

**TOWN OF CANAAN
Budget Committee
January 13, 2011
Canaan Fire Station
Final Copy**

Members present: Eleanor Davis; Denis Salvail; Dave Barney; Nathan Deleault; Chair David McAlister; Al Posnanski; John Bergeron; Karen Wolk; Selectman Scott Borthwick; Selectman Bob Reagan; and members of the public. Also present was Town Administrator Mike Samson.

David McAlister called the meeting to order at 7:32 P.M. after the closing of the Public Hearing.

Mike Samson summarized that he has updated the MS-7 form for review and signature. It was explained that the maximum allowable appropriation for the 2011 operating budget is \$4,013,488, which includes ten percent of the Budget Committee's recommended budget minus the long term debt service, principal, and interest. Discussion ensued regarding how and why the maximum allowable appropriation figure is calculated.

David McAlister clarified that a Budget Committee meeting will be posted in case committee action is needed directly after the Deliberative Session.

Eleanor Davis commented that she is not comfortable with including the costs of the highway truck and the fire truck in the calculation for the maximum allowable appropriation.

Scott Borthwick noted that the MS-7 form mistakenly does not include the \$9,000 balance for the proposed new fire truck. Mike Samson agreed that this error needs to be corrected. Mike Samson informed committee members that they will need to stop into the town office before March 7th to sign a revised MS-7 form.

Seeing no further questions or comments, a motion was made to adjourn the meeting.

MOTION by Scott Borthwick and seconded by Nathan Deleault to adjourn the meeting at 7:52 P.M.

The motion was unanimously approved.

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
March 17, 2011
Canaan Fire Station
Approved Copy**

Members present: Chair David McAlister; Dave Barney; Al Posnanski; Martha Pusey; Karen Wolk; Eleanor Davis; Denis Salvail; John Bergeron; Bill Crowther; and Scott Borthwick. Also present was Town Administrator Mike Samson.

David McAlister called the meeting to order at 7:00 P.M. and took attendance.

There was a general round of introductions made for the new committee members.

David McAlister publicly thanked Russell Lester, Nathan Deleault, and Craig Lawler for their participation on the Budget Committee and their service to the Town of Canaan.

Election of Officers

David McAlister commented that he is not interested in serving as the Board Chair for another year and requested nominations for the position.

MOTION by John Bergeron and seconded by Bill Crowther to elect Dave Barney as Budget Committee Chair.

Dave Barney declined the position so no vote was taken.

MOTION by David McAlister and seconded by Denis Salvail to elect Eleanor Davis as Budget Committee Chair.

VOTE: 8 YES 1 NO [D. Barney] 1 ABSTENTION [E. Davis]

MOTION by David McAlister and seconded by Bill Crowther to elect John Bergeron as the Budget Committee Vice Chair.

VOTE: 8 YES 0 NO 1 ABSTENTION [J. Bergeron]

MOTION by Martha Pusey and seconded by David McAlister to elect Karen Wolk as the Budget Committee Secretary.

There was general discussion that the secretary position is responsible for the posting the meeting dates and minutes and distributing the minutes to the committee members.

VOTE: 8 YES 0 NO 1 ABSTENTION [K. Wolk]

Approval of Minutes

There was general discussion that perhaps the minute taker position should be advertised for candidates since the minutes should be prepared and ready for distribution within 144 hours of the meeting. It was noted that candidates have been difficult to find or retain in the past and that the minutes have normally been available in time for approval at the next scheduled meeting. It was suggested that a committee member could volunteer to complete the minutes. David McAlister noted that the current arrangement does help to minimize the cost since this minute taker is able to complete the minutes from tape and not attend the meeting.

Committee members reviewed draft minutes dated January 12 and January 13, 2011.

MOTION by David McAlister and seconded by Scott Borthwick to accept the minutes dated January 12, 2011, as written.

There were no corrections suggested at this time.

The motion was unanimously approved in the affirmative.

MOTION by Scott Borthwick and seconded by David McAlister to accept the Public Hearing minutes dated January 13, 2011, as written.

There were no corrections suggested at this time.

The motion was unanimously approved in the affirmative.

MOTION by David McAlister and seconded by Scott Borthwick to accept the minutes dated January 13, 2011, as written.

There were no corrections suggested at this time.

The motion was unanimously approved in the affirmative.

Chairman's Report

David McAlister thanked committee members for their help with a smooth budget review process. David McAlister wished the new committee chair luck with this upcoming year.

Selectmen's Report

Scott Borthwick summarized that the Board of Selectmen authorized the voter approved purchases this week of a fire truck and a plow truck. Scott Borthwick commented that the three new generators arrived six weeks late but are now installed. Scott Borthwick noted that the new police cruiser will be purchased in July when there is better cash flow. Scott Borthwick summarized that the last Board of Selectmen meeting included a presentation by the Town Administrator regarding potential improvements to the Transfer Station, which attracted several residents.

Next Meeting

There was general discussion that this year's meeting schedule will most likely follow the same schedule used last year. There was general consensus to schedule the next meeting on June 16th for a review of the town's expenditures and revenues reports.

It was strongly suggested that committee members should have a better understanding of the water and sewer systems. Scott Borthwick commented that the Board of Selectmen will be reviewing and adjusting the rates, as well as, considering a system expansion and possible replacement of pipes that the Budget Committee members are welcomed to attend. It was noted that site walks have been helpful and informative in the past for committee members.

Scott Borthwick noted that the town mechanic is currently completing an inventory of the garage tools and equipment.

Eleanor Davis commented that the cemetery information posted in the town report was incorrect and that she would like the Cemetery Trustees to be contacted before information in the future is printed.

MOTION by David McAlister and seconded by Al Posnanski to adjourn the meeting at 7:58 P.M.

The motion was unanimously approved in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
June 16, 2011
Canaan Fire Station
Approved Copy**

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; Karen Wolk; Denis Salvail; John Bergeron; and Scott Borthwick. Also present was Town Administrator Mike Samson. Members absent: Bill Crowther and Martha Pusey.

Eleanor Davis called the meeting to order at 7:02 P.M. and took attendance.

Approval of Minutes

Committee members reviewed draft minutes dated June 16, 2011.

MOTION by Dave Barney and seconded by David McAlister to accept the minutes dated June 16, 2011, as amended.

Dave Barney suggested adding the word “normally” as follows in the first paragraph on page two: “It was noted that candidates have been difficult to find or retain in the past and that the minutes have “normally” been available in time for approval at the next scheduled meeting.”

Dave Barney suggested adding the word “strongly” as follows in the paragraph on page three: “It was “strongly” suggested that committee members should have a better understanding of the water and sewer systems.”

The motion was approved in the affirmative. Eleanor Davis abstained from the vote since she was absent from the June 16th meeting.

Other Business

Dave Barney informed committee members that he has volunteered to serve on the school district’s Budget Committee and that one other Canaan representative is needed for this committee.

Review of Expenditures and Revenues

Updated copies of the Budget versus Actual Expenses report and the Revenues report were distributed. Mike Samson noted that approximately forty-five percent of the year has passed so forty-five percent was used as the baseline during the last Selectmen’s review for possible over-expenditure within the operating budget. Mike Samson added that fixed payment schedules for specific bills do not always coincide with this specific method used for reviewing the budget.

Al Posnanski requested an explanation of the undesignated fund balance. General explanation ensued, as well as, an explanation of the contingency funds and the capital reserve funds.

Dave Barney asked when the funds for the lake associations will be distributed. Scott Borthwick responded that a written request for the funds has been submitted to the Board of Selectmen in the past. Scott Borthwick added that existing cash flow should enable payment at this time.

David McAlister asked what the three hundred dollar expense is in the bridge inspection line item. Mike Samson responded that the expense is actually a reimbursement of State funds that was mistakenly received from the State for rental of the temporary bridge on River Road.

Mike Samson noted specific over-expenditures in the existing operating budget and explained the circumstances for the overexpenditures or the adjustment that should help to alleviate the overexpenditures.

Mike Samson summarized budget cuts and maintenance or repair items that have been contracted or scheduled for completion this year within the government buildings budget.

Mike Samson also summarized revenue shortfalls and anticipated revenues.

General discussion ensued regarding possible changes to the operations manual at the transfer station.

Mike Samson noted that a new contract with the police officers will need to be negotiated next year and that a new vendor for health insurance will be needed for next year.

Meeting Schedule

Committee members reviewed the proposed meeting schedule for the upcoming budget review process starting in September. Eleanor Davis offered to set and email agendas to committee members, as needed.

Selectmen's Report

Scott Borthwick informed committee members that the Board of Selectmen is currently in the process of permitting the expansion of the sewer system.

Scott Borthwick summarized that a major leak in the town's water system has been identified and repaired after a private land owner repeatedly complained of increasingly saturated soils on his property. Scott Borthwick clarified that a public hearing will be scheduled in the future once there is a proposal for updated water and sewer rates.

Scott Borthwick noted that several public hearings have been scheduled to discuss the possible elimination of various street lights and the possibility of posting advertisements at Williams Field to help fund possible future needs, such as the recreation program or the renovation of the playground.

Scott Borthwick suggested an organized tour of the water plant.

Next Meeting

Eleanor Davis commented that the next meeting is scheduled on September 15th.

MOTION by Denis Salvail and seconded by David McAlister to adjourn the meeting at 7:30 P.M.

The motion was unanimously approved in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
September 15, 2011
Canaan Fire Station
Final Copy**

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; Martha Pusey; Karen Wolk; John Bergeron; Bill Crowther; and Scott Borthwick. Also present was Town Administrator Mike Samson, Town Clerk Vicky McAlister, Cemetery Custodian Dave Heath, Nelson Therriault. Member absent: Denis Salvail.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Review and Presentation of Proposed Department Budgets for 2012

Vicky McAlister distributed a handout and summarized the proposed Town Clerk, Tax Collector, and election budgets for 2012. It was noted that the proposed budget includes expenses for four elections in 2012, whereas, there was only one election in 2011. There was general discussion and explanation of revenue generating line items and the increased use of online “vehicle” registrations.

Dave Barney asked whether the Board of Selectmen is considering salary increases for the town employees. Scott Borthwick responded two percent. It was noted that 2011 included fifty-three pay periods, whereas, 2012 will have fifty-two pay periods.

Dave Heath summarized the proposed cemetery budget for 2012. There was general discussion about tree work that will be completed this year and whether a \$30,000 warrant article should be presented to the voters for tree work in the various town cemeteries. It was noted that the Cobble Cemetery on South Road has been closed to the public and town employees due to the danger of falling limbs. It was suggested that including a five year management plan in the annual operating budget for tree work in the cemeteries would be a better approach. Dave Heath offered to draft a plan for further consideration. Mike Samson provided updated budget figures for the salary and salary related line items.

Nelson Therriault summarized the welfare assistance that has been provided this year compared to last year. Nelson Therriault also summarized his proposed welfare budget for 2012. There was general review of the competitive fuel bid received from Simple Energy and how the town partnered with the school district in order to receive a better rate.

Eleanor Davis noted that the library staff requested that their budget presentation be rescheduled for the September 29th meeting.

Eleanor Davis distributed and committee members reviewed a handout from the Building and Health Inspector, Bill Wilson, which summarizes his proposed budget for 2012.

Committee members reviewed the proposed Planning Board budget for 2012. John Bergeron suggested increasing the advertising line item for the Planning Board budget.

Committee members reviewed the proposed Budget Committee budget for 2012.

Mike Samson summarized a brief introductory report of the proposed budget and noted that the proposed operating budget has been reduced from \$3.5 million to \$2.9 million with salary increases and other necessary increases included. Mike Samson commented that he is pleased with the overall process and collaboration of the department heads in drafting the 2012 budget. Mike Samson proceeded to explain many of the notable increases and decreases specified in various departments of the proposed 2012 budget. Mike Samson then summarized the details of proposed budgets for the executive, town administration, financial administration, and assessing sections.

Chairman's Report

No report was provided at this time.

Selectmen's Report

Scott Borthwick summarized that the application is due at the end of the month for possible hurricane relief funds.

Approval of Minutes

Committee members reviewed draft minutes dated June 16, 2011.

MOTION by David McAlister and seconded by Eleanor Davis to accept the minutes dated June 16, 2011, as written.

There were no corrections suggested at this time.

The motion was unanimously approved in the affirmative. Martha Pusey and Bill Crowther abstained from the vote.

Next Meeting

Eleanor Davis offered to distribute a revised agenda for the next committee meeting scheduled on September 29th.

MOTION by David McAlister and seconded by Dave Barney to adjourn the meeting at 9:00 P.M.

VOTE: Unanimous in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
September 29, 2011
Canaan Fire Station**

Final Copy

Members present: Chair Eleanor Davis; David McAlister; Al Posnanski; Martha Pusey; Karen Wolk; Bill Crowther; Denis Salvail; Dave Barney; and Scott Borthwick. Also present were Town Administrator Mike Samson, Cindy Neily, and Amy Thurber. Member absent: John Bergeron.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Review and Presentation of Proposed Department Budgets for 2012

Trustees of the Trust Fund

Cindy Neily summarized that the Trustees' of the Trust Fund budget can be level funded for 2012, including the salary and salary related benefits. However, the department will need twenty-five dollars for a printer cartridge from the town's general operating budget. There was general explanation that funds to cover pending legal expenses were encumbered from the 2011 budget.

The following department budgets were also reviewed at this meeting: **Town Meeting, Treasurer, Data Processing, Legal, Personnel Administration, Government Buildings, General Government, Street Lighting, Transfer Station, and Recreation.**

Mike Samson explained a decrease in the town report printing line item in the Town Meeting budget and increases to software support line items in the Town Clerk, Financial Administration, and Data Processing budgets due to necessary service and software contracts. Mike Samson noted that the hardware upgrade line item in the Data Processing budget includes a replacement computer for the town office.

Mike Samson clarified that the salaries of all town employees have been adjusted to include a two percent salary increase unless the individual in a town position has requested no increase.

Mike Samson commented that the actual costs for the county prosecutor and property/liability insurance will not be known until October. Mike Samson also noted that the cost for the county prosecutor was not adequately budgeted for in 2011. Committee members were also reminded that the actual cost for health insurance is not known at this time.

Mike Samson explained that the increase in the health and safety line item of the Personnel Administration budget is for employee health screenings. The pre-hire screening will be dependent on the responsibilities of the position and will help minimize workers' compensation claims. Mike Samson explained the typical steps of a submitted claim.

Mike Samson explained that the salary line item of the Government Buildings budget includes the mowing expenses and that the repairs and maintenance line item includes contracted work, such as carpentry and plumbing repairs.

There was general discussion that the street lighting budget has been decreased by several thousands of dollars by just correctly accounting for the pole locations with the utility company.

Mike Samson summarized the trash collection responsibilities of each transfer station employee and the anticipated need for additional help at the transfer station.

Mike Samson also explained that the electricity usages for the transfer station and the wastewater treatment plant are being recorded from the same meter, which will require rewiring to fix.

Mike Samson explained the justification for a new line item within the Solid Waste budget for the collection of household hazardous waste. Mike Samson also summarized adjustments that have been made at the transfer station since his hire date, as well as, future adjustments that will continue to save in hauling costs. It was noted that a revised disposal fee structure will be completed for next year.

Mike Samson explained that the maintenance and repair, grounds keeping, and rubbish collection line items pertain to Williams Field in the Recreation budget. The contracted services line item in the Recreation budget is funds to complete background checks for any person working with children for liability protection. Mike Samson clarified that no salaries for the Recreation Department are included in the town's budget and that the Recreation Commission has a revolving fund to pay salaries, if they wish. Mike Samson summarized the organization, support, and set-up of a cross country program using the town's trail system. Mike Samson clarified that the Recreation Commission provides the administrative support for the camps and programs.

Eleanor Davis commented that all the costs for a recreation program should be coming out of their revolving fund and that user fees should be charged in order to cover the entire cost of the recreation budget. General discussion ensued regarding the success of local volunteers to fundraise and to be awarded grant funding to be able to replace the playground equipment. Mike Samson also commented on the noticeable number of people and groups who are using Williams Field for horseshoes, softball, and outings.

Library Budget

Committee members received several handouts to review regarding the proposed library budget. Cindy Neily and Amy Thurber summarized various library usages and a survey available for feedback and suggestions on future direction. It was noted that the salary costs, insurance costs, and benefit costs have been lumped for all of the library employees for confidentiality reasons. There was general review and explanation of what costs are included in which line items. There was general discussion that some custodian services

and town building services, such as heat, water, sewer, and electricity, are included in the town's budget and are not reflected in the library's budget.

Water and Sewer Budgets

Mike Samson summarized that he has not revamped the operating budget for the water or sewer plants yet since he is waiting until after the new rate structure has been implemented for next year.

Other Business

David McAlister noted that he has a correction to suggest of the June 16, 2011, minutes, which he will present at the next meeting.

MOTION by David McAlister and seconded by Scott Borthwick to accept the minutes dated September 15th, 2011, as written.

Karen Wolk suggested adding the word "vehicle" in parentheses to the third paragraph in the last sentence of page one.

The motion was approved in the affirmative. Denis Salvail abstained from the vote.

Next Meeting

Eleanor Davis reminded committee members that the next meeting is scheduled on October 5th.

MOTION by David McAlister and seconded by Dave Barney to adjourn the meeting at 9:10 P.M.

VOTE: Unanimous in the affirmative

TOWN OF CANAAN
BUDGET COMMITTEE MEETING
October 6, 2011
Canaan Fire Station
Final Copy

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; John Bergeron; Denis Salvail, Bill Crowther, Karen Wolk, Martha Pusey; and Scott Borthwick. Also present was Town Administrator Mike Samson, Bob Scott, Larry Brabant, Chief Bill Bellion, and Chief Sam Frank.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Review and Presentation of Proposed Department Budgets for 2012

Highway Department Budget

There was general explanation and consensus to reallocate \$5,000 in funds from the winter sand line item to the culvert and chloride line items but that the budget total of \$283,500 would remain the same.

It was noted that all of the line items with hourly paid salaries have been adjusted to reflect the fifty-two pay week schedule instead of last year's fifty-three week schedule.

Mike Samson commented that the utilities and fuel line items are based on actual bills from past years.

Mike Samson commented that highlighted figures are figures that were changed since last week's committee review and that bold-faced figures are line items that are still being considered for revision.

Bob Scott clarified that the budget increases are mainly due to price increases and not due to an increased number of projects.

Mike Samson clarified that the contracted services line item has adequate funds to cover street clean-up, including culvert cleaning, but that the town does not provide street sweeping.

There was general discussion that the retrieval of gravel and sand behind the transfer station does pose some wear and tear concerns on the town's equipment but that the town's equipment is no longer trucking these materials, which were previously being purchased. Mike Samson commented that significant time and effort has been taken to develop a comprehensive capital improvement program for committee review at a future meeting.

Mechanic Budget

There was general review of the budget increases and encumbrance monies for routine and unexpected repairs and supplies. Mike Samson explained that the overall operating budget does include some contingent funds for unexpected emergency needs and that some intended purchases could be deferred until the second half of the year if funds are ever needed in an emergency.

Fire Department Budget

Bill Bellion summarized that the frequency in calls for fires, motor vehicle accidents, and search and rescues has caused a significant shortage this year in funds for salaries. Bill Bellion summarized the standard items that are typically included in each of the budget line items. Mike Samson commented that the routine replacement of needed equipment has been factored into the capital improvement program, which will be reviewed by this committee at a later time. Bill Bellion summarized some of the rationale used to identify equipment needs so that the department is able to provide adequate service within their service area of Canaan, Orange, and Dorchester. Bill Bellion explained the process of how turnout equipment is provided to the volunteer firefighters.

Emergency Management Budget

Mike Samson explained that the cost for dispatch service is partly based on the number of calls but that the initial negotiation is the larger factor. Mike Samson summarized that the county has offered dispatch services for all of the towns but that most towns prefer the individual service contracts that they establish for their towns.

Police Department Budget

Sam Frank summarized that the proposed budget is essentially the same budget as last year except for increases that he has no control over. Sam Frank noted that the negotiations have not been concluded for the union contract yet. Sam Frank explained that the increase in the equipment line item is for two replacement laptops for police cruisers. Sam Frank clarified that the department currently has five full time officers for six full time positions and five part time officers for eight part time positions. There was general explanation of the training, testing, and hiring process for police officers and the cost to the town.

Mike Samson commended Sam Frank for managing more part time positions in order to cut the overtime costs and help cut the overall operating budget of the town. Mike Samson also justified the increased expense in the software support line item in order to help decrease the amount of time utilized for paperwork and, therefore, the overall salary costs.

There was general discussion regarding the ongoing need to replace and rotate vehicles within the police department and the intended plan to help fund new police vehicle purchases in the future.

Ambulance Budget

Mike Samson summarized that funds have already been raised by the ambulance service to add another ambulance to their fleet. Mike Samson also summarized a proposal to possibly expand the police department building in Canaan by eighteen hundred feet for the ambulance service utilizing grant funds and no funds from the town. An estimated cost provided for this addition was \$265,000. Mike Samson explained that providing the space for the ambulance service to expand their program would enable them to offer a five year contract to the town for \$55,000 per year. It was explained that a second ambulance would enable the ambulance service to increase their revenue. Contingencies included with the proposal include that the ambulance service would not increase the building's operating cost to the town. There was general discussion whether a warrant article would need to be presented to the voters to approve a multi-year contract. Committee members expressed concerns regarding any obligations or restrictions that the acceptance of grant funds might impose on the town.

Cultural and Patriotic Budgets

It was noted that the funds in the cultural budget are used towards the Old Home Days celebration. There was general consensus to leave one dollar in the patriotic budget.

Eleanor Davis asked what the \$680 expenditure is in the capital outlay line item. Mike Samson offered to find out and report back.

Eleanor Davis commented that she had requested a budget proposal for the health budget. Mike Samson responded that the health budget is essentially level funded from last year except for the two percent increase in salary.

Mike Samson confirmed that including one dollar in the conservation budget would be sufficient.

Other Business

Scott Borthwick commented that enough funds have been successfully raised to replace the playground equipment next summer.

Mike Samson clarified that the town's new website is www.canaannh.org and that the old address will automatically redirect users to the new address.

Next Meeting

Eleanor Davis noted that the next scheduled committee meeting is October 20th at 7 P.M. at the fire station.

MOTION by Bill Crowther and seconded by David McAlister to adjourn the meeting at 9:00 P.M.

VOTE: Unanimous in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
October 20, 2011
Canaan Fire Station
Final Copy**

Members present: Chair Eleanor Davis; Dave Barney; Al Posnanski; John Bergeron; Denis Salvail; and Scott Borthwick. Also present was Town Administrator Mike Samson and Steve Ward.

Eleanor Davis called the meeting to order at 7:01 P.M. and took attendance. Eleanor Davis noted that committee members should have received copies of the 2012 Capital Improvement Plan.

Steve Ward summarized what the 2012 plan includes for vehicles, equipment, building and facilities needs, and road infrastructure. There was also general review of anticipated needs for years after 2012, as well as, an explanation of how and why the capital improvement plan is created and utilized. General discussion also ensued about appropriate uses of capital reserve funds, contingency line items, and replacement cycles for vehicles.

Debt Service: 01-4711, 01-4721, and 01-4723

Mike Samson summarized the proposed debt service budget for 2012.

Personnel Administration: 01-4155.10

Mike Samson summarized several changes to the proposed budget for personnel administration. Mike Samson explained that he has added an additional \$10,000 in the personnel administration budget since the town is currently seeking a new contract for a health care provider and a total cost will not be known until November.

Water and Sewer: 03-4326, 03-4327, 03-4331, 03-4332, and 03-4335

Mike Samson explained that the water and sewer budgets are essentially based on the actual expenditures since 2008 plus the cost for any current service contracts. Mike Samson explained what current revenues are being collected from the sewer and water users and what revenues will be collected with the new proposed rates, which will provide a fairer pricing structure for resident users versus larger users such as businesses and owners of apartment buildings. Mike Samson summarized how these new rates will actually impact each user's cost for water and sewer.

Mike Samson summarized the condition of the existing water system and estimated replacement costs, as well as, the challenges at hand to create a fairer pricing structure and measure the actual water usage from each user.

Other Business

There was general review of the Budget Committee meeting schedule for November, December, and January, the Public Hearing on January 12th, and the Deliberative Session date of February 4th.

Mike Samson summarized the anticipated revenues for 2012.

Eleanor Davis requested an accounting of the revolving funds. Mike Samson responded that these funds will be posted online for public review in the near future.

There was general consensus to postpone the review and approval of minutes until the next meeting.

MOTION by Scott Borthwick and seconded by Denis Salvail to adjourn the meeting at 8:39 P.M.

VOTE: Unanimous in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
November 3, 2011
Canaan Fire Station
Draft Copy**

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; John Bergeron; Bill Crowther; Karen Wolk; Martha Pusey; and Scott Borthwick. Also present was Town Administrator Mike Samson. Members absent: Denis Salvail.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Deliberation of Department Budgets for 2012

Eleanor Davis noted that committee members should have an updated copy of the proposed 2012 budget dated November 3rd, 2011.

Mike Samson commented that the only undetermined costs at this time are the police contract, the cost of living increase, and the health insurance increase.

Eleanor Davis noted that a revision is needed to the cemetery budget due to a miscalculation of the salary.

Eleanor Davis commented that the meeting schedule has been set for November and December and that committee members need to contact her in advance if they cannot attend a specific meeting date.

Executive Budget: 01-4130.10

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$10,291 for the executive budget.

VOTE: Unanimous in the affirmative

Town Administration Budget: 01-4130.20

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$61,550 for the town administration budget.

VOTE: Unanimous in the affirmative

Town Meeting Budget – 01-4130.30

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$2,767 for the meeting budget.

VOTE: Unanimous in the affirmative

Town Clerk/ Tax Collector Budget: 01-4140.10

MOTION by Bill Crowther and seconded by Dave Barney to accept a 2012 department budget of \$76,151 for the town clerk/ town collector budget.

VOTE: 8 YES 0 NO 1 ABSTAIN [D. McAlister]

Election Budget: 01-4140.20 and 01-4140.30

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$7,400 for the election budget.

VOTE: Unanimous in the affirmative

Financial Administration Budget: 01-4150.10

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$75,906 for the financial administration budget.

VOTE: Unanimous in the affirmative

Budget Committee Budget: 01-4150.20

MOTION by David McAlister and seconded by Dave Barney to approve a 2012 department budget of \$1,232 for the Budget Committee budget.

VOTE: Unanimous in the affirmative

Assessing Budget: 01-4150.30

MOTION by David McAlister and seconded by Dave Barney to approve a 2012 department budget of \$93,152 for the assessing budget.

VOTE: Unanimous in the affirmative

Treasurer Budget: 01-4150.50

MOTION by Bill Crowther and seconded by Dave Barney to approve a 2012 department budget of \$5,962 for the treasurer budget.

VOTE: Unanimous in the affirmative

Trustees of the Trust Fund Budget: 01-4150.55

MOTION by Bill Crowther and seconded by David McAlister to approve a 2012 department budget of \$610.50 for the Trustees of the Trust Fund budget.

Mike Samson commented that the clerk has requested that the salary not be increased for 2012.

VOTE: Unanimous in the affirmative

Data Processing Budget: 01-4150.60

MOTION by David McAlister and seconded by Dave Barney to approve a 2012 department budget of \$33,066 for the Data Processing budget.

Mike Samson provided the missing line item numbers.

VOTE: Unanimous in the affirmative

Legal Budget: 01-4153.10

MOTION by Scott Borthwick and seconded by Dave Barney to approve a 2012 department budget of \$36,119 for the legal budget.

Mike Samson clarified that these line items have been adjusted to reflect the quoted cost.

VOTE: Unanimous in the affirmative

Public Administration Budget: 01-4155.10

This budget was tabled for committee review or approval until the next meeting date since the insurance costs are not known yet.

Planning Board Budget: 01-4191

MOTION by Scott Borthwick and seconded by Dave Barney to a 2012 department budget of \$1,104 for the Planning Board budget.

VOTE: Unanimous in the affirmative

Government Buildings Budget: 01-4194.10

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$70,095 for the Government Buildings budget.

John Bergeron asked whether any funds are included in this budget to paint the museum next year. Mike Samson responded that funds are included for painting the museum but

not for the meeting house. Mike Samson added that there are other possibilities for painting crews besides professionals.

VOTE: Unanimous in the affirmative

Cemetery Budget: 01-4195.10

This budget was tabled until the next meeting date since the salary line items need to be adjusted.

Property & Liability Insurance Budget: 01-4196.10

MOTION by Bill Crowther and seconded by Dave Barney to accept a 2012 department budget of \$31,284 for the property and liability insurance budget.

Mike Samson explained why this budget is overspent this year.

VOTE: Unanimous in the affirmative

General Government Budget: 01-2199

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$37,095 for the general government budget.

VOTE: Unanimous in the affirmative

Police Department: 01-4210

This budget was tabled until the next meeting since negotiations for the police contract have not been concluded yet.

Ambulance Budget: 01-4215

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$55,000 for the ambulance budget.

VOTE: 8 YES 1 NO (E. Davis)

Fire Department: 01-4220

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$103,635 for the fire department budget.

There was general clarification that a 4X4 crew cab pickup vehicle will be presented to the voters as a warrant article.

VOTE: Unanimous in the affirmative

Building Inspector Budget: 01-4240.10

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$11,854 for the building inspector budget.

VOTE: Unanimous in the affirmative

Emergency Management: 01-4290

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$53,057 for the emergency management budget.

VOTE: Unanimous in the affirmative

Mechanic Budget: 01-4299.10

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$118,240 for the mechanic budget.

VOTE: Unanimous in the affirmative

Highway Department: 01-4311 and 01-4312

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$52,475 for the highway administration budget.

VOTE: Unanimous in the affirmative

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$426,479 for the second section of the highway budget.

VOTE: Unanimous in the affirmative

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$299,001 for the third section of the highway budget.

VOTE: Unanimous in the affirmative

Bridge Inspection Budget: 01-4313.20

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$1 for bridge inspection.

VOTE: Unanimous in the affirmative

Street Lighting Budget: 01-4316.10

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$11,000 for the street lighting budget.

VOTE: Unanimous in the affirmative

Transfer Station Budget: 01-4323.10 and 01-4324

MOTION by Al Posnanski and seconded by David McAlister to accept a 2012 department budget of \$147,271 for the transfer station budget.

Mike Samson explained why the water and sewer costs increased. Mike Samson noted that the hours needed for town trash collection is included in this budget.

VOTE: Unanimous on the affirmative

Health Administration Budget: 01-4413.10

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$1,067 for the health administration budget.

VOTE: Unanimous in the affirmative

Welfare Budget – 01-4441 and 01-4445

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$57,722 for the welfare budget.

VOTE: Unanimous in the affirmative

Recreation Budget: 01-4194 and 01-4520

MOTION by Scott Borthwick and seconded by David McAlister to accept a 2012 department budget of \$10,654 for the recreation budget.

Mike Samson explained the purchase plan for the new playground equipment, the funding and coordination of the cross country program, and the staffing for the grounds keeping.

VOTE: 8 YES 1 NO (E. Davis)

Library: 01-4551

This budget was tabled until the next meeting.

Cultural: 01-4581

MOTION by Scott Borthwick and seconded by Dave Barney to accept a 2012 department budget of \$1,000 for the cultural budget.

VOTE: 8 YES 1 NO (E. Davis)

Patriotic Budget: 01-4583

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$1 for the patriotic budget.

It was explained that this budget has been used for flags, wreaths, and fireworks in the past.

VOTE: Unanimous in the affirmative

Conservation Fund Expenses: 01-4611

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$1 for the conservation budget.

It was explained that this line item is for current use penalties when land is developed.

Scott Borthwick noted that the Board of Selectmen has requested an update, explanation of the conservation fund, and the structure and function of the Conservation Commission.

VOTE: Unanimous in the affirmative

Debt Service: 01-4711; 01-4721; 01-4723

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$18,401 for the debt service budget.

VOTE: Unanimous in the affirmative

Contingency Accounts

MOTION by Dave Barney and seconded by David McAlister to accept \$37,000 for the recommended contingency accounts.

VOTE: Unanimous in the affirmative

Capital Outlay Equipment: 01-4902

MOTION by Bill Crowther and seconded by David McAlister to accept a 2012 department budget of \$1 for the capital outlay equipment budget.

Mike Samson explained that this line item is an expense account.

VOTE: 8 YES 1 NO (D. Barney)

Improvements Other than Buildings: 01-4909

MOTION by Bill Crowther and seconded by David McAlister to accept a 2012 department budget of \$1 for the improvements other than buildings budget.

VOTE: Unanimous in the affirmative

Sewer Collection and Sewer Treatment Budget: 03-4326 and 03-4327

MOTION by David McAlister and seconded by Dave Barney to accept a total 2012 department budget of \$87,578 and to add one dollar in the legal line item for the sewer collection and sewer treatment budget.

There was general discussion regarding the public hearings that have been scheduled and the new rate structure that has been proposed.

VOTE: 8 YES 1 NO (E. Davis)

Water Assessment and Water Treatment: 03-4331; 03-4332; and 03-4335

MOTION by Dave Barney and seconded by David McAlister to accept a 2012 department budget of \$83,532 for the water assessment and water treatment budget.

VOTE: 8 YES 1 NO (E. Davis)

David McAlister noted that the revised bottom line figure for the sewer and water budgets is \$171,110.

Other Business

There was general discussion regarding the response to the proposed increases in water and sewer rates.

Mike Samson summarized the increases that contributed to the increase in the town's tax rate despite the town's attempt to stabilize the tax rate. Mike Samson also provided a percentage breakdown of how the increased tax rate impacted property owners.

There was general discussion regarding the results of the revaluation process and the revenue shortfall that is anticipated in the future.

Dave Barney summarized programs and meals available on Veterans Day.

John Bergeron noted a public hearing scheduled on November 10th regarding a proposed ordinance for drinking water protection

Next Meeting

The next scheduled committee meeting is November 17th at 7 P.M. at the fire station.

MOTION by Bill Crowther and seconded by David McAlister to adjourn the meeting at 8:52 P.M.

VOTE: Unanimous in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
November 17, 2011
Canaan Fire Station
Draft Copy**

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; John Bergeron; Bill Crowther; Karen Wolk; Martha Pusey; Denis Salvail; and Scott Borthwick. Also present was Town Administrator Mike Samson, Robert Reagan, and Chief Sam Frank.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Deliberation of Department Budgets for 2012

Eleanor Davis noted that committee members should have an updated budget spreadsheet.

Selectmen's Budget

Mike Samson summarized that the Board of Selectmen is now recommending a three percent salary increase for employees now that the health insurance increase has been finalized.

Mike Samson also noted that the data processing budget has been increased by \$3,500 so that the town can sell advertising space on the town's webpage.

Mike Samson explained that the negotiated police contract does not take effect until April 2012 but that future contracts after 2012 will take effect on January 1st.

Mike Samson summarized that additional funds have been added to government buildings budget for additional custodial services at the library.

Mike Samson noted that the Department of Revenue has requested that the contingency funds be included in the department budgets so a new miscellaneous line item has been added to the police, fire, highway, transfer station, and emergency management budgets.

Police Department: 01-4210

There was general consensus that the Budget Committee members should receive copies of the negotiated police contract for review. It was also noted that a copy will be placed on the town's website for the public to review. Mike Samson summarized negotiated changes in the police contract including the elimination of the performance based salary increases.

Mike Samson summarized his efforts to find a more affordable health insurance plan for the town.

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$506,075 for the police department budget.

VOTE: Unanimous in the affirmative

Cemetery Budget: 01-4195.10

Eleanor Davis summarized that the Cemetery Trustees approved adjustments in the salary line items and that the Cemetery Trustees would be amendable to the three percent salary increase. It was explained that the funds in the contracted services line item is for tree removal, which has been broken up into a six year plan. It was noted that the power company has agreed to do some of the tree work at a reduced cost. Eleanor Davis noted that the Cemetery Trustees will apply for reimbursement from two separate funds: The Emmeline Davis Fund for the well project and the Professional Care Fund for the mowing. Eleanor Davis also noted that some funds will be encumbered for tree removal.

MOTION by Scott Borthwick and seconded by David McAlister to accept a 2012 department budget of \$ 31,268 for the cemetery budget.

VOTE: 9 YES 0 NO 1 ABSTAIN (E. Davis)

Other Business

Committee members reviewed draft minutes dated September 15th and October 6th, 2011.

MOTION by Dave Barney and seconded by Scott Borthwick to accept the September 15th, 2011, as presented.

No corrections were suggested at this time.

VOTE: 9 YES 0 NO 1 ABSTAIN (Denis Salvail)

MOTION by Dave Barney and seconded by Martha Pusey to accept the October 6th, 2011, as amended.

The misspelling of the word “these” was corrected in the last paragraph of page one.

VOTE: Unanimous in the affirmative

Next Meeting

The next scheduled committee meeting is December 1st at 7 P.M. at the fire station.

MOTION by Eleanor Davis and seconded by Denis Salvail to adjourn the meeting at 8:10 P.M.

VOTE: Unanimous in the affirmative

**TOWN OF CANAAN
BUDGET COMMITTEE MEETING
December 1, 2011
Canaan Fire Station**

Final Copy

Members present: Chair Eleanor Davis; David McAlister; Dave Barney; Al Posnanski; John Bergeron; Bill Crowther; Karen Wolk; Martha Pusey; Denis Salvail; and Scott Borthwick. Also present was Town Administrator Mike Samson, Cindy Neily, and Amy Thurber.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Eleanor Davis noted that committee members should have an updated copy of the proposed 2012 budget dated December 1, 2012.

Library Budget: 01-4551.20

There was general consensus that the only changes made to the library budget have been changes in the salaries and benefits line item since the Board of Selectmen are recommending three percent increases for the town employees.

MOTION by Dave Barney and seconded by David McAlister to accept a 2012 department budget of \$121,564 for the library department budget.

VOTE: Unanimous in the affirmative

Personnel Administration: 01-4155.10

Mike Samson summarized the bids received from health care providers.

MOTION by David McAlister and seconded by Dave Barney to accept a 2012 department budget of \$378,323 for the personnel administration department budget.

VOTE: 9 YES 1 NO (Eleanor Davis)

page 4 increased \$1,800 cleaning of town buildings including the library
page 5 and 6 moved continuity funds into the emergency management, fire department, highway, transfer station

Mike Samson read through three warrant articles that the Board of Selectmen are considering for the purchase of a police cruiser or allocation towards a capital reserve fund for a police cruiser.

General discussion ensued about how to keep the town's voters informed and the routine updates that are being made to the town's website.

MOTION by David McAlister and seconded by Dave Barney to accept \$2,990,693 as the bottom line figure of the proposed 2012 operating budget.

VOTE: 8 YES 2 NO (Denis Salvail and Eleanor Davis)

Eleanor Davis noted that committee members will vote on the warrant articles at the January 11th meeting. Eleanor Davis later noted that the revenues will also be voted on at the January 11th meeting.

Mike Samson summarized draft copies of the default budget and the MS-7 worksheet. General discussion ensued that there appears to be several addition errors that need correction on the MS-7 worksheet.

Other Business

Committee members reviewed draft minutes dated November 3rd and November 17th, 2011.

MOTION by David McAlister and seconded by Bill Crowther to accept the November 3rd, 2011, as amended

David McAlister suggested that “vehicle” on page four should be defined as a 4X4 crew cab pickup under the fire department budget.

VOTE: 9 YES 0 NO 1 ABSTAIN (Denis Salvail)

MOTION by David McAlister and seconded by Dave Barney to accept the November 17th, 2011, as amended.

Eleanor Davis clarified that there are two separate funds that the Cemetery Trustees will be receiving reimbursement funds from: the Emmeline Davis Fund for the well project and the Professional Care Fund for the mowing.

VOTE: Unanimous in the affirmative

Eleanor Davis asked committee members to let her know if they have any preferences on what budgets that they present at the Public Hearing.

Mike Samson provided corrected figures to the MS-7 worksheet at this time.

MOTION by David McAlister and seconded by Eleanor Davis to adjourn the meeting at 8:40 P.M.

VOTE: Unanimous in the affirmative