

**TOWN OF CHESTERFIELD
BUDGET COMMITTEE
MEETING MINUTES
NOVEMBER 19, 2013**

Present: Bayard Tracy, Chairman; Steve Buckley, Spofford Fire Precinct Representative; Steve Laskowski, John Koopmann, Rich Kalich, Charlie Perry, Cliff Emery, Ege Cordell, School Board Representative; Dan Cotter, Frank Underwood, Chesterfield Fire Precinct Representative.

Absent: Jeff Morse, Selectboard Representative

Guests: Rick Carrier, Town Administrator

Bayard called the meeting to order promptly at 7 PM

1). Dan moved the November 5th minutes for discussion. The motion was seconded by Steve. There were no amendments. The minutes were unanimously approved as submitted.

2). 2014 Highway Department Budget: Cliff asked to revisit the amounts budgeted for resurfacing. The question was deferred until a Selectboard Representative present.

3). 2014 Solid Waste Department Budget– the 3 year equipment lease is reflected is netted under “Contracted Services.”

4). Other Town Departments’ budgets were discussed:

a.) The Library, Parks & Rec, and OEM budgets are not yet complete and were not discussed

b.) Planning Board budget – down 2.8%. Additionally, there will be a \$35,000 warrant article for the Master Plan.

c.) Conservation Commission – The budget has been reviewed by the Selectboard, not by the Commission.

d.) Elections, Regs, Vital Stats budget is up 3.7% primarily due to 3 elections in 2014.

e.) Personnel Administration – up 7.5%. The town employs 18 Full-Time employees. The town’s medical plans were discussed in general.

5). 2014 Police Department Budget Review – Lester Fairbanks & Duane Chickering presented the budget. Overall the budget is down .4% primarily due to \$9,462 decrease in the regional prosecutor program. The department is back to full staff. (The department has had 5 officers since 1995.) The retirement percentage of pay has increased from 20% to 25% for the second half of 2013 through all of 2014. .

6). School – Mrs. Cordell gave a general overview of the District’s budget for the current year. She will present a more detailed analysis with supporting figures at the next meeting.

7). Fire Precincts – Both Spofford & Chesterfield are working on 2014 budgets. They had another joint meeting.

8). Committee Minutes format – The form and detail level of meeting minutes was discussed. Meeting Minutes 101 as published by the NH Municipal Association in June 2007 was used as a guide for this discussion. Cliff moved to reduce minutes to required items with explanations of items as needed and for Bayard to review minutes for clarity before approval by the Committee. The motion was seconded by Dan and passed by majority.

9). Other - The next meeting will be December 17th. Parks & Rec and the Library will be invited to attend.

10.) Bayard led a discussion of NH’s public meeting laws and reminded members that unnoticed meetings are prohibited by RSA 91-A:3

11). Dan moved to adjourn at 9:10 PM. The motion was seconded by Steve and passed unanimously.

Respectfully Submitted,

Amy LaFontaine