

Canaan Budget Committee Meeting
Thursday, December 21, 2017
Canaan Fire Station, Canaan, NH

Attendees: Budget Committee members: John Bergeron, Ellie Davis, Stephen Freese, Jamie Jukosky, Al Posnanski, Mike Riese, Denis Salvail, Sadie Wells;
Town staff: Mike Samson. Public: Claude Lemoi
Committee members not attending: Patty Duszynski, Philip Smith Jr.
Recorded by Roger Lohr.

Approved Minutes

1. Call to Order

Budget Committee Chair Ellie Davis called the Canaan Budget Committee meeting to order at 7:00 PM and took attendance.

Town Administrator Mike Samson distributed documents for the proposed budget including expense and revenue reports, CIP Program Committee report, MS-737 document, MS-DTB document, police contract, and update proposed budget report.

2. CIP

Claude Lemoi of the CIP Committee reviewed the CIP document and discussed the accelerated state plan to replace the Potato Road Bridge. He reviewed items that will be covered by the CIP over six years for \$3,330,994, which is 20% higher than last year.

The Highway Department needs more investment and there is a set aside for buildings each year at \$35,000, which is not enough requiring other steps to fund building projects. The three highlights include that the chart which is for six years of municipal funding is the same as last year so it is on track with the exception of the Potato Road Bridge and not counting the water and sewer needs. The two projects that consume the major portion of the increase in the CIP budget are the accelerated construction of the Potato Road Bridge and the Rotary Building plan.

The first CIP priority this coming year is the highway garage. The town office renovation is under consideration but it will not be decided in the near future. The town office should be about 2,500 square feet and needs to be ADA compliant.

Samson commented that FEMA reimbursements become surplus in the general fund and these funds could be incorporated in the CIP, which has an adjusted schedule each year. He discussed how grants and unanticipated revenue is handled.

3. Police Contract

Samson commented about the three-year police contract that does not include step increases or bonuses for the employees because of collaborative work with the selectboard. The increases are limited to cost of living and there have been some changes with health insurance with the police department.

4. Default Budget

The default budget in document MS-DTB was cited along with the variances from the proposed budget.

5. Revenue Budget

The revenue budget will be voted on by the Budget Committee on January 10 along with the Warrant Articles. Samson stated that he estimates revenues conservatively and applies the surplus from accounts such as new car purchase vehicle taxes to the unassigned fund balance. He does not include one time income and he explained unanticipated revenue such as redemptions and block grants. There is \$155,000 in this unanticipated revenue in the budget.

6. Proposed 2018-19 Budget

Samson reviewed the changes to the budget and encumbered expenses since the last Budget Committee meeting.

The state law requires that a majority of the Budget Committee sign the MS-737 and vote on the Warrant Articles. Chair Davis felt that the Budget Committee must vote on each budget area or category. Town Administrator Samson stated that he was unable to find any law that required the committee to vote on each part of the budget. He stated that the vote should be related to the numbers put forward on the bottom line of the MS-737 document and the Warrant Articles (which includes the MS-737 number).

An omission was noted in the salary line of the town historian related to the 3% salary increase that was not applied to \$1,273 (about \$38), which will be corrected. Samson informed the committee about an error associated with the accounting related to the live floor in 2015, which is being dealt with in 2017.

John Bergeron made a motion which was seconded by Stephen Freese to approve the 2018 Canaan Budget as presented. The motion passed 7-1-0 (Davis opposed). The budget will include the correct historian salary amount.

7. Minutes Approval

Sadie Wells made a motion which was seconded by Denis Salvail to approve the December 7, 2017 Canaan Budget Committee meeting minutes as submitted and amended. The motion passed 7-0-1 (Freese abstained). The change included the correction of a typo.

8. Next Meetings

The next Budget Committee meetings where the committee members will vote are on January 10 and 11th at 7:30 PM (a later time to accommodate the school district meeting).

9. Adjournment

Sadie Wells made a motion which was seconded by Denis Salvail to adjourn at 9:01 PM. The motion passed 8-0-0.