

Budget Committee Meeting Minutes - November 20, 2023 called to order at 4:10

Attendees: Management- Ron Beard, MRI Rita Donaldson

Committee Members: Mark Canfield, Dave Spinney, Rob Diefenbach, Bill Mitchell [Zoom]

Zoom: Jim Cahill, Nancy Seward

Dave Spinney agreed to be minute taker. Mr. Canfield asked for a motion to approve and accept previous meeting minutes. Rob Diefenbach motioned to approve 11/13/2024 minutes and Dave Spinney seconded. Vote was in the affirmative to approve, Mr. Mitchell abstained.

The committee moved onto reviewing the general budget. Mr. Mitchell asked for specifics about the legal line (\$100,000). Mr. Spinney stated that it was to cover potential litigation and settlement of a case involving the district. Mr. Spinney stated the district's insurer is paying for the district representation in this matter.

Mr. Canfield asked for the number of full-time employees in the administration budget. Mr. Beard stated the district has the equivalent of 3 full-time employees. Mr. Canfield then asked about the lift maintenance line and Ms. Donaldson indicated she had moved it to the Campton Mountain budget. Mr. Canfield asked about property and liability insurance and if it was allocated between the departments. Mr. Beard stated it was allocated by square footage of each dept. A discussion on building repairs line (\$41,000) focused on if it should be a warrant article or if the warrant article monies that we haven't spent can be used. Suggestion by Mr. Canfield is to look at the existing warrant articles and see where the District stands.

There was discussion on what expected expenditures for the year were left in the highway department and did the district over budget seeing that only 77% of the budget was spent. Mr. Beard and Ms. Donaldson suggested that there were purchases (i.e. cold patch and road salt) and utility costs for heat at the service yard that will be incurred. Plowing is also expected to use more of this year's budget. There was discussion on the number of employees in the highway department. The 2 employees' wages are currently split with the water department. Mr. Beard also stated that some expense comes from the building and grounds department employees plowing during snow events.

The committee asked about the number of employees in the water department. Currently there is half of the municipal assistant and the equivalent of 1 full-time employee. Further discussion on the water budget and the difference between leak repairs and system repairs and why management wants to keep them as individual lines. The committee also discussed capital projects funding and how to encumber funds that remain at the end of the year. Ms. Donaldson stated that the water fund is an enterprise fund. The balances left go into unreserved fund balance in the water enterprise fund. There was discussion on setting up trust funds to ensure that specific capital projects receive the funding necessary.

The committee discussed the potential of establishing CIF accounts for future large capital projects. Mr. Beard talked about equipment replacements, pump replacement for the septic system, and other future liabilities and how the district should be putting monies away every year to avoid future spikes in the tax rate. Mr. Spinney stated that we could try to establish a general CIF trust this year. Some examples

were given by the committee to include in the fund: roof replacement, road paving, vehicle replacement, loader replacement, pools, boiler replacements.

Mr. Mitchell stated we should establish an asset list. Mr. Diefenbach stated there is a list of assets and projects for the future. There was discussion on the possible purchase of an excavator. Mr. Beard stated it would be around (\$68,000). The committee suggested that we look at the cost benefits of making this purchase. A spread sheet was produced from last year and a schedule for projects and dollars that we need to set aside. The reserve study from 2019 was discussed and how it can be used and possibly updated. The committee discussed how to use existing fund balance and move forward with CIF funds and the capital budget. The committee and management will look at the complete asset list and other materials and come back to the next meeting with suggestions.

Motion to adjourn by Mr. Canfield and seconded by Mr. Spinney.

Meeting adjourned at 5:46 p.m.

Dave Spinney