

**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 15<sup>th</sup>, 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 5<sup>th</sup>.

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

**VOTE: Unanimous in the affirmative**