and for all

and send a message to them and maybe other towns will follow suit. This is a waste of our taxpayer's money. This represents a penny on the tax rate. A penny not well spent.

Selectman Routsis wanted to speak quickly to my second. I haven't been here for a long time but when I was coming to the meetings last January, the biggest thing that was voiced from the Selectmen at that time was Lowell Road and getting something done with Lowell Road. When they were here for their last visit to us, they said we don't know what you want us to look into. I told them clearly even I heard it. It was Lowell Road and I just think that they haven't listened to what our concerns are or done anything on it so it doesn't make sense to pay them for that.

Chairman Luszey said I will actually be voting in favor of this. I think they need to get a message loud and clear. I have sat on the NRPC quite a few years back. Back then I started lobbying for them to help us work with DOT to find some type of solution to our Lowell Road problems. Chairman Maddox brought them in here and I voiced a very strong opinion then and I brought him here at the Board's request and stated that again. Still I agree with Selectman Coutu. We have not seen really any output for the outlays that the town and the taxpayers have been paying them. I will vote in favor of cutting this to send a loud and clear message to NRPC that we need help.

Vote: Motion carried 4-0.

Chairman Luszey asked if there were any further comments or questions from the Board.

Selectman Coutu said I'm just going through the rest of his budget. The rest of it is level funded. Mr. Malizia said everything is actually level funded. The Planning Board section is also level funded. That's the section where we have all the notices, and meetings, and all that sort of stuff. That's level funded too.

Engineering (5585 & Warrant Article H, J, K, and L), page 7

Chairman Luszey recognized Town Engineer Elvis Dhima.

Good evening Mr. Chairman and members of the Board. Elvis Dhima said the overall budget for FY18 is negative 4.3. With that said, I'll be taking questions you might have.

Selectman Coutu asked the middle of page 7, line item 5585-225, you're asking for an increase of \$15,000 on engineering fees. Can you explain why? Elvis Dhima note we are moving some of the money from the labor to engineering. What I foresee in the future is a significant amount of this money being used for an assessment of the twin bridges connecting us to Nashua. We have got word from the State that we need to start looking into it and basically having an engineering firm do this free, we're looking at about \$50,000 to do an assessment of it. I believe maybe we can share that with Nashua. If we can, we're only going to do half of that so that alone will probably take close to \$25,000 and then anything that might come along those lines - engineering services or anything that we need to look at, that's the only item that the Engineering Department has to use for outside services that we cannot handle internally. That would be structural, geotechnical, anything associated with professional services that we can't do in house.

Selectman Coutu said on the explanation sheets that follow, line item 225 says "engineering fees" and asks for an increase of \$15,000. The explanation we got is outside engineering services. I think that's a poor work product. That's number one. Number two, do you have a document that's saying that we need to spend this \$15,000 to do this bridge study - we're mandated to do it in FY18? Mr. Dhima said we have something from the State that I can present to the Board at a later time a request for us to start looking into it and our correspondence we had with Nashua regarding this issue. Selectman Coutu asked does it have a date. Mr. Dhima said yes it does have a date. It was right after...Selectman Coutu said not the date of the letter the date that we need to do the study. Mr. Dhima said we've been advised to do it at our own time not when, how, and why.

Motion by Selectman Coutu to cut \$14,250 from line item 5585-225, failed.

Selectman Coutu said first on this particular item I want the taxpayers to know that I'm looking out for your tax dollar and some of the others are not. Why is there a decrease in the engineer water quality monitoring of \$18,000? As you remember per Chairman Luszey last year, Elvis Dhima said the Engineering Department was asked to go out to bid for the engineering services related to the monitoring. We were spending approximately \$36,000. We went out to bid and we're getting those services for about \$12,000 this year. We expect to go again out to bid. Hopefully not much changes. There's \$18,000 there in case the State asks for an additional monitoring well associated with this in case we find anything that we shouldn't. That's why you see that reduction Selectman Coutu.

Selectman Coutu requested from the Town Engineer that he provide me with all documentation relative to line item 225 engineering fees, the study of the twin bridges between Hudson and Nashua so I can verify the information that he provided us this evening. I will make another attempt later to cut it and if it doesn't succeed, I will make an attempt at Deliberative Session to cut \$14,250 from this line item.

Sewer Fund (5561, 5562, 5564 & Warrant Article B)

Chairman Luszey recognized Town Administrator Steve Malizia.

Steve Malizia said this will also show up as a separate warrant article for this appropriation. As you recall several years back the sewer, the water, the general fund are all separate appropriations. This is funded by sewer user fees.

Selectman Routsis had a quick question. I do apologize. How do we have an estimated refund in bank charges? Kathy Carpentier said it's broken out where we have interest that we receive and then fees for transactions so that you can see it so it's not netted down. That's consistent with general fund/water fund.

Water Fund (5591-5594 & Warrant Article C)

Kathy Carpentier noted it's self-funded by the water users. It will be its own separate warrant article similar to sewer.

Selectman Coutu asked to go to page 2, line item third one down - 105. You'll notice in 2014 overtime was \$304; 2015 \$178; 2016 \$203. They requested \$887 for this year and without even getting there from the 200 to 887, they're already asking for \$1,020 for next year. Can you justify that? Kathy Carpentier said that would be my department. This is the clerical staff - the ladies in my office. They never went to all the MUC meetings before and if either the sewer clerk or the water clerk need to be in attendance at the meeting. They also need to stay sometimes for water shutoff days. We haven't been using it but that's the average that we've put in there to cover ourselves. Selectman Coutu asked they have to stay where for water shut off days. Mr. Malizia said sometimes people come in late to pay it up so they get their water back on that evening. Selectman Coutu noted that's why we should have all cash flow in one office. It's open on Thursdays. You mean on a particular day that the shut off would occur you'd have somebody there. Ms. Carpentier explained sometimes. If somebody says I'm working in Massachusetts I'll be there by 5:30 can you stay, yes we do so. Selectman Coutu said it's a Tuesday...Ms. Carpentier stated it's the third Thursday of the month. It was today. Selectman Coutu asked the office upstairs is open. Why don't we have them collect the money? Ms. Carpentier said sometimes they do but if somebody asks for a courtesy we give it to them because they're without water for the whole night. Then you have to call Pennichuck and have them turn back the water for the customer. It's not just collecting the money. It's filling the service.

Selectman Coutu said I get it. We're going to go over and above which we do. I'm good. Mr. Malizia said we try. Ms. Carpentier though that the shut off process has worked very well bringing in...Selectman Coutu noted it works very well for Pennichuck because they make a lot of money on it. Ms. Carpentier stated we charge the customer. Selectman Coutu said I know but Pennichuck is making a lot of money on it in my opinion.

Chairman Luszey asked if there were any other questions or comments. Then we're done with these guys. Kathy Carpentier noted one guy. We're going onto Conservation next.

Conservation Commission (5586)

Chairman Luszey recognized Chairman Ken Dickinson. Any questions or comments by the Board.

Selectman Coutu asked why did association fees double. Ken I noticed that in 2016 you were at 1347. This year you went down to 600 but then you're back up again and you doubled it. What's the reason why it went down and the reason it's going back up. I should read my explanation sheet here. No it's doesn't say. Ken Dickinson said basically what that is to cover our town fee to the State for being part of the NH Association of Conservation Commissions within that association. They determine the town rate based on the population density, overall population amongst other things. It's been \$1,027 I think is what we just paid this month. Selectman Coutu questioned out of a \$600 budget you paid \$1,027. Mr. Dickinson said it's been that way for at least a couple of years. Selectman Coutu asked why did the budget come in at 600. Did you prepare the budget last year Ken? Mr. Dickinson said no I didn't. Steve Malizia said because we level funded typically year after year and after a while level funding is not keeping up with the reality. Ken Dickinson said I'm just simply correcting. Selectman Coutu said if the actual in 2016 was \$1,347, wouldn't level funding be \$1,347 in Fiscal 2017? Mr. Malizia said they may be paying other association dues other than just that one. I don't know what else they're paying for.

Kathy Carpentier said no level funding would be a level funded budget not to actuals if you just kept copying the budget over and over again in the absence of getting one turned in. Selectman Coutu commented I misinterpreted what level funding meant. It has been my practice when recommending level funding that I would expect that if a cost line item increased in any given year and you expect that same amount of money to be expended on that line item, I know we don't have a line item budget but I would expect that if that's the reality, that is the number that should be carried over. To me that's level funding. Five years ago the budget say for his department was \$40,000, it's going to be \$40,000 forever. The bottom line, its anticipated increases that he can justify should be in there.

Chairman Luszey indicated my interpretation of level funding is because we do gross appropriations when this is all said and done. If we were \$28 million last year, we're \$28 million going next year regardless of how we divvy it up after we go through this process. Selectman Coutu said we do line items so we have an idea where the monies is going and I like this idea. Chairman Luszey said that doesn't equal level funding. Selectman Coutu said otherwise just hand them a pot of money and say here go spend it any willy nilly way you want to do it. Chairman Luszey would look back to 2015 and see the \$1,284 and he should have been at \$1,284 in FY16 but something happened and we made up that somehow from somewhere out of the gross appropriations for the town. Selectman Coutu accepted the explanation on the line item. I'm good with that.

Chairman Luszey asked if there were any other questions or comments on this one.

Selectman Coutu asked if we were all set on the pond reclamation fund. So much in one year and another because I know you were straightening all that out. Kathy Carpentier said pretty much what happens is the \$48,863 is what the town raises and appropriates, gives it to the Conservation. If they spend more or less because they get grant money, that's well. They're able to go over because they are their own fund. It's no more dollars from the Town. As you can see in prior years, they spent more than the \$48,000 - 99, 85, 57. I do believe everything is kosher. I've heard no complaints. Selectman Coutu said some of that would have been the like the trails grant and that stuff would be included. Ms. Carpentier said they had offsetting revenues to it.

Steve Malizia commented the evasive species grant I think. Ken Dickinson said we're trying to keep the cost down on that too if possible. We're sort of tied into the State Limnologist recommendations. Due to the drought, we may see a lesser fee for DASH this year because the pond was down so low, they weren't even able to go out and pull the weeds in the second half of the season.

Library (5060 & Warrant Article E)

Chairman Luszey recognized Trustee Robin Rodgers, Library Director Charlie Matthews and Trustee Arlene Creeden.

Thank you for having us this evening. Robin Rodgers knew this is a long process for you guys. We are here to get your consideration on the library budget for FY18 as everyone else is. We are up over 5 percent this year. I'm going to let Arlene explain that to you because she's our money person. We also have two warrant articles. One of them is for a two percent increase for our full time employees. We have nine of them which represents \$8,925. The other warrant article she just passed out. We want to repurpose a fund that we already have. We believe that we already have a fund. We want to repurpose it to be a capital reserve improvement, maintenance, that kind of fund because our building already is 7 ½ years old and we're finding that things are breaking. It's already time for us to have a maintenance budget. It's just really sad. With that, I won't tell you all the flowers and happy thing that are going on. I'll let Arlene explain the five percent.

Arlene Creeden said in the library budget most of our increase this year came from our salary line items where we have an increase in the benefits for our staff. The benefits alone went up \$21,500 in staff benefits. We also are up in our part time staff and that's partly showing because last year \$20,000 was taken out of our part time staff line item. That's showing the increase of the \$16,000. The other differences are mainly in some repairs and maintenance line items which are 202, 204, and 205 which we've already spent almost \$6,000 this year with maintenance issues that we've had with the library. We realized that the building is getting older and we have not been aware that we really needed to add in maintenance and repair expenses. The only other increase the cause for the increase is the money that was added back in for the maintenance for the Hills Memorial Library.

Chairman Luszey asked if there were any questions or comments by the Board.

Selectman Coutu asked Steve if the voters put us into a default that would apply to the library budget as well right. Steve Malizia agreed. Selectman Coutu said if we go to a default budget as a result of the voters' decision not to pass the budget, you would end up with \$55,000 less than you're requesting this year. What is your plan of attack in the event that you go to a default budget? How are you going to overcome what you would consider based on the numbers you provided us a \$55,000 shortfall from your request? Arlene Creeden was not sure how you got to the \$55,000. Selectman Coutu said this year's budget is \$1,021,441. Your request for FY18 budget is \$1,076,927 which is \$55,500 less than you requested. Ms. Creeden explained except that even in the default budget I believe that the town adjusts for salary expenses. So the insurance which we have to pay because it's obligatory and the other benefits would be added into the default amount from this year. The difference would probably be more like \$30,000 at the most maybe even less.

Kathy Carpentier thought it would \$17,000. So the salary and benefits would increase with the default budget. So they'd still have the \$827,000 for salary and benefits. What they'd have is for the operating budget the 231. So it's a decrease of about \$17,000.

Selectman Coutu said we've heard a lot of talk and we have said to the voters over the past several years that if you do

this and that and the other thing with regard to salary and insurance changes, we're going to save a lot of money. Do the library employees - and that's not just library this is town wide. The school is facing the same crisis I guess. Do they subscribe to the same insurance plans that we have for our employees? Arlene Creeden said we changed all our staff over too. Whatever the town uses, we use. Selectman Coutu said all insurance has gone up 10 percent across the board? Ms. Carpentier said that would be, again, whatever changes. If somebody got married, divorced, had children.

Steve Malizia said they're on the same plan that the town is own and they've adopted the same rules that the town adopted because we explained it a couple of years ago and the library adopted the same fixed flexible benefit payment. If you don't take the benefits, you get this number. That got reduced. They're on the same as we are but if premiums go up for the people who are insured, it goes up for everybody.

Selectman Coutu asked KC did you not put a holder on insurance for the town. Does that include the library? Ms. Carpentier said it does but you're not seeing it here. Mr. Malizia said we did a bottom line but she didn't apply to everybody yet because we didn't have...Selectman Coutu said what they did is they anticipate a ten percent increase in this budget. Ms. Carpentier said no. What happens is I do all their benefits. So I take the people as they are on October 15th or whatever day I picked and that's the benefits I load in. That's what they actually have. It hasn't increased or anything at this point. I reserved \$200,000 to protect the whole town so they might go up 1,000 but that number is not rolled in there yet. It's the same with salaries. I take all their salaries unless they have open positions and I put the people exactly where they are on that day that I start this process. On the 100s are actual at a point in time.

Selectman Coutu said they are indicating for next year's budget a \$17,000 increase. Are you saying that they already know based on the insurance changes for 2018 that they're going to need an additional \$17,000 in insurance benefits? Based on their roster, Steve Malizia said they may have had somebody change either have a family, somebody has left employ, somebody new comes in based on their roster and based on what those people have elected to take, that's the number they're at right now. Ms. Carpentier said before the increase. Selectman Coutu asked are the library employees represented on the insurance group. Has anyone from the library come to the meetings with the employees? Kathy Carpentier said no. They are not part of the Healthcare Committee but when we make changes, we present them we the town to the library and in my history have always complied to whatever we were doing. They don't have to but they've always done this.

Arlene Creeden said we just adopted to do as the town does.

For the record, Kathy Carpentier said it is my staff that is administrating all their benefits and all their payroll. Selectman Coutu said I understand that but I'm a town employee and I work at the library. How do I know if I'm getting the best bang for my buck for insurance? Steve Malizia said they can come to the same open enrollment. They can come to our office here and go through all of that here. Selectman Coutu asked do they? Mr. Malizia said yes.

Ms. Creeden said we use your health department people. When they come, they come into the Town Hall and they get their information and then they have to pick while they're there what they want to do. Ms. Carpentier said they're part of our insurance pool. Selectman Coutu said I got that part. I'm just wondering how they know what the other plans that we might be offering with a higher deductible and whether or not it benefits them, the insurance pool. Kathy Carpentier explained on December 8th, we haven't marketed it yet, but on December 8th we're going to have something over at the Hudson Community Center where people can come learn about new benefits if anybody is interested in changing. If they're one of the employees that have those plans that are going away - the Blue Cross 100 and 300, they're going to have to come and be counseled on this is your options and what's best for you. As far as payroll and benefits, they're just like every other town employee. Mr. Malizia commented it's open to spouses too. So let's say a spouse is more of a decision maker, the spouse can also participate in that.

Considering that the \$107,245 for insurance could decrease depending on what their choices are after the December meeting, Selectman Coutu asked it would be too late to make changes in the budget. Ms. Carpentier said that was correct. Selectman Coutu said they would have a surplus. Let's say they were able to save \$10,000 as a result of changes that just sits on their bottom line to do with as they wish. Ms. Carpentier said that is correct but I also want to go the other way. If two of them get married and have two kids...Selectman Coutu understood it can go the other way. That's with any department. It's a swing.

Arlene Creeden wanted to make note and Kathy and I just haven't connected yet, usually we do not touch any surplus in our library salary line items. If at the end of the year there's a surplus in those items, we give it back to the town and we have for quite a few years now. We just haven't quite connected what this year's came back as. Ms. Carpentier did send an e-mail late, late today. So for Fiscal 2016 their unexpended 100 account was \$8,867 will remained with us after a formal vote is done. It's in an e-mail to you. Ms. Creeden said I'll make sure it's on the next month's meeting so we give it back.

Selectman Coutu commented it opened a lot of doors right there. Not you but I could ask how much was unexpended period and why isn't it coming back to the town. What did you do with any monies that were surplus in all the other line items? Ms. Creeden said all the other line items were spent down to zero. Selectman Coutu asked coincidental. I

don't know of anybody who could spend a line right down to zero in that one line item. It's impossible.

Kathy Carpentier said the Library Trustees and the Conservation as we said for the Conservation, the town is obligated to raise and appropriate the amount that's determined whatever that number is. We technically have to give them the whole - say its \$1 million...Ms. Creeden said less our revenue amount. Ms. Carpentier said I hold back the payroll items because we administer them for them. So they have been give the operating expenses to manage as they want or so they decide. Ms. Creeden said we get roughly \$210,000 roughly because we subtract what we say from revenue that will make revenue from what our operating budget is. So actually we got a little more than \$200,000 this year for the '17 budget because Kathy automatically subtracts out the \$30,000 that we have on a line for revenue.

Selectman Coutu stated I have been asked numerous times by the voters in the past couple of years relative to the library budget. So I'm going to make a request. Apparently as we all know, we have no control over your budget. We can't change it. We can ask you to change it. We have in the past and the library has always refused to change it. I'm not going to make any requests this year other than for the purpose of transparency have asked and I'm going to ask. I'd like to see the actual cost to run the library. You get a lot of money - by a lot of money I'm not talking hundreds of thousands of dollars but you have the sale of books, you have the late fees, you have the Library Trustees. Those are all sources of revenue for you even though the Library Trustees it's a donation on their part for you to acquire something. That is an expense against the library. I think the voters would like to see based on what I'm hearing the total cost of operating. Right now you're requesting \$1 million - when I was on the Board of Selectmen, you were well below a million. Now we're at \$1,076,927. That is not the actual total cost to operate the library when you factor in - I don't know what you do with all these revenues. I don't see any accounting for late fees, what your fines are. I never see a revenue line for that. I'm sure it's in there somewhere. We could dig it up. Do those come in as revenue? You can't spend them right, it comes in as revenue?

Ms. Carpentier said that's correct. If you look on page 1 of their section, this is where they've told me they're going to get money. So yes we are raising and appropriating \$1,076,927 as you said but I don't give them that much. I withhold \$30,960 because of the money that they're going to receive for the items on here.

Selectman Coutu asked when it says revenues from the trust fund, that's all they gave you last year is \$100. Arlene Creeden said they gave us nothing last year. This revenue from the trust fund is the Zelonis Fund which we manage which we can spend for Zelonis for certain kinds of books and we have to put flowers on his grave every year.

Selectman Coutu said you've made requests of the Trustees just like the high school makes - you never make requests from the Trustees? Ms. Creeden said we don't. Selectman Coutu asked you never get - I've never heard Charlie say well the Trustees will buy this. Ms. Creeden said no. The Trustees of the Trust Fund or us? Robin Rodgers asked the Alvirne Trustees. Selectman Coutu said the Friends of Library. I know they're a volunteer group who raise funds to assist in the library. Ms. Creeden said their item would fall under the donation line item of \$11,000 there. Selectman Coutu asked that is in the budget. Ms. Creeden said it's in the revenue line item. The last one before the total. Theirs would fall under donations because they are not a library organization. They are a Friends group. Selectman Coutu understood that but if you were to ask for say a new Xerox printer and you didn't have the money in the budget and Charlie were to come in and say the Friends of the Library are willing to donate the \$9,000 - well that's quite a printer but a \$5,000 say printer...Ms. Creeden said it would go in our donation line item here. If they would give us that \$5,000 to buy the printer, it would go under the donation line item.

Selectman Coutu noted I'm not saying it correctly.

Kathy Carpentier asked would you spend the \$5,000 in line item whatever 203-303. Arlene said no it would come out of the Trustees. Since its private money, it would go into the Trustees checking and be spent out of the Trustees checking. We do add all those totals in to make sure we do not go over our total budget at the end of the year.

Robin Rodgers noted the Friends pay for extra things Roger. They don't pay for books or things like that. They pay for things that are extras like movie passes and things like that we don't pay for that ever. The Friends pay for that. It's a thing that we offer at the library. You can go to Water Country, or the Boston Museum on the library but the Friends pay for that. It's not something the town pays for. Ms. Creeden stated we pay for some of the passes but the Friends also pick up some of the cost. Selectman Coutu thought the passes are a great idea. I'm not going to battle you on that.

Selectman Coutu would say then on the basis of - and I apologize for not having read the first page, I went right to the budget - that there's sufficient transparency. I'm not trying to browbeat you. I just want the voters to know that even though we have no control, we can look at it and we can question it. Ms. Creeden commented I can print you out for next year a separate form that shows you what we have taken in for donations, find money, and what we paid out for those if you would like it. Selectman Coutu thought this is sufficient. This is good. We don't need more detail than this. I overlooked this sheet. I'm sorry. I apologize.

Kathy Carpentier said I might be talking 5, 10 years ago but they didn't always do gross appropriations and we've been doing it quite consistently for a while now. So the \$1,076,000 is a gross appropriation other than volunteer nonprofit

item and we offset it by almost \$31,000 in revenue. Ms. Creeden agreed. Anything we don't know that might come in as a donation wouldn't be showing yet but we do calculate what we think is going to come in from people.

Selectman Coutu's last question - has a final decision been made about opening on Sundays and if so if your decision was to open on Sundays is it really worth it? Robin Rodgers said we decided we were going to open on Sundays between January and the end of April right up to Easter. We're only open for about 4 hours and we get over 100 patrons. That is comparable to the rest of the schedule if you take a four hour block out of any day, you get about 100 people. Yes it is worth it. We don't do it in the fall because there's sports and that kind of thing going on so you don't get a lot of people coming in the Sundays because they're all at soccer practice, or they're at football games, or whatever. In the winter when they have science projects and they're not at football practice, they're not at those kind of games, then they come in and...the first year we did it we had under 80 and last year we had over 100. So yes. Arlene Creeden said that way only figure that it's worth our time to do it in the winter time when people are more or less trapped inside and they want to get out, and get books, or movies, or something. Ms. Rodgers said we also change our schedule in the summer too. We have a different schedule in the summer and in the winter.

Selectman Routsis asked your natural gas is for Rodger's. Ms. Creeden said the natural gas is for the Rodger's Library correct.

Selectman Routsis said your heating oil - and again this is cuz I don't know - doesn't show anything for FY17. Ms. Creeden said that's because it was taken out of the budget which is what is throwing our budget off for this next year. Ms. Rodgers commented the Budget Committee took it out.

Chairman Luszey had one generalized question. It's on page 7, line 208. The phone service. Are you part of the town's phone service? Arlene Creeden said no we are no longer part of the town service because it cost us twice as much to be part of the town services than it do for us to maintain town service on our own. Charlie Matthews indicated we have internet/phone service from INET Communications out of Boston. Chairman Luszey said the town has converted over to VIOP so I'm not clear why it would double. Ms. Creeden said our yearly contract was a lot higher when we used the town. We were with the town for the first set of contracts and it cost us twice as much as what we're paying now. Mr. Matthews said the phone includes internet access for staff for employees, our wireless. So really telecommunications includes all of our internet. Chairman Luszey asked if that was the fast line. Mr. Matthews said yes from Fairpoint. We also have Comcast internet service and that serves as our wireless access for patrons. Chairman Luszey asked that dedicated for the - that's still the copper wire. Ms. Creeden said yes which we have to have for the elevator and the security system.

Selectman Coutu commended them this year for not asking for more than a two percent increase for the employees. Robin Rodgers figured that was the number you would like. Selectman Coutu said we'd like 1 ½ this year and I would ask you to consider 1 1/2. It's not being overly greedy 2 percent; 1 ½ would be nice. We're just trying to save the taxpayer's money. As you know, it's not just you. Costs have gone up considerably. The school side of the budget is - wait until they see the December bills. I'm dreading the phone calls already. We're just trying to maintain as best we can 1 ½. Ms. Rodgers asked is that what you're giving 1 ½. Selectman Coutu noted we're in negotiations. We don't know what's going to happen. Ms. Rodger said our employees don't have a union or somebody to help them. They just have us. Selectman Coutu understood that. I've look at the comparison figures - our library visa vie others. I know where you're coming from. Charlie we have quality staff. Outstanding, professional services are being rendered there and your programming is outstanding. I compliment you and the Trustees for running an outstanding library even though every year I hear it's going away. Not your library, libraries in general.

Arlene Creeden asked if the Board wanted to go over the warrant articles. The first one is about salaries which you already had.

Warrant Article E

Chairman Luszey noted Warrant Article E is what we just talked about. The request was to take that down to 1.5 percent. Ms. Rodgers indicated we were going to talk about it at our next meeting.

Robin Rodgers stated we have a fund that Kathy complains about every year. It's for \$200 and what are you going to do with that? What are you going to do with that? What are you going to do with that? Well this year we decided what we were going to do with it. We're going to repurpose it. Right now it's to expand or build. We don't want to build any more buildings. We want to have it so that if the water heater breaks, or the trees need to come down.

Chairman Luszey indicated you have \$200 in it. Ms. Rodgers said we have \$200. We want to repurpose that fund to be a maintenance fund. Chairman Luszey asked how would you fund this going forward. Ms. Rodgers said we're not going to fund it this year. We're going to come back next year and ask you to have surplus go into it. Ms. Creeden said to put some of our surplus from the library budget if there is any. Chairman Luszey asked how much. Ms. Rodgers commented we don't know. That's next year's. Ms. Creeden said we don't have all that much surplus. It would not be all that much but it would be at least working towards being able to replace a roof in some distant time.

Chairman Luszey's only comment then I'll open it up to the Board is it's in the last sentence. It would be to strike "Hudson Library Board of Trustees" and change it to "name the voters of Hudson as the agents to expend". That is common throughout most of our large capital reserve funds so that if you need to replace a roof or something like that, you go and ask the voters to take that money out.

Steve Malizia said if you look at our major capital repairs for our buildings, I think you're the agents to expend because sometimes you have to do things immediately. Arlene Creeden agreed. When we have a major roof problem, we can't wait two years. Mr. Malizia said typically it's the governing body of that particular group which would be these folks. Ms. Rodgers stated we sent our warrant article over to Steve because we didn't know how to write them. It's not our job. Mr. Malizia said there are two concerns with this warrant article. The first one is if you recall early in the evening the conversation, this was on the list to remove what you forwarded. If you want to keep this, you have to take it off that list. The other problem is if you want to repurpose this, you need a 2/3 vote which is 66 percent. You'd be far better off to put in a new article for a new capital reserve because you only need 50 percent. Arlene Creeden asked then we would have to put money into it right. Mr. Malizia said you could put \$1. Ms. Creeden said that \$200 wouldn't be there once they eliminate that fund. Mr. Malizia said to put \$1 in.

Robin Rodgers asked if we let this fund get squashed like you said, eliminated, our \$200 would go into the general fund. Is that correct? Mr. Malizia agreed. Ms. Rodgers said we wouldn't get the \$200 to start the new fund. Chairman Luszey commented no but you're getting \$1 million from us. Ms. Rodgers commented I want the \$200 too Ted. Come on. Ms. Creeden replied we got you \$4 million, hello. Mr. Malizia said the concern is more getting the majority that you would need to get the pass on it. I think you'd be more prudent to let this one lapse, put a new purposed one in because you only need to get 50 percent of the voters. Put \$1 in, put \$10, put \$200. It's not going to break the bank. The larger point is you only need to get a simple majority. You're probably going to succeed with the simple majority. Ms. Rodgers asked if that was the better way to go. Steve Malizia said we know that there's always a certain amount of no votes that get voted on. That two-thirds is even more than a bond. That's the highest standard. It's difficult to attain. I'm just saying from your perspective, from a success perspective, get rid of that one.

Selectman Coutu noted almost seven voters out of every ten would have to vote yes in order for this to pass.

Kathy Carpentier said the other thing too is when you repurpose, nobody knows how much money is in it. So me and the ballot, you could be repurposing \$2 million for all know so I might be yeah I'm not doing it. You should market it and told everyone it's only \$200.

Arlene Creeden knew the fund was there. We had left it there originally when we built the library so that it would be able to be used in the future. We just assumed when we've been talking about this we thought it was the easiest way to repurpose the fund. Now that we've sort of become a lot smarter, we realize that maybe it isn't and what we really need to do is do a new warrant article. Is there still time to submit another one?

Chairman Luszey asked do you have a definition of what you classify as capital equipment. Ms. Creeden identified a roof, a major expense. Chairman Luszey said that is under the build and repair. When I look at the wording of your proposed warrant and then I look at the attorney's statement on it, he says this fund for future major repairs yet you talk about repairing capital equipment. Ms. Creeden said that would be like our furnace. Chairman Luszey said that's why I'm asking. Do you have an actual definition of what you dollar wise you say if it comes in at this, this becomes a capital piece of equipment which would fall under this versus almost anything.

Robin Rodgers asked if we draft a new warrant and we could give it to you Steve and you could...Ms. Creeden said we should put in there that capital improvement items would be over X amount of dollars or do you need that in there? Chairman Luszey said no. The word "capital equipment" is okay as long as you have a policy that defines what do. Kathy Carpentier kind of thought we might be going this way so I took it upon myself. The words aren't exactly what you want. I didn't speak to any one of you so if it's not exactly what you want. I only threw \$1 in there. I stole one that we used before to establish a capital reserve fund. So the writing hasn't gone by the lawyer.

Selectman Coutu noted like she said, that \$1 can be any amount. That's a placeholder. You could make it \$200. You could make it \$1,000. For capital reserve, it's not unrealistic to ask for like say \$1,000 the first year at least. Ms. Creeden said we want the fund to be established. We don't want people to vote against it. Selectman Coutu said to put \$1 in it then. There's your answer. Ms. Creeden asked for the \$200. Selectman Coutu said that's getting greedy again. Ms. Creeden said no we're giving you 6. It's actually \$206 currently in that account.

Chairman Luszey stated the only thing I would suggest is that you do write a policy on what defines the dollar value of your capital equipment.

Arlene Creeden indicated we just made an executive decision. We're leaving the \$1 in there because it's just easier.

BOS/Town Buildings (5110, 5120, 5125, 5135 & Warrant Article G), page 1

Chairman Luszey recognized Town Administrator Steve Malizia.

Steve Malizia noted the operating part is level.

Selectman Coutu asked the wages is the adjustment there. It's pretty good. We've held our expenses.

Town Hall - Operations (5120), page 5

Steve Malizia indicate essentially this building I believe that's overall actually down slightly. There will be an outside the budget request. The rubber roof - the flat roof that covers the back end of this building every winter leaks. We've been repairing it, repairing it, and repairing it. If we want to replace it...Selectman Coutu asked if it was over the fire department. Mr. Malizia said it's actually over the Selectmen's office and the welfare office.

Chairman Luszey noted we did the one over the Fire Department.

Steve Malizia explained it's at least 30 plus years old. What I did was put a placeholder in and I believe we can take the money out of the major repairs but we need to appropriate it. We haven't gotten to that yet but I'm just saying as part of Town Hall operations.

Selectman Routsis asked how can natural gas go down \$1,300. Mr. Malizia said just energy efficiencies - door sweeps and just simple things like that. Kathy Carpentier commented it wasn't cold in 2016. Mr. Malizia said electricity has been pretty stable because, again, we've entered into those agreements that we've negotiated for reduce per kilowatt hour.

Selectman Coutu said we'll have to do our own negotiations in the future. Mr. Malizia advised we're under a contract now so we're good to go. Selectman Coutu said if you need somebody to help you negotiate electrical, I'll do it. It's not hard to do.

Chairman Luszey commented on page 6, 224. This past summer I witnessed a number of issues with our chairlift and our wheelchair elevator. I think it needs more than the annual inspection because I personally could not operate it twice at night when we've had meetings here. There's something systemically going on with it that either a certain few people know how to work it or there is an issue with it. I think it needs more than just an annual. You may want to put some monies in there to have them overhauled. Steve Malizia said we do get an annual inspection from - and I'm trying to think of the name of the company - and obviously they safety test it and all of that sort of stuff. They have done things to try to replace it. It is not necessarily a commercially installed system. I didn't install it. It was installed 20 years ago. That one over here is basically a porch-lift type of deal. It's not something you would typically find in a commercial application. It is not as robust as perhaps something that might cost \$80,000, to \$90,000, to \$100,000. It is basically that is residentially for lack of a better word. It was put in 20 years ago. We could certainly have somebody come in and overhaul and review it but I don't think it's ever going to be as robust as it could be if we had a commercial system. Chairman Luszey said I'm looking for it to be like robust but I would like it to be reliable. Operational.

Selectman Routsis asked is there a way for someone here to get trained on how to instead of us subbing it out - someone here get trained on how to say monthly, quarterly, whatever check it and if anything is wrong with it fix it or put something in place so we check it. Steve Malizia said our maintenance person uses it monthly, has some ability to troubleshoot it. Pretty much typically most of the incidents that we've had the next day he's going to say yeah you've got to go with this. I realize that's temperamental. That's an issue. He's not a licensed operator. Those people are licensed by the State. I'm sure that requires some level of training and re-education and certification every year, after year, after year and liability. Selectman Routsis asked we are checking it monthly roughly. Mr. Malizia said he uses it weekly quite frankly up and down for the specific purpose of is it working. There are times when we all forget that as able bodied people we'll go in and we get impatient. Sometimes it's set up to be slower because if you're truly handicapped, it takes longer to exit that door. People start touching things and the minute you start messing with things, you've actually interrupted the circuitry for lack of a better word. I know I've done it. We've done it. You just have to be patient sometimes and it's difficult to be patient. I'm not aware that it's ever been unsafe and I agree that it has its issues.

Chairman Luszey commented I'm not saying it's unsafe. It's unreliable. When you have people down here at 11 o'clock at night and they cannot get it to work and you've got someone in a wheelchair now we have a problem. Mr. Malizia said right and then the irony is the next morning I say hey we had a problem last night. Oh yeah off we go. I'm just saying I can't explain it. I'm not an expert. Chairman Luszey said maybe a simple matter of putting a very detailed instruction manual like this. Once you hit the red button, wait no less than 90 seconds or something like that before you punch anything else if that's the case. We followed the instructions. Mr. Malizia knew the other one has the instructions. They're pretty detailed and even then people don't follow the instructions. We can get more detailed. Chairman Luszey knew the chairlift has issues. The interlock or something is not quite right. Mr. Malizia said, I don't want to use the word "scary" but they can be temperamental.

Kathy Carpentier said if you believe something is wrong with it shouldn't that be an action item for now and not...Chairman Luszey said I did. I let the appropriate person know. I'm saying is there something that should we be looking at because I don't see us moving out of this building for the next ten years. Is there something that we should be planning on upgrading that makes them more user friendly, and reliable, and all that or are we happy with what we

got. That's my question. I've said enough.

Selectman Nichols asked about 319 uniforms. I don't understand that one at all. Steve Malizia noted our custodian who's in this cost center is in a union contract and he has a certain uniform allowance per that union contract. Selectman Coutu said yes - work shirts, work boots, pants. If he's repairing something and he tears his shirt or gets caught in the elevator...Mr. Malizia said he's in a labor contract and that labor contract similar to Highway labor contracts and other technical maintenance people have a uniform allowance.

Community Center (5125), page 8

Steve Malizia said I also have two things outside of the budget for this. One would be painting and refurbishing the exterior and the other is replacing or upgrading the two bathrooms in the back.

Selectman Coutu noted the letter "e" is done.

Selectman Routsis said I saw that and I was quite pleased with that. I'm just curious why do we have two custodians there and it looks how it looks. Mr. Malizia said because when we have events that go at 10 o'clock at night, we have somebody that does event maintenance. It's a separate individual that does that.

Selectman Coutu asked when we do the increases in salaries do we include the part-time employees as well. Steve Malizia said yes. We've made sure that we've covered the nonunion part-time employees. He may come and speak to something different but she has put something in. Kathy Carpentier said I have put in a place holder. The same two percent for everyone this year. Selectman Coutu indicated that would be a part time custodian for example would also get it. Fair enough. Ms. Carpentier commented department heads can do what they want. They don't have to. Mr. Malizia said they can come in and make a case for something different. I'm just saying but we did a standard. Selectman Coutu noted if I'm being supervised to do part time maintenance building in this building by you and I'm John Q Public but I'm doing maintenance here and I'm making \$10,000 a year, there's a two percent raise and for whatever reason you articulate...Mr. Malizia said I've given you this duty, that duty, some other reason. Selectman Coutu said you don't have to give it to them because they're not in a union. Ms. Carpentier said if you turn over and a new guy comes in, that person doesn't have to.

Chairman Luszey asked before we move on, the outside this budget are we going to look at in this budget year in '17 or in '18 the painting and repair. Steve Malizia said what I've got is something in '18 because this is the budget year we're looking at here. I will tell you that if that doesn't get forwarded or if we have money left at the end of this year, I could try to accelerate that. Right now I have no appropriation to do it in any year. I'm trying to get something. Ms. Carpentier noted they're detailed on page 17 and 18 of this section if you want to jump down there now. Mr. Malizia noted the first one is for the replacement of the back roof here and it's basically the flat roof - not the Fire Department between us and them. It's back here, that roof and then the other one. Every year we're putting buckets up when we're getting it repaired and at some point, we've got to replace it. It could come from the major repairs capital reserve fund. It could be dealt without a tax impact but we want to appropriate that and put the offsetting revenue in.

Chairman Luszey asked if the exterior surface does that include repointing some of that because some of it there's mortar missing. Steve Malizia asked over at the Community Center. It would be to prepare that surface for repair of what needs to be repaired and then repaint it. Selectman Coutu asked if that would include repointing. Mr. Malizia said yes a limited amount of repointing. We're not going to repoint the whole building but where there's cracks, we'd have to fix. The same with trim, we'd have to fix trim and replace pieces of trim.

Selectman Routsis asked do we know or can we put anything in to repaint the interior. Steve Malizia noted you have half the walls padded. Selectman Routsis noted above those. They're separate colors. There's patchwork. Mr. Malizia said they're not separate colors. They're all one color but it gets patched because sometimes recreation programs in there that are hard on the building.

Selectman Coutu asked can we reach out to the high school and ask them if they would a mural all across the top of that. Selectman Routsis commented that would be awesome. Selectman Coutu stated even the exterior of the building with the recreational theme on one side and a patriotic scene on the other because we use it for voters. We could reach out couldn't we? They do it in windows in town. I figured this would give them a couple of big walls to do some painting. Steve Malizia said I have no idea what their liability may be or how high up they could do it. As a liaison to the School Committee, Selectman Coutu said I'm willing to go and ask them.

Chairman Luszey thought the liability would not be any greater than what we ask or have with volunteers at Benson's with power equipment. We've gone through that so we could double check that.

Selectman Coutu said it could be a supervise art class project I would think. It would be school department related. I'll ask them. I don't know if they even do that but I can ask them if you wish.

Chairman Luszey said that actually brings up a question, and I don't know it's not for tonight but it's something that we

may want to tackle at a future meeting is if this building is truly becoming a recreation building versus a community center, we may want to have a conversation about what that means to the current rec. center building because given the space constraints of this building if we were to move the rec. administration from that building over to the community/rec. center and have that become the true rec. center, we could alleviate some of the space issues here by moving an intact department say over to that building.

Selectman Routsis thought IT. IT is in a closet. That could be a place for them.

Selectman Coutu noted we did that study and we asked the Recreation Committee came back and recommended that they keep the building and they gave and the Board decided to keep the building. We can restudy it again. Chairman Luszey said it's not a study. Selectman Coutu said that was a poor term. Chairman Luszey said this is more of a discussion around the effective utilization of town assets. Selectman Coutu said just to give you a sum overview. That building is used a lot for registration purposes for the different athletic events that are sponsored by the Recreation Department. A lot of times doing so in the fall and winter months at the Community Center, that building lessens the impact on activities that are actually going on at the Community Center like adult basketball and other things that they let community nonprofits use it for. The after school program we're going to have from the Y will be held there.

Chairman Luszey got that but the conversation never had is if you were to do that like that storage room where we're not going to be asking voters to walk through if that became administrative offices and your registrations would take place from that side door, you're not interrupting the main gymnasium portion of that. We really haven't had that full depth conversation about how that might all happen. Selectman commented there are offices in there that the Recreation Department is using right. Dave has an office in there and so does...Steve Malizia said there is an office with a desk that they use in the summer time. There's at least two.

Selectman Coutu asked what would you want to repurpose that building for. Look at it for possibly housing one or two departments in here? I had thought about putting the entire Community Development in that building. Chairman Luszey said you could put Community Development there. You could put all of tax collecting up there. It's a self-contained division. That building and all of what they do. There are things that are self-contained that you could put there that a customer would not need to come here other than there. Their one stop shopping would be there. I'm just saying I don't think we have the whole amount of time tonight.

Selectman Coutu had a vision for upstairs if we were to make some changes and I'd like to go over them with you, and Steve, and anybody else. Well we can't have more than two but I'm willing to volunteer. I have a vision for upstairs how we could redo it, refurbish it, repurpose a lot of that area and get something done that we had said we wanted done a long time ago which is to co-habitat collections. We have the tax collector, and upstairs we have sewer and water downstairs, and KC and her people moving upstairs. IT can move out and get out of the little corner that they're in. Something has to give up. Something has to go. To me the Tax Collector would be better served - that purpose would be better served...Chairman Luszey said lets you and I take the action item to have that conversation to see if it's something that we can bring to the Board. Selectman Coutu commented and what the cost impact would be to do it. We might want to include the Fire Chief and KC in the conversation.

Kathy Carpentier was asking from a financial standpoint. Chairman Luszey said there's no impact to anything at this point. Ms. Carpentier said that's all I wanted to know. So you're not thinking of putting anything into the budget for this year at this point. Chairman Luszey said not at this point and I doubt if we could have anything ready to go for this budget. What's our cutoff date in case we do? Ms. Carpentier asked to put in a warrant article - like til December.

Steve Malizia asked so do you want to do anything with these other proposals because they're not warrant articles. There will be something in it if you want to. I'm talking about the roof. They are not in the budget now. I have not put them in. Selectman Coutu asked you're not going to put them in. Ms. Carpentier said these were outside the budget as you requested. Selectman Coutu said if the roof is leaking, it's just going to cause more damage if we don't take care of it. So that should take care of the first one. Chairman Luszey said both of these can come out of that capital reserve fund for building repair maintenance that was established. Mr. Malizia said yes. You could gross up the revenue but you have to gross up the appropriation unless you just want to do it now. You have \$149,000 in that account. It is for repairing or replacing major structural components or systems. I would assume that these are major.

Chairman Luszey said the roof is a definite and the women's room is a definite. Selectman Coutu said we need to do them.

Selectman Routsis asked do we hold off on the painting for the exterior. Steve Malizia said you'd want to do that probably in the spring. Selectman Routsis agreed but adding the dollar amount in.

Chairman Luszey said what I'm hearing is that the roof and the maintenance, the replacement of the women's and men's room at the center take place in the FY18 budget and we would figure out how to do the painting in this fiscal year. Is that what I'm hearing?

Steve Malizia said no. What you're hearing is if we can do it out of the fund now. We can start developing the RFP and

start doing it in this fiscal year. It would come out of that fund. In other words if you were going to do it next year, you'd want to appropriate. We can work to that. Kathy Carpentier said if you were planning to do something, you'd want to put it in the budget and gross appropriate. Steve Malizia said if you want to do it now and accelerate it, we'll do it.

Selectman Routsis reiterated the roof and the bathrooms now. Mr. Malizia said yes. Selectman Coutu said all of it now. Mr. Malizia's concern was painting as we start to get into this time of the year. This fiscal year. Ms. Carpentier said these three items will get done in FY17 which is before June 30, 2017 and be refunded from the capital reserve fund if necessary. Chairman Luszey agreed.

Selectman Routsis asked can we find out what it would cost to paint the interior. I think the interior needs to be painted. You were going to check with the school.

Motion by Selectman Coutu, seconded by Selectman Routsis, to repair the roof at Town Hall (\$30,000), replace the women's and men's bathrooms at Community Center (\$10,000), and paint all exterior surfaces at the Community Center \$9,000) from the capital reserve fund if necessary, carried 4-0.

Kathy Carpentier said I'll be removing those sheets from this budget book going forward because they really have nothing to do with this budget.

Senior Center Facility (5135), page 11

For some new members, Chairman Luszey said the physical facility is proportion and what was the percentages. Steve Malizia believed it was 50/50. Kathy Carpentier said some of the bills if you can break it up, they actually get paid their own bills. If you couldn't break up the electrical I think, then it's 50/50.

Chairman Luszey asked about the grounds maintenance is taken care of by Kevin or is that by...Ms. Carpentier believed you guys were determining who did that. Chairman Luszey said we haven't done that yet. Mr. Malizia thought the cable folks were doing outside of their perimeter and Kevin did the rest of the grounds. Did I remember that conversation? Chairman Luszey asked if that was a Board decision or was that just a conversation. Selectman Coutu said it was a conversation. There was just some question - as a matter of fact it came up most recently as a result of Representative Ober's e-mail about the shrubbery and the expensive trees and they were dying. We're in a transitional period with maintenance people. We felt that it would be easier that the person who's maintaining downstairs would go outside and maintain that whole area around the storage garage, the generator, and that parking area and the upstairs would be maintained by the custodian upstairs. They would have to dedicate so many hours per week to go out and make sure it's water properly. IF they need any mulch call Kevin and get some mulch dropped off and whatever.

Chairman Luszey knew snow removal is Kevin. Selectman Coutu said that's why when there's a no school day or a late day, the senior center reacts accordingly. The senior center is closed on snow days because Kevin can't get to the senior center right away. He has to get to the schools to make sure they're open the following day. He makes sure that at the end of the day the senior center and HCTV is taken care of so that they can also open the next day. He doesn't rush down there to get it open. It's not safe for seniors to be out on a blistery, snowy day except for me of course because I have to.

Selectman Routsis asked on the part-time salaries it said zero. Steve Malizia indicated it's in Kevin's cost center. Selectman Routsis said its Lori because she's there or...Mr. Malizia said this is just the facility. She's under a different budget.

Chairman Luszey said operations if you will is under recreation.

Town Poor (5151), page 13

Steve Malizia noted there's a decrease there based on actuals. We also have money in a donation account that if we needed to go over, we have some other sufficient funding.

Selectman Coutu noticed that this year based on the numbers I saw, we're getting more paybacks aren't we from people in terms of...Steve Malizia said we're able to lien folks who own property. If they recover or if their circumstances change, or they sell the property, we would get a recovery. We could also lien a settlement so if somebody gets into an accident, they have a temporary situation, they recover monies from an insurer. We can also get that money back.

Selectman Coutu commented people can say what they want, but Kathy does an awesome job of vetting people and making sure that those are the service of those that are truly needed and I appreciate that. I'm sure the rest of the Board does as well. Kathy Carpentier said we did choose to drop this down by \$10,000 due to the actuals. Steve Malizia said again we do have in reserve in a donation account if we needed to if we got pressed, we could make up that \$10,000.

Legal (5200)

So in the legal budget, Steve Malizia said this is the general legal. Attorney Lefevre as you know we switched. At the end of the current fiscal year we're in, our contract legally will expire. I put in a small figure for inflation obviously but we'll have to bid out a successor two-year contract or a successor contract.

Selectman Coutu said we can extend that beyond two years too right. Mr. Malizia said I'll have to double check the language but I'm sure he would be amenable to extending it. I think he's done a great job. Selectman Coutu said you're not going to get an argument from me. Chairman Luszey said he's been one of the better ones. Mr. Malizia said it helps that he really knows our business. We don't at this point expect to be negotiating any labor contracts. It will be an off year but in the possibility that contracts don't pass at the polls, we have to have some money to do that.

Selectman Coutu suggested maybe we should have successor years negotiated all at once in case it doesn't pass what do you want to next year. Let's get that behind us now. Steve Malizia said we tried to spread them out and diffuse it. Again if nothing happens if they all pass this year, we're going to have a year off and I think it's the year after that some union is up. We did try to spread them out.

Finance (5310, 5320)

Kathy Carpentier noted this is my budget level funded pretty much. My salary is in here. The copy machine upstairs - I'm lucky to be the owner of that and the audit expenses are in here. Level funded as far as operating expenses are concerned.

Selectman Coutu asked under professional service for auditing. The estimated cost is \$44,000, \$4,400, and \$2,200 charge respectively for water and sewer. Ms. Carpentier said that's correct but we have not been spending that. It's a little bit inflated due to the fact that if you were to have a single audit meaning if we took in more than \$750,000 of federal grant funds, we have to have a special audit just for that. So the budget as you'll see, my actuals are lower than that spending trend. I've got to account for that in case we do have a special audit.

On your association fees, Selectman Routsis asked are we not signing up for anything. Ms. Carpentier said no. I am not a CPA. A lot of the training I do is through like a GFOA and they type of stuff, municipal groups, and it's primarily cost free.

Finance Account, page 4

Kathy Carpentier said this is for my financial staff. There's no big ticket items here. Again level funded. It's only \$10,700 of operating for paper goods, mail, postage, paper.

Selectman Coutu asked your employees drop insurance. Everybody else is picking up insurance and yours dropped. Ms. Carpentier said I've had some turnover so that's a good point though. When we do have an open position if we're budgeting at that point, we do expect worst case scenario. So if the person comes in and it's a two person instead of family, I do get some favorability for that. That's with not just my department. That's what we do through the whole town. All open positions are assumed family plan.

Insurance (5910), page 1

Kathy Carpentier stated this is insurance - unemployment, worker's comp., property liability. I did put them in as an increase and the increase is to the expenses that we just paid for this year. I didn't mark them up at all. So we could have some increases going forward but that is why this has increased 9.8 percent because those are the actual costs for worker's comp. and property liability.

Selectman Coutu noted it's going up \$45,000 because you expect that...Ms. Carpentier said so our actuals in '16 were the \$454,000 and what we just paid for '17 is the 503. Selectman Coutu said we only budgeted 458. So we're already \$45,000 in the hole. Steve Malizia agreed. We'll have to make it up from other areas. That's correct. Again if you look at health insurance, that's a broad picture. People come and go. It's not always dire. Again we budget the max. We get people that are at the max. People change. In the bottom line as long as it all works out.

Kathy Carpentier said this is not something we're concerned at this point. Selectman Coutu asked about retirement. Steve Malizia said that's been built into all the budgets because we had the rates. So that's already reflected in the budget. We had those rates earlier. There will be no other increase.

Community Grants (5920)

Steve Malizia said community grants are level funded. We've set it at level. What does that mean? That means people might have made requests more than they had this year but we leveled them off.

Kathy Carpentier noted the real page you want to look at is page 4. It details it out for you.

Selectman Coutu stated that was the requests seriously. Ms. Malizia said yes. I don't make this stuff up. I just put it in the book.

Selectman Coutu asked what is Community Council. Mr. Malizia believed that is a Nashua mental health program. It's a very large request. We set them back to what we've been funding them for the last 5 or 6 years. If they didn't make a request should we - well I know other people that didn't make a request. Steve Malizia said the ones that you added last year are in at the same number and I believe they've all made requests. You have a couple that have asterisks that we've typically donated to or given money to. We sent a letter telling them to get their paperwork in. They didn't but I'm not aware that they're not still out there as entities. Just to be on the safe side, I put money in for them. Kathy Carpentier said however we wouldn't pay them until they put the request in.

Steve Malizia pointed out one of the ones if you're looking, Nashua Transit asked for \$16,000. We funded them at 13 but this \$16,000 is actually based on what they actually provide for a trip service. If anything, I would take a look at that one and consider bumping it up because this is for the elderly and some of the disabled folks that share a ride.

Selectman Coutu had no problem with that. That's been thoroughly explained. I understand. We do have in town service for our seniors and for handicapped citizens. I've seen it in operation. I know somebody who used it and the person has since passed on but they loved it. Steve Malizia indicated it's another \$2,482. We funded them at level so I ask for your consideration to add another \$2,482.

Motion by Selectman Coutu, seconded by Selectman Routsis, to increase line item 5920-259 community grants, from \$13,691 to \$16,173, an increase of \$2,482, carried 4-0.

Steve Malizia said that one concerned me because again it's very specific.

Patriotic Purposes (5930), page 5

Kathy Carpentier said this was level funded at \$5,600. This is for your Old Home Days fireworks and parade.

Selectman Coutu asked that 4745 is reflective of not having to pay for the Memorial Day parade. Mr. Malizia said correct but assuming next year they have it.

Other Expenses (5940)

Steve Malizia stated this is where you'd find the Selectmen's contingency for example. You'll also find funding into the capital reserve fund for earned time. You'll find I believe the telephone expense is in there. Obviously you can see the number. It's less than it was before.

Kathy Carpentier said this is where I think I mentioned it earlier in deliberations the other night. I thought it was prudent to take out the gas and diesel contingency because you already had the \$75,000 in the regular contingency.

Steve Malizia noted gas is at \$2.50 a gallon. We're paying well under \$1.70 so we don't pay the taxes. We have quite a bit of room to maneuver there and we didn't think we needed to ask people to have another fund. We should have enough room in there.

Kathy Carpentier explained something we always usually go over real quick is on page 9 is the employees earned time analysis. We are currently with the FY17 funding would be 35 percent funded. So that's pretty good. Because the department heads have done such a great job managing their budgets and able to cover the payouts as we've been going along.

Selectman Coutu commented our department heads do an outstanding job. I remember Speaker Jasper when he sat here, he was always worried about this thing. If the legislature would stop increasing how much we have to put into it. They should do a cutback. Mr. Malizia said they should do a cutback. Mr. Malizia said we're doing the best we can.

Hydrant Rental (5960 & Warrant Article D), page 10

Steve Malizia explained this is the charge from the water to the town for the hydrant fee. Ms. Carpentier said it was level funded.

Warrant Article G

Steve Malizia stated last year you took monies from the sale of properties and you divvied it up three ways. This was doing the same thing with the money we recognized last year.

Selectman Coutu asked what did we do with it. Mr. Malizia said divvied it up three ways - major town buildings...Selectman Coutu asked about this year. Ms. Carpentier said this year we had \$285,000 so we put 95 in the same three funds and it was approved and it was done. Those monies are already in the capital reserve funds. Mr. Malizia said 95 and 119 and we have \$95,000 approximately in recreation contributions from the impact fees. Selectman Coutu indicated that's all of phase 1. Mr. Malizia said that would be a complete field with some extra towards another field down the road.

Selectman Coutu asked the communications equipment and infrastructure. How much more do we need to complete what they're trying to achieve. Steve Malizia didn't recall the specific number but I thought each Chief was talking half a million dollars in that ballpark. Selectman Coutu said this is the second year we put - no we had 119 and 95 for them as well. Mr. Malizia thought we had 200 I think one year too if I'm not mistaken. Kathy Carpentier said we currently have \$339,000. Then you'll be adding if this warrant article passes, \$119,000 more which will bring you to \$458,000. So half way to there if \$1 million...Selectman Coutu said this would be for 2018. This would be the March ballot. So if it passed, we could do all of one field. We could start in the spring with the money we have and wrap it up with that.

Chairman Luszey said if it passes in March, you should be able to have all of your design work done and everything ready to roll so July 1st you're putting a shovel in the ground.

Selectman Coutu's next question is on the basis of the conversation we had the other night with regard to the voter's approving a new fire station, none of this was inclusive in trying to do that. Chairman Luszey said I won't speak to that. Steve Malizia explained we had a meeting today. We're going to have another Monday and touch base. So we'll be able to get you information ahead of Thursday's meeting. Yes this would be over here. That's over here. I don't know if I want to say that too simply but that's pretty much how that works. Ms. Carpentier said you're funding a capital reserve fund to do the field project which wouldn't impact what we would be proposing as different alternates for the funding of the fire station. We hope to have something to you by Tuesday to be discussed. Mr. Malizia said at least you can look at something in advance and then we'll talk Thursday.

Selectman Coutu asked if Thursday was wrap up. Steve Malizia noted Thursday you're doing Police, Rec., and Assessing, and I think the anticipation is to also wrap your material up. Chairman Luszey stated and move all the warrants. We'd vote on it. Ms. Carpentier said the only thing that we have to make sure is done is default also. It's not prepared yet because we're anticipating health insurance. Mr. Malizia said even if it went to the next regular meeting, you'd still be okay. We just have to do it at some point. Chairman Luszey indicated we'd have to have it before you pass it off to the Budget Committee. Ms. Carpentier said November 4th was my deadline is for me to start getting the books deliverable by November 11th. Sooner if I can help it.

Chairman Luszey asked about the contracts - the cutoff to get them to the budget is when. Steve Malizia said you'll be deliberating them January 4th. So an expectation will be sometime before January 4th. Ms. Carpentier said I'm not aware of any other warrant articles that are coming in.

Selectman Nichols noted the one we didn't do is G.

Selectman Routsis said B and C. Steve Malizia said B and C are the actual water and sewer budgets so you don't do those right now.

Kathy Carpentier said you are right. F and M will be done on Thursday night when those department heads come before you so we have not touched on F and M. That's because those department heads haven't arrived yet.

Chairman Luszey asked are there any questions that any member might have of the Finance Director of the Town Administrator for our next set of - next Thursday.

Steve Malizia stated I will be late next Tuesday night. I have a commitment with my daughter. I'm going to be late. I'm sorry. I'd figure I'd forewarn you. I don't think there's anything that you can't do without me.

Chairman Luszey reiterated it's a regular Selectmen's meeting and then Thursday is when we finish up the budget. If there is no other questions, I'll entertain a motion.

5. ADJOURNMENT

Motion to adjourn at 8:53 p.m. by Coutu, seconded by Selectman Nichols, carried 4-0.

Recorded by HCTV and transcribed by Donna Graham, Recorder.

Ted Luszey, Chairman

Roger E. Coutu, Selectman

Pat Nichols, Selectman

Angela Routsis, Selectman