

**TOWN OF CANAAN  
BUDGET COMMITTEE MEETING  
November 18, 2010  
Canaan Fire Station  
Final Copy**

Members present: David McAlister; Dave Barney; Al Posnanski; Russell Lester; Eleanor Davis; Denis Salvail; John Bergeron; Nathan Deleault; Karen Wolk; and Scott Borthwick. Also present were Town Administrator Mike Samson.

David McAlister called the meeting to order at 7:05 P.M. and took attendance.

David McAlister noted that everyone should have an updated copy dated November 17<sup>th</sup> of the proposed 2011.

There was a correction noted on page one that the town moderator's salary should be listed as \$515 in the 2011 department budget column.

**Executive Budget: 01-4130.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$10,290.58 for the executive budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis asked whether the funds for the administrative support and printing line items were moved into another budget. Mike Samson responded that the data processing budget now includes the funds for Sharon Duffy's position.

Mike Samson commented that the printing line item has always been budgeted at one dollar. Scott Borthwick added that the line item had been previously used for the printing of the Selectmen's newsletter. Eleanor Davis suggested that line items that have not been used in awhile should be eliminated especially when there is a similar line item in another budget. Eleanor Davis explained that expenditures are too often accounted for in the wrong line item. Russell Lester noted that line items should not be eliminated since past history is lost when line items are consolidated. There was general committee consensus to not eliminate the printing line item.

**VOTE: 8 YES      1 NO [E. Davis]      1 ABSTAIN [S. Borthwick]**

**Town Administrator Budget: 01-4130.20**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$61,762.87 for the town administrator budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis asked how the \$52,116 salary was determined. Mike Samson responded that the salary figure budgeted is his current salary plus three percent.

Eleanor Davis commented that the retirement figures should be double checked throughout the proposed budget for accuracy.

Dave Barney asked whether all of the salaries for the town positions include a three percent salary increase except for the Board of Selectmen. Scott Borthwick responded yes but clarified that the assistant town clerk position was changed in terms of hours and that Tom Guillette's position did not receive the three percent increase since his salary was adjusted last year.

**VOTE: 9 YES      1 NO [E. Davis]**

**Town Meeting Budget – 01-4130.30**

Dave Barney asked whether the miscellaneous line item should be left blank. Discussion ensued whether this line item should include a zero, one dollar, or be eliminated from the budget.

**MOTION** by John Bergeron and seconded by Dave Barney to add one dollar to the miscellaneous line item in the 2011 meeting budget.

**VOTE: 7 YES      3 NO**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$3,055.40 for the meeting budget.

**VOTE: 8 YES      2 NO**

**Town Clerk/ Tax Collector Budget: 01-4140.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$75,985.12 for the town clerk/ town collector, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 8 YES      1 NO [E. Davis]      1 ABSTAIN [D. McAlister]**

**Election Budget: 01-4140.20 and 01-4140.30**

**MOTION** by Russell Lester and seconded by David McAlister to approve a total 2011 budget of \$3,000 for the election budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 10 YES      0 NO**

**Financial Administration Budget: 01-4150.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$74,124.70 for the financial administration budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 10 YES 0 NO**

**Budget Committee Budget: 01-4150.20**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$1,207 for the Budget Committee budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 10 YES 0 NO**

Dave Barney asked what the last line item of the Budget Committee budget is used for. Eleanor Davis responded registration fees for LGC workshops.

**Assessing Budget: 01-4150.30**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$87,496.23 for the assessing budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 8 YES 2 NO [E. Davis and D. Salvail]**

**Treasurer Budget: 01-4150.50**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$5,851.50 for the treasurer budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 10 YES 0 NO**

**Trustees of the Trust Fund Budget: 01-4150.55**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$610.84 for the Trustees of the Trust Fund budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 10 YES 0 NO**

It was noted that Cindy Neily is the Trustee that is paid the stipend.

**Data Processing Budget: 01-4150.60**

Mike Samson clarified that this budget includes Sharon Duffy's position, as well as, the two technology consultants.

Dave Barney asked why the salary benefits, such as FICA and Medicare, are not included in this budget as line items. Mike Samson responded that these positions are contracted services but that he will research why the budget worksheet does not include those salary benefit line items.

There was general consensus to table the approval of this data processing budget until the next meeting.

**Legal Budget: 01-4153.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$37,826 for the legal budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis commented that Cindy Neily is consulting with an attorney about using funds from the Wells Water Trust for other undesignated cemetery purposes plus any legal fees incurred if she is able to. Mike Samson commented that there should be ample funds available in the town's legal budget if it is deemed that trust funds can not be used for legal fees.

**VOTE: Unanimous in the affirmative**

**Public Administration Budget: 01-4155.10**

**MOTION** by Nathan Deleault and seconded by Dave Barney to approve a total 2011 budget of \$363,315 for the public administration budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 8 YES      2 NO**

**Planning Board Budget: 01-4191**

**MOTION** by Nathan Deleault and seconded by Dave Barney to approve a total 2011 budget of \$1,104 for the Planning Board budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

A vote was not taken on this motion.

John Bergeron requested that committee members reconsider the amount allocated for the Upper Valley Lake Sunapee Regional Planning Commission since they provide support and training for Planning Board items and water quality issues. Dave Barney agreed with John Bergeron.

Scott Borthwick commented that UVLSRPC's past performance and charges have been a disservice to the Town of Canaan. Eleanor Davis added that the Chair of the Planning Board did not recommend an allocation for the UVLSRPC.

**MOTION** by John Bergeron and seconded by Dave Barney to add \$400 to the UVLSRPC line item in the Planning Board budget.

**VOTE: 2 YES        7 NO        2 ABSTAIN** [N. Deleault and K. Wolk]

**MOTION** by Nathan Deleault and seconded by Dave Barney to approve a total 2011 budget of \$1,104 for the Planning Board budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 9 YES        1 NO**

**Government Buildings Budget: 01-4194.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$83,708 for the Government Buildings budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis asked what town buildings are included in this budget. Mike Samson responded fire, police, highway, library, museum, meeting house, and the senior center.

**VOTE: 9 YES        1 NO** [E. Davis]

**Cemetery Budget: 01-4195.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$24,480 for the cemetery budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis commented that she is going to abstain from this vote. Eleanor Davis added that some of the expenditures need to be adjusted and that the Cemetery Trustees did not spend as much as the 2010 columns show since there will be a \$1,800 reimbursement for a newly drilled well in the cemetery.

**VOTE: 9 YES        0 NO        1 ABSTAIN** [E. Davis]

**Property & Liability Insurance Budget: 01-4196.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$47,421.15 for the property and liability insurance budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: Unanimous in the affirmative**

**Area and Regional Advertising Budget: 01-4197**

**MOTION** by John Bergeron and seconded by Dave Barney to add a miscellaneous line item with a one dollar allocation to the area and regional advertising budget.

**VOTE: 3 YES      7 NO**

**MOTION** by Russell Lester and seconded by David McAlister to approve a total 2011 budget of zero dollars for the area and regional advertising budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 7 YES      3 NO**

**General Government Budget: 01-2199**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$35,568 for the general government budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

Eleanor Davis asked why \$3,000 has been allocated in the advertising line item when approximately \$700 has been spent this year. Mike Samson explained that a published grand list of all the properties in the town is required by state law every five years.

**VOTE: Unanimous in the affirmative**

**Ambulance Budget: 01-4215**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$55,000 for the ambulance budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

It was noted that this appropriation would be for the third year of the three year contract. There was general discussion that this contract did not bind the town to a three year contract since the voters need to approve the appropriation each year.

**VOTE: 8 YES      2 NO**

**Building Inspector Budget: 01-4240.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$11,625 for the building inspector budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: Unanimous in the affirmative**

**Bridge Inspection Budget: 01-4313.20**

**MOTION** by Russell Lester and seconded by David McAlister to approve a total 2011 budget of \$1 for bridge inspection, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: Unanimous in the affirmative**

**Street Lighting Budget: 01-4316.10**

**MOTION** by Russell Lester and seconded by Denis Salvail to approve a total 2011 budget of \$10,000 for the street lighting budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

A vote was not taken on this motion.

Eleanor Davis commented that she suspects that the lighting for the transfer station is mistakenly included in this budget. Mike Samson responded that he agrees but that the overall costs are correct and that the accounting will be corrected in the future.

Scott Borthwick commented that the review of the billing has generated an overall savings since the town was being charged for twelve streetlights that do not exist any more.

**MOTION** by Scott Borthwick and seconded by John Bergeron to table consideration of this budget until after the scheduled public hearing on November 23<sup>rd</sup>.

**VOTE: Unanimous in the affirmative**

**Transfer Station Budget: 01-4323.10 and 01-4324**

**MOTION** by Russell Lester and seconded by David McAlister to approve a total 2011 budget of \$155,222.52 for the transfer station budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

A vote was not taken on this motion.

Denis Salvail asked why the transfer station budget has decreased. Mike Samson summarized that a full time position was eliminated and that only half of the pulls are expected next year by using a olive floor transfer station and a tractor trailer truck. Mike Samson added that the recycling efforts have increased from 160 tons to 260 tons within two years. It was also noted that the total operational costs for recycling were entirely

paid for during the past year and that the town collected two or three thousand dollars in revenue from the single stream recycling.

Eleanor Davis requested a review of the special revenue funds at the next Budget Committee meeting.

**MOTION** by John Bergeron and seconded by David McAlister to add one dollar to the heat line item in the transfer station budget.

**VOTE: Unanimous on the affirmative**

**MOTION** by Russell Lester and seconded by David McAlister to approve a total 2011 budget of \$155,223.52 for the transfer station budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: Unanimous on the affirmative**

**Health Budget: 01-4413.10**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$1,055.40 for the health budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: Unanimous in the affirmative**

**Welfare Budget – 01-4441 and 01-4445**

**MOTION** by Russell Lester and seconded by Dave Barney to approve a total 2011 budget of \$61,099 for the welfare budget, as recommended by the Board of Selectmen on the 2011 budget worksheet.

**VOTE: 8 YES      0 NO      2 ABSTAIN [D. Salvail and E. Davis]**

**Recreation Budget: 01-4194 and 01-4520**

Dave Barney suggested that the recreation budget should not be considered until the discussion is properly noticed and interested parties are present. There was general consensus to invite the Friends of the Canaan Street Bathhouse and the Goose Pond Lake Association to the next committee meeting. Scott Borthwick noted that he has requested that a representative from the Friends of the Canaan Street Bathhouse be added to the Recreation Commission but that no one has volunteered yet.

**Approval of Minutes:**

Committee members reviewed draft copies of the October 7<sup>th</sup>, October 21<sup>st</sup>, and November 4<sup>th</sup>, 2010 minutes.



**MOTION** by David McAlister and seconded by Russell Lester to accept the October 7th, 2010 minutes, as written.

There were no corrections suggested at this time.

**VOTE: 6 YES      0 NO      4 ABSTAIN** [K. Wolk, D. Barney, A. Posnanski, and R. Lester]

**MOTION** by David McAlister and seconded by Russell Lester to accept the October 21<sup>st</sup>, 2010 minutes, as corrected.

Dave Barney suggested adding the word "last" and deleting "for 2011" on page two. Dave Barney corrected the misspelling of "amenable" on pages two and three.

John Bergeron suggested deleting the words "issuing fines and" on page four.

**VOTE: 9 YES   0 NO   1 ABSTAIN** [A. Posnanski]

**MOTION** by David McAlister and seconded by Dave Barney to accept the November 4<sup>th</sup>, 2010 minutes, as corrected.

Karen Wolk noted that she was present for this meeting.

It was suggested that the word "for" be deleted on page two.

Dave Barney and Russell Lester offered to work together and revise the wording of the second paragraph under the Public Comment heading on page three.

**VOTE: Unanimous in the affirmative**

### **Chairman's Report**

David McAlister thanked committee members for their cooperation in moving ahead with the budget review schedule.

David McAlister noted that the next meeting is scheduled on December 2<sup>nd</sup> to review the fire, police, and highway budgets. The following budgets will be reviewed at the meeting on December 16<sup>th</sup>: library; water and sewer; recreation; data processing; and street lighting.

### **Selectmen's Report**

Committee members reviewed a 2010 YTD revenue report starting on page twelve of the budget worksheet dated November 17, 2010. Mike Samson clarified that the 2010 YTD column reflects through October 2010, whereas, the 2009 YTD column reflects through November 2009.

Dave Barney suggested that the 2009 data would be helpful to have for comparison purposes.

John Bergeron commented that the Planning Board approves appropriate reclamation plans for quarries.

Mike Samson explained that the town will be receiving less from the NH Highway Block Grant next year but that a contingency fund within the operating budget has been set up.

Scott Borthwick clarified that the shared revenue block grant will not be available next year but that funds from the rooms and meals tax will be available.

**MOTION** by Denis Salvail and seconded by Russell Lester to adjourn the meeting at 9:13 P.M.

**The motion was unanimously approved.**