I. OPEN MEETING
   A. Opening Ceremonies
   Chairman Chris Maas opened the meeting at 6:30 PM and led the Pledge of Allegiance.

   B. Roll Call

   C. Adjustments to the Agenda

II. APPROVAL OF MINUTES
   Budget Advisory Committee – March 9, 2016
   Motion: Callaway, Second: Poulin, to approve the budget advisory meeting minutes of March 9, 2016. Vote: Unanimous, Motion passed.

III. FY 2016-2017 MUNICIPAL BUDGET
   A. Public Works
   Geoff Chambers Public Works Director was present to discuss the public works budget. He said that the department has seven full time employees consisting of a mechanic, assistant mechanic, three operators, and the others are truck drivers/laborers. He said that the department employs six part time seasonal workers for summer road work.

   The responsibilities of the department were discussed such as plowing all in-town routes, three routes outside of town, and sidewalks. Geoff Chambers said other responsibilities include road maintenance such as patching, grading, and building of gravel roads. He said there is also equipment maintenance for a grader, two loaders, snow blower, six trucks for plowing and sanding, a bulldozer, and three sidewalk machines.

   Town Manager, Jack Clukey said that there are 50 miles of gravel roads and much of the work is backlogged. He said that if the summer road reconstruction work was brought up to date, the department would be busy ditching and graveling all of the town’s built roads for the entire summer.
Other department projects besides road building projects were discussed such as repairs to erosion at dams, Lincoln Street Bridge, and the retaining wall on Pleasant Street.

The Town Manager said that bridges are inspected by the State every two years and from time to time a bridge needs to be replaced.

Chairman Chris Maas asked what it would take to bring the department’s projects up to date. The Town Manager said that it would take additional crews working at the same time, as the town crew. This would require that the town contract out some of the work which is something the town does not normally do for gravel roads.

The committee reviewed the appropriations in the proposed public works budget and the budget for capital equipment. A $14,000 increase in the parts appropriation was discussed. Geoff Chambers said that the department buys some new equipment, but mostly buys used equipment and keeps it maintained in-house. The committee discussed the concept of buying used equipment vs. new equipment. The Town Manager said that as long as the town is buying used equipment, there is a need for parts. He said that the cost of maintaining the used equipment is still more reasonable than maintaining new equipment.

**Motion:** Letarte, Second: Poulin, to recommend approval of the public works budget. 
**Vote:** Unanimous, Motion passed.

B. Road Maintenance and Improvements
The Town Manager, Geoff Chambers, and the budget advisory committee discussed the road improvement needs of the town. The Town Manager said that in order to sustain what the needs are, whether crack seal, overlays, or complete reconstruction, it would cost an additional $300,000 with the estimated $100,000 received from State Aid on an annual basis above what the town currently budgets, but it has been difficult to raise the funds from the tax base in order to accomplish the road improvement needs of the town on an ongoing basis. He said that in the past when funds where proposed for road improvements, it also called for an increase in the LD1 limit as a separate article. He said that although the article for road improvements has passed, the LD1 Article has not.

The Town Manager discussed State Aid received for road improvements and said that in recent years it has gone below $100,000. He said that at the point it reached $88,000, the budget committee recommended, and it was passed by town meeting vote, that additional funds would be raised to bring the amount to $100,000. The Town Manager said that funds were proposed in the current year’s budget of $23,000 for the pavement management study, an RFP was sent out, and Gorrill Palmer was selected to complete the study.

Town Manager, Jack Clukey, gave a power point presentation on the pavement assessment and management plan done by Gorrill Palmer. He said that after past unsuccessful attempts to bring the budget to $400,000, the town asked Gorrill Palmer to bring back a plan so that a meaningful pavement management program could be done within a budget of $400,000 per year. He asked that the plan address preventative maintenance for critical sections of road to preserve the life of the pavement. Jack Clukey also said that a bond or other funding source would be needed to adequately address rehabilitation and reconstruction for some of the roads that have reached the end of their useful life and can be treated with preventative maintenance.
An overview consisted of the data collection process which entailed driving and observing different types of pavement distresses on 34 miles of local roads and 12 miles of State roads. The goals and objectives of the plan included an update of local road evaluations done in 2010, a list of treatment alternatives, a review of the current paving budget and recommended budget, and preparation of a 10 year paving improvement plan.

The committee considered the impacts of deferring road maintenance. The study showed that deferring for five years results in costs increasing by 120% per year.

The committee discussed the impact on the tax commitment and discussed looking at ways to raise the additional $300,000 and if/where possible cuts could be made.

The Town Manager said that the decrease over the years in revenue sharing has had an impact on the revenue side of the budget with revenue sharing reduced from $560,000 in 2008 to the current amount of $230,000. He said that this revenue the State has cut has caused the need for road improvement funds to become an expense that should have been built into the budget prior to the reduction in State Revenue Sharing.

Ways of getting the information to the public such as news media, sharing the presentation at public meetings, and getting friends and neighbors to the public hearing on March 30th were discussed. The committee agreed on the following goals: each member will try to get two people to the public hearing and the Town Manager will create a bullet list to summarize the road presentation. Chris Maas suggested that Erin Callaway look at a few hypothetical scenarios if $300,000 were to be cut.

IV. OPEN SESSION
V. ADJOURN

Motion: Poulin, Second: Annis, to adjourn at 8:35 PM. Vote: Unanimous, Motion passed.

Respectfully submitted,

Chris Maas, Chairman

Deborah Davis, Vice Chairman

James Annis

Racquel Bozelli

Erin Cabot

Erin Callaway

Kimberly Cavanagh

Sean Letarte

Marc Poulin

Kathleen Thibault