

**Board of Finance
Special Meeting Minutes
Wednesday, April 29, 2015
7pm Clifford B. Green Memorial Center**

Present: Gene Michael Deary, Drew Dionne, Sandra Brodeur, Ken Dykstra, Jeff Otto, Kim Conroy and Melissa Bradley; Recording Secretary

Also Present: Rick Ives, Bob Kelleher, Joe Voccio, Mae Lyons, Dr. Berry, Sherry Holmes, Mike Gaudreau, Pat Gauthier, East Brooklyn Fire Department Members, and the Bulletin

1. **Call to Order:** Gene Michael Deary called the meeting to order at 7:00pm.
2. **Approve Previous Minutes:** Jeff Otto made a motion to approve the minutes of 4/22/15 as presented. Sandra Brodeur seconded the motion. Motion passed 6-0.
3. **Public Comment:** None
4. **Selectman's Report:** No new updates.
5. **Presentation of Board of Fire Commissioners Budget:** East Brooklyn submitted a revised budget totaling \$100,881.00. The individual line items were cleaned up to better represent where the funds would be spent but the bottom line did not change. The funds are given as a grant and are up to the department to allocate them where they are needed. Discussion was held on the \$9,600 that was supposed to be a onetime allocation but is in the proposed budget as well. Mr. Gauthier explained it necessary for higher activity and training but it did not happen. It was used as an equipment expense and is in the current budget for the same, i.e. doors and tires. Mrs. Brodeur would like to see a break down on line #462; tools and equipment and would like to see it tracked for next year. The board has requested quarterly reports from the departments and has not received them consistently. Mr. Otto reiterates they should be given to the Board of Finance not later than thirty days after the quarter ends with accurate statements on what has been spent.
6. **Presentation of Capital Budget:** Mr. Voccio handed out a spreadsheet to members with the recommended capital projects:
 - Technology Package for School: \$115,768
 - Repair Middle School Field: \$30,000
 - Snow Blower Attachment for Highway: \$16,300
 - Document Preservation for Town Hall: \$20,000
 - Snow Blower Attachment for Recreation: \$7,000
 - Tractor Replacement for Recreation: \$23,000 (incorrect amount listed on spreadsheet)
 - New Plow Attachment for Recreation: \$3,000
 - Reserve for Unforeseen Equipment Repair: \$25,000

The committee recommended expensing \$111,300 and bonding at five years, \$25,278. Complete spreadsheets attached. Discussion was held on a possible five year plan for the school to involve air conditioning. This would eliminate the opening of doors and windows for air and reduce security threats.

7. Presentation of General Government Budget: Sherry Holmes presents the proposed budget. Total revenues \$21,858,604; Expenditures \$5,035,362; Board of Education \$17,418,021; Total 22,453,383

- Board of Finance - \$26,400 reduction from new auditors and decreased advertising/legal fees
- Board of Selectmen - \$32,501 reduction form advertising/legal fees
- Engineering - \$24,840
- Administration - \$249,494 increased for new software program and staff
- Treasurer – Removed from Budget, position now covered by Finance Director
- Revenue Collector - \$92,495 reduction for DMV fees
- Assessor - \$127,872 reduced by revaluation
- Board of Assessment Review - \$400 no increase
- Recording - \$113,663 reduction in restoration
- Elections - \$33,752 reduced by part time payroll and technology upgrades
- Legal Counsel - \$30,000 increased to cover all departments
- Probate - \$9,332 our allocation
- Town Hall - \$49,293 increased by internet/telephone
- Central Supplies - \$66,828 increased for computer services which includes off site backups to servers and computers
- Ethics - \$2,700 new line item for legal fees, training and recording secretary
- Canine Control - \$24,840 controlled by census
- Patrol Services - \$365,192 increased by Troopers transition and State funding changes
- Fire Marshal - \$49,184 fuel increase
- Fire Facilities - \$440,365 decreased from departments
- Emergency Services - \$36,648 NECCOG is in the process of a RFP for medical intercept program which may lower this amount
- Homeland Security - \$4,600 increase for recording secretary
- Road, Drainage & Facilities - \$516,366 increase for tree removal
- Maintenance of Equipment - \$99,000 fuel increase
- Snow & Ice - \$64,000 no increase
- 61 S. Main Street Garage - \$6,600 maintenance
- 95 Rukstela Road Garage - \$18,207 decreased
- Resource Recovery - \$215,788 contractual increase
- Building Office – 466,263 increase for code books
- Health Supervision & Operation - \$81,315 increase from per capita and allocation increased to NECASA
- Cemetery - \$5,000 no change
- Library - \$139,641 increase due to no significant increase in many years
- Transit District - \$13,662 slight increase
- Special Programs - \$5,750 decreased
- Recreation Commission - \$332,178 previously presented
- Park Maintenance - \$115,453 previously presented

- Community Center - \$21,650 decreased
- Clifford B. Green Bldg – \$26,406 increase from tv/internet/fax and a water increase
- P&Z Commission - \$22,424 increase for regulation rewrite and training
- ZBA - \$1,000 increased for training
- Ag Commission - \$2,100 no change
- Conservation Commission - \$2,725 slight increase for training
- Inland Wetlands Commission - \$6,220 no change
- Land Use - \$100,030 increase for GIS, temporary coverage, file cabinets and desks
- EDC - \$6,500 no change
- Open Space Fund - \$8,280 per resident
- Contingency - \$20,000 no change
- Fringe Benefits - \$616,361 increase for health/life/dental
- Municipal Insurance - \$127,464 decrease by fire department disability now covered by CIRMA
- Redemption of Debt – Long Term \$64,079 reduced by payoffs/pay downs
- Redemption of Debt – Short Term \$550,503 reduced by payoffs/pay downs
- Capital Equipment – presented tonight

Mr. Ives shares with the board an update on capital projects; overspent and underspent. Net total for grants/bans is \$36,323 which must be used to pay down grants/bans. Net total for town monies is \$35,936 which the Board of Finance can use as see fit. There are a total of unspent funds of \$77,563 from the north wall project at the school as well. Gene Michael Deary requests a copy of the grand list to input into the budget. Mr. Ives states the general fund will be giving back approximately \$85,000-\$90,000. Mr. Ives is expecting a schedule of payment next week from Janette Marcoux. \$404,000 from bond proceeds was not spent and must go towards reducing debt and \$319,000 from the general government fund was not spent and the board can use accordingly.

8. **Discussion/Approval 2015-2016 Budget:** Dr. Berry provides copies of budget explanations from the last meeting. Account 431, Service contracts were broken down as follows; Copiers/printers - \$12,500; Fire Alarm System - \$7,500; HVAC System - \$15,988; and Refrigerator Units in Cafeteria - \$1,500. Account 561.C, Special Education – Public Tuition was revised to total \$736,130 and Private \$788,680. There are no electronic readers proposed to be bought in the proposed budget. The board would like to know what the school has for electronic readers and Dr. Berry will get that figure to the board prior to the next meeting.
9. **Discussion/Set Next Meeting/Hearing Date:** The next meeting will be held on May 6 @ 7pm in the Middle School Library. The hearing is still tentatively scheduled for May 20th.
10. **Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned at 9:30pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary