

Town of Winchester 1 Richmond Road Winchester, NH 03470

Minutes of the Budget Committee (Draft Copy)

Tuesday Sept 5<sup>th</sup>, 2006

Committee Members Present: Trevor Croteau(chairperson), Ken Gardner(vice-chairman), Colleen Duquette(school board rep), Sherman Tedford (select board rep), Jacqueline Beaman, Dawn Lincoln, Richard Kelton, Gary Rokes. Also present was Town Manager John Stetser and Clerk Tracy Pelkey. Meeting was called to order at 7:00pm

Purpose of tonight's meeting is to go over the 05-0 town budget, and to schedule meetings(for each dept) for this year to go over the 06-07 budgets.

Ken Gardner( Vice-chair) asked how did we end up, did we end up with a surplus, 1<sup>st</sup> page of the financial report shows this information. The balance was \$73,420.74 its 2.79%.

Dawn pointed out to the committee that the net working column is adjusted figures not actual budget that was passed, Sharon Haley, Accounting Supervisor pointed this out to Dawn.

Question was raised to John – about transferring monies from department to department, this was so each department (line item) would not go into the Red, this was stopped in March, Select board cancelled this practice for example if the Highway department overspends \$5,000 in tires, we will know where the over expenditure is, for better record tracking.

Accounting department – no one received merit raises- select board would not allow to give merit raises. In January, John gave out \$700.00 (bonus) to full time employees and \$350.00 (bonus)to part time employees over 20 hours., the rest of money was supposed to go towards insurance, but this money was left in the account.

Dawn noticed that some departments were paying for telephone and others were not, John replied that some of the dept's, i.e. (Fire & Police) get assistance from VT Yankee, which reduces their bill. John stated that all phones for town departments, except Town Clerk were to be paid out of the executive office.

Trevor (chairman) asked John on Police Dept, why over budget?

John told committee that the police had a very tight budget, with a busy year, increases in fuel, overtime was high.

There is a lengthy discussion about putting a fuel tank at the highway department; there is already a diesel tank out there.

Would a large gasoline tank at highway benefit the town? 1000 gallons?

Would a 5000 gallon diesel tank be cost effective at the highway garage, would a fuel supplier be willing to supply it with a fuel delivery contract? Maybe the town of Hinsdale could go in on this too?

Jacqui Beaman asked Trevor to read the expense on Equipment/Repair, (Highway Maintenance) identify what the expenditure was. John stated the following items: Broken rear axle on truck, repair work done from storms, older vehicle needs more repairs, lost dumping apparatus. Trevor asked the status of new Town truck, this will be delivered Oct 1<sup>st</sup>. It's being painted right now. Select board wants to sell old truck out right.

Question was asked to read the sand/gravel line- expense was due to two big storms, used more sand than in the last 5 years. Storm on 7/1/05 was \$70,000.

Gary asked if a Disaster Capital Reserve would be beneficial to the town.

Dawn asked John if FEMA reimbursements could be used to replenish the capital reserve account, as is currently done with FEMA money into specific line items.

There is much discussion on the budget and about departments that went over budget, the committee reads the reports and asks several questions about the transfers and where they went and what they were for.

Question was asked why the highway crew use their equipment to do work other than plow and sand at the Waste Transfer Station (i.e compact bins). Isn't this a contracted service responsibility?

What is the \$614 for uniforms at the Waste Transfer Station spent on?

What liability does the Town have allowing bearded firemen to attend fire calls since they don't pass the seal ability tests for air masks?

John asked the committee to be excused at 8:45pm, he also gave Trevor his new email address:

[Jstetser49@aol.com](mailto:Jstetser49@aol.com)

The budget committee proposed department discussion schedule is set:

**Monday Oct. 16<sup>th</sup>: (7pm)**

Cemetery, Property Records, Street Lights, Patriotic, Conservation Commission and Town Beach

**Tuesday Oct. 17<sup>th</sup>: (7pm)**

General Government, Other General Government, Legal, Welfare, Welfare Admin, Health Agency and Health

**Tuesday Oct. 24<sup>th</sup>(7pm)**

Town Clerk/Tax Collector, Executive, Financial Admin.

**Thursday Oct. 26<sup>th</sup>(7pm)**

Land Use and Police Department

**Monday Oct. 30<sup>th</sup>(7pm)**

Fire, Forest Fire, Ambulance and Emergency Management

**Monday Nov. 6<sup>th</sup> (downstairs):(7pm)**

Landfill, Highway and Highway Block Grant

**Thursday Nov. 9<sup>th</sup>: (7pm)**

Libraries (Conant & Thayer), ELM Center and Water/Sewer

**Tuesday Nov. 14<sup>th</sup>: (7pm)**

Insurance, Personnel Administration, Advertising and Debt Service

**Tuesday Nov. 21<sup>st</sup>: (7pm)**

Extra night scheduled (if needed)

**Budget Committee (School)**

Thursday Dec. 7<sup>th</sup>  
Tuesday Dec. 12<sup>th</sup>  
Thursday Dec. 14<sup>th</sup>  
Thursday Dec 21<sup>st</sup>

The next meeting is scheduled for Tuesday Sept. 19<sup>th</sup> at 7:00pm

Sherm makes a motion to adjourn

Jacqui seconds it

Motion carries unanimously  
Meeting is adjourned at 9:09pm

Respectfully submitted,  
Tracy Pelkey