I. OPEN MEETING
   A. Opening Ceremonies
      Chairman Chris Maas opened the meeting and led the Pledge of Allegiance.

   B. Roll Call
      Present: James Annis, Erin Callaway, Kimberly Cavanagh, Deborah Davis, Jamie Gaudion,
      Sean Letarte, Chairman Chris Maas, Vice Chairman Marc Poulin, and Kathleen Thibault.
      Also present: Town Manager, Jack Clukey.

   C. Adjustments to the Agenda
      Chairman Mass added III. FY 2017-2018 MUNICIPAL BUDGET, D. Overall Assessment
      of FY 17-18 Budget.

II. APPROVAL OF MINUTES
    Budget Advisory Committee – March 8, 2017
    Motion: Gaudion, Second: Letarte, to approve the Budget Advisory Committee Meeting
    minutes of March 8, 2017. Vote: Unanimous, Motion passed.

III. FY 2017-2018 MUNICIPAL BUDGET
    A. Public Works
       Town Manager, Jack Clukey noted that the Town is at the end of a three-year snow plow
       contract. He said the Town plows all but 12 miles of the town roads including the in-town
       portions of Route 16. He said he wanted to allow for an increase in the next contract, and
       that the bid for the snow plow contract is decided sometime in May or June.

       Focusing on Personnel, the Town Manager said there is a proposed increase for the Cost of
       Living Adjustment (COLA). Chairman Chris Maas asked about staffing. The Town
       Manager said that there are seven full time employees plus Tom Riitano, Facilities and
       Grounds Manager. He also said that part time employees in both winter and summer seasons
       vary. He listed the employees as Geoff Chambers, Foreman; Baxter Stone, Mechanic;
       Arthur Merrill, Equipment Operator; Richard Chambers, Mechanic; Doug Libby, Truck
       Driver; Ken Beckwith, Operator assigned to sidewalks for winter maintenance; Merle
       Gilbert, Truck Driver, and Tom Riitano who assists with plowing in winter.
B. Road Maintenance and Improvements

The Town Manager also noted a change in the budget for summer roads to allow funding for small asphalt patching, cold patch, and pot hole repairs. He said that the current year is a good example of a busy summer season and a busy winter season. He also said that the lack of rain this summer allowed for an extended summer gravel road building season and the weather this winter has required a lot of personnel hours. He said at this time the gravel road work budget is 1,761 hours above normal and had it been a shorter season with more rain, the budget would have been closer to where it was expected to be. He said to budget for a busy summer and a busy winter of road work; the town is short 2,000 hours. He asked the question of whether the town should add 2,000 hours and do as much a full season of summer work or stop at a point earlier in the fall. He said David Johnson, Finance Director did a great job of looking into the allocation of hours.

James Annis said that the current winter has been rough on the roads and there are more pot holes than usual.

Erin Callaway also noted that people were having difficulty getting around on the sidewalks after the storms.

Members discussed the road work list for 2016 and 2017. The Town Manager said that the budget is constrained and he would like to see a sufficient summer and winter road budget.

In preparation for paving work, the Town Manager said that winter sand needs to be done, graveling over built roads, a two-week per mile scenario, ditching, reclaiming, and gravel road reconstructs, a five-week per mile scenario. He said that for 50 miles of gravel, there needs to be 2,000 additional part time hours in the budget and the cost for it would be just over $27,000 and would cover full time and part time summer and winter work.

Sean Letarte asked if there were two different crews for paved roads and gravel roads. The Town Manager said that while the Public Works Department does the gravel road work, the paved road work is contracted out.

**Motion:** Poulin, Second: Thibault, to recommend an increase to Public Works O and M of $27,760 for 2,000 additional hours. **Vote:** Yeahs: 8, Nay: 1 Davis. **Motion passed.**

Town Manager, Jack Clukey gave a breakdown of the allocations of the Public Works Budget.

Members discussed the ten-year road paving plan. The Town Manager gave a history of how the town has not been able to raise funding for road improvements and has been allocating the URIP funds from the State in the area of $90,000 for some time. He said that last year voters allowed for a $400,000 allocation for road improvements. He said that the bids came in lower than expected allowing for more work to be done. He reviewed the list for the upcoming fiscal year.

**Motion:** Poulin, Second: Annis, to recommend a Public Works Department Proposed Budget as amended in the amount of $877,620. **Vote:** Yeahs: 8, Nay: 1 Davis. **Motion passed.**

**Motion:** Callaway, Second: Thibault, to recommend the proposed road improvement budget in the amount of $400,000. **Vote:** Unanimous, **Motion passed.**
C. Unfinished Items
   Capital
   Finance Director, David Johnson, handed out a public works equipment sheet depicting the fleet with date of purchase, amount paid, and estimated new cost. The Town Manager said that the town has done well with getting used equipment when it becomes available, but the fleet is aging and there needs to be replacements. He said that the proposed budget is to increase by $300,000 for capital equipment for the Public Works Department. He said that the additional funds would come from surplus and not the tax commitment. He said that the town has not been funding capital equipment as it should, and the purchase of equipment listed on a handout he gave to the committee would get the Public Works Department closer to where it should be in terms of capital equipment.

   Motion: Cavanagh, Second: Poulin, to recommend a capital budget for the Public Works Department of $390,000. Vote: Yeahs: 8, Abstained: 1 Davis. Motion passed.

D. Overall Assessment of FY 17-18 Budget
   Chairman Maas invited the committee to give thought to an area in budget they thought should be reduced. Marc Poulin said that he thinks this is a respectful and responsible budget to bring forward to the voters. Sean Letarte agreed and said although he would like to see less taxes, he respects the budget as now proposed.

OPEN SESSION

IV. ADJOURN
   Motion: Callaway, Second: Thibault, to adjourn at 6:25 AM. Vote: Unanimous, Motion passed.
Respectfully submitted,

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Chris Maas, Chairman  Marc Poulin, Vice Chairman

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James Annis  Erin Callaway

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Kimberly Cavanagh  Deborah Davis

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Jamie Gaudion  Sean Letarte

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Kathleen Thibault