



TOWN OF NEW LONDON, NEW HAMPSHIRE

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DRAFT
Budget Committee Meeting
Meeting Minutes
December 2, 2015

BUDGET COMMITTEE MEMBERS PRESENT: Rob Prohl (Chair), Joe Cardillo (Vice-Chair), Suzanne Jesseman, Tyler Beck, Phyllis Piotrow, John Wilson, Chris Lorio, Bruce Hudson, Colin Campbell, Peter Bianchi (Board of Selectmen's Representative)

STAFF PRESENT:

Kimberly Hallquist, Town Administrator
Wendy Johnson, Finance Officer

OTHERS PRESENT:

Linda Hardy, Town Clerk/Tax Collector
Jay Lyon, Fire Chief
Will Kidder, LLSPA Chair
Celeste Cook, Welfare Officer
Richard Lee, Public Works Director
Bill Helm, Planning Board Chair
Bill Hardy, New London Resident
Jack & Pat Sheehan, New London Residents
Sara Colson, Director, Lake Sunapee Region Chamber of Commerce
Erin Reed, CAP
Mark Clements, CASA
Kathy Pfann, New London Garden Club
Susan Galligan, New London Garden Club

Chair Prohl called the meeting to order at 7:00pm.

Minutes of September 9th and September 14th

IT WAS MOVED (Joe Cardillo) AND SECONDED (Bruce Hudson) to approve the minutes of September 9th, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Bruce Hudson) to approve the minutes of September 14th as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

Selectmen's Report

Selectman Bianchi said the Selectmen voted on payments into the capital reserve funds and that list has been provided to the Budget Committee. The Selectmen also voted to include a pool of \$100,000 intended to pay for a wage and salary study plus any implementation of that study that may be called for. The rest of the budget will be voted on the upcoming Monday morning meeting of the Board. Selectman Bianchi reported that earlier that afternoon there was a sewer lagoon closure meeting (that committee was formed by the Board of Selectmen and includes: Selectman Bianchi, Public Works Director Richard Lee, former Planning and Zoning Administrator Peter Stanley, and former DES employee Paul Currier). The

committee has made some headway already and before the budget process is over there may be an adjustment to what is requested for that capital reserve account. The Department Heads recommended \$125,000 and the budget subcommittee recommended \$60,000. This may be revisited.

Subcommittee Reports

Recreation and Library – Rob Prohl and Joe Cardillo

Chair Prohl gave the subcommittee report. On November 13th Mr. Prohl and Mr. Cardillo met with Scott Blewitt (Recreation Director) and some Recreation Commission members. The Revolving Fund was discussed, which has about \$30,000 in it. They brought up the issue as to whether the Revolving Fund should be part of the entire budget. For people to understand the expansion of their offerings and services, the revolving fund totals may be useful to include in the budget. This would mean that they would have to budget for anticipated expenses and revenue. If they get unanticipated increase in enrollment, they will spend more but will also make more. They also discussed the capital reserve fund for a new van. Mr. Blewitt has requested \$15,000 for the purpose of replacing the van; this request has not yet been considered by the capital reserve subcommittee because they are waiting for more information about some options of what it would cost if a used van could be purchased. A new van is about \$52,000 to \$55,000. There is also a lease option that could be looked into. There was a discussion about the Revolving Fund being used for the van purchase/lease. They talked about the capital reserve fund. Once the \$13,000 has been taken out to put new docks in at Elkins, they have not heard of any other projects so decided not to put any additional funds into it.

The subcommittee also visited the Tracy Memorial Library on November 13th. The Library Trustees are proposing a very modest 1.8% increase and they would like to use their capital reserve funds for drainage outside the perimeter of the building. Other than that they were pleased with the way the library is looking and working. No concerns were raised.

Public Safety – Bruce Hudson, Colin Campbell and Tyler Beck

Mr. Hudson gave the subcommittee report nothing that he, Mr. Beck and Mr. Campbell met with Police Chief Andersen, Fire Chief Lyon and Donna Larrow, Police Department Administrative Assistant, at the Police Department on November 13th.

Mr. Hudson reported that Chief Andersen explained the department has eight full-time officers and five part-time officers. It is a 24/7 department and so it can be difficult to schedule. Mr. Hudson noted that with two officers on each shift, it comes up to 42 shifts per week that need to be filled. With eight full-time officers and five part-time officers, that is pretty lean. Employee retention and attrition is something they need to think more about. Chief Andersen told the subcommittee that New London's salary and benefit package is similar to that of Henniker. They continue to struggle with making sure their officers are properly certified, which requires a lot of training. \$15,000 of their budget is just for training, which is vital to the success of their officers and department. Computer support is \$13,000 of their budget and they are currently working with Systems Plus in Lebanon. They are looking at possibly switching to "Mainstay" out of Belmont. In Dispatch it was noted that retirement and wages are a significant amount of the budget. Chief Andersen figures there should be a cost associated with capital expenditures for all improvements made in dispatch. He calls this "phase III." They are looking into a change in the availability of ergonomic workstations, as employees in dispatch must be at their workstation for many hours on end. There are adjustable workstations available that can accommodate both standing and sitting.

In the Fire Department, Chief Lyon uses a zero based budget. The estimated number of calls for 2015 is 750-800. Historical evidence from 1994-2014 shows that there is a steady increase in calls through the years. He had 807 calls in 2008 which was the ice storm. There is currently full-time coverage between the Chief and another employee from the hours of 7am to 7pm, and overnight coverage by a fire science

student who is living at the station. They have cross-trained some of Richard Lee's Public Works Department crew that have CDL licenses so they can drive any of the fire apparatus if needed. Funding between grants, donations and friends of the NLFD contributed significant amounts of funds to the department. Preparedness, training, (and more training!), and code compliance are what the department focuses on most. There are 40 on-call firefighters. The Chief maintains a continuous training cycle. There is nothing unusual anticipated for outgoing expenses.

Mr. Beck said the amount of money that comes from donations stood out to him. The Life Pack 15 was \$34,000 and funded by donations. The Town will pay the maintenance contract at \$1,500 per year. Also it was remarkable that Chief Lyon has been with the department since 1991 and has been the Chief since 1997. Mr. Beck remarked that he feels fortunate to have someone like Chief Lyon in the Chief's position that has been there so long. Mr. Campbell said they are fortunate to have the caliber of people in the chief positions. Mr. Beck said New London answers more calls than the surrounding towns yet they have fewer apparatus.

Ms. Piotrow said the cost to replace an officer is high because of the necessary training that each officer/firefighter needs. The best way to save money is to keep the people who are already there.

Executive/Planning & Zoning/Town Clerk/Tax Collector – Phyllis Piotrow and Chris Lorio

Ms. Piotrow gave the report for the subcommittee, nothing that she and Mr. Lorio met with Lucy St. John (Planning & Zoning Administrator), Kim Hallquist (Town Administrator), and Linda Hardy (Town Clerk/Tax Collector). Any changes in budgets were very few and small. There were small increases for supplies, training, postage, etc. There were also a few decreases that seemed reasonable. Some increases are not under control of New London, such as insurance costs. They did not consider personnel pay increases as they will be studied by the personnel committee.

Staff will recommend an increase the Selectmen's stipend from \$2,000 to \$3,000 but the Selectmen turn that down every year. Two major issues were brought up. One is whether a part-time (40%) code enforcement officer should be hired for \$16,000. There is a need to be out in the field to check compliance and there is also a lot of paperwork in the planning & zoning office. She thought it was up to the Board of Selectmen to decide whether a code enforcement officer should be hired, before the budget committee could really come to a firm conclusion on that. Both the Town Administrator and the Planning & Zoning Administrator strongly support the need to update the GIS system to insure accurate mapping. They learned the cost of updating the GIS has increased to \$155,000 from \$75,000. The work can be done over several years.

Ms. Piotrow asked Mr. Lorio to comment on his thoughts regarding using technology at meetings. Mr. Lorio said by utilizing inexpensive technology they can engage more people in these kinds of Town discussions. Meetings can be held digitally and they can get interaction from many even if people are traveling. Public meetings can be made available that way as well. They could do this by modernizing the meeting room to make discussions better and people could be more educated. He estimated this could all be done for under \$1,000. Ms. Piotrow encourages publicity, advertising and outreach to inform the public of what is going on. She feels that Town officials could do better to publicize governmental activities.

Public Works Department – John Wilson and Sue Jesseman

Dr. Wilson gave the report for the subcommittee noting that he and Ms. Jesseman visited with Mr. Lee on October 28th. They discussed the Equipment Maintenance Capital Reserve Fund where he is requesting a \$3,000 increase. This fund is currently at \$48,000. Going forward they wonder if they should do more research to see how the combined equipment maintenance funds throughout the town departments could

intermingle. There are requests for increases for sand and salt. There is an \$11,000 increase for paving/shimming, which will be done before the culvert replacement at Brookside Drive.

With regards to the General Building Fund, Mr. Lee said that each year, electricity, heat and water are over spent so they have to take money from the building maintenance fund to pay them. Then building maintenance is put off. If they want them to put in a facilities person and upkeep the buildings, they have to have the funds to do so. This is why he has increased the portions that are consistently overspent so the maintenance portion is left alone so they can actually perform necessary maintenance.

Under the Conference & Training Line in Transfer Station, a request for \$7,000 is included for a consultant to study the transfer station facilities. Mr. Prohl wondered if the consultant can go under another line as down the road they will wonder why the training line was so high. Ms. Hallquist said they can put it wherever they want and call it whatever they want. It was just put in this line so it could be accounted for.

Capital Improvement Program (CIP) – Bill Helm, Chairman of the Planning Board

Mr. Helm met with the Budget Committee to submit the CIP as approved by the Planning Board. Mr. Helm noted that the Planning Board Subcommittee visited sites and came up with six key issues. Based on the work of the subcommittee, there were five recommendations made by the Planning Board. The CIP is an attempt to look six years into the future and talk about projects costing over \$75,000/year.

1. Highest Priority – the Town take control of the 1941 school building site or an alternative site. Focus is on the 1941 building site. Mark Kaplan, former selectmen and he were asked by the Selectmen to approach the school board to see if they could negotiate something with them.
2. Whipple Hall – this is a significant issue that has to be dealt with. Dispatch function needs more space. This could be accommodated by expanding into the Recreation Department space, and moving Recreation elsewhere. The 1941 site does come into play when having these discussions of expansion and recreation. It is important to sequence events to figure out what the pecking order things will be done in.
3. Tax Map Correction Project – The \$75,000 price for this project has increased by \$40,000 to \$115,000. The Planning Board feels this really needs to be done. The longer they put it off the more it will cost.
4. Continue to set aside money and invest in large pieces of equipment for the Fire Department, the Highway Department and the Transfer Station. This also includes the closure of the lagoons and the future Transfer Station renovation.
5. Storage of town records/town equipment/recreation equipment. Possibility to merge town and college archive efforts and store everything at the college. History is interconnected and seems like a worthwhile suggestion.

The Planning Board is not anticipating or suggesting the 1941 building site control have money attached to it at this point.

Chair Prohl said the Selectmen have not made final decisions on these items. He observed that the work of the Budget Committee will be rather tight this year due to the change in Town Meeting from May to March and questioned whether the Budget Committee will vote as it considers budgets or wait until the end to vote. Dr. Wilson feels the Budget Committee should still go ahead and vote on these things as they consider the budget.

IT WAS MOVED (John Wilson) AND SECONDED (Phyllis Piotrow) to deal with the proposed budget items on the agenda that evening. THE MOTION WAS APPROVED UNANIMOUSLY.

Nonprofit Requests

Little Sunapee Protective Association – \$5,500 Request

Pat Sheehan, president of Little Sunapee Protective Association said they are requesting the same amount they have requested for the last several years. She explained that they staff the boat ramp with volunteer and paid hosts from Memorial Day to Labor Day. Every year since getting funding from the Town, they have returned any amount they did not spend, and this year the organization is returning \$174.76. This summer a lake host detected a weed she thought was suspicious on a boat that had come from the Connecticut River. It turned out to be “Curly Leaf Pond Weed” which is an invasive species, but it points out the importance of the lake host program. Ms. Sheehan noted that she hopes the Town will continue to support the lake host programs.

IT WAS MOVED (John Wilson) AND SECONDED (Phyllis Piotrow) to approve the request by Little Sunapee Protective Association for \$5,500. THE MOTION WAS APPROVED UNANIMOUSLY.

Messer Pond Protective Association – \$3,500 Request

Terri Bingham said the Messer Pond Protective Association is requesting \$3,500 which is what they requested last year. This helps them man the launch off of Bog Road every weekend and holiday and some Fridays from Memorial Day weekend through a week or so after Labor Day. They have a large number of volunteers who host during week day hours. They use 200 hours of volunteer hours and contribute their own funds for some expenses and lakehost salaries. Ms. Bingham noted that Messer Pond is very popular with fishermen because they don't have Rock Bass. Fishermen tend to go from water body to water body and frequently are in waters that have invasive species. They would like to keep invasive species out of Messer Pond. Property values and the tax base goes down if invasive species get into the water. Containment of invasive species is much more expensive than prevention of them.

IT WAS MOVED (Tyler Beck) AND SECONDED (Suzanne Jesseman) to approve the request by the Messer Pond Protection Association for \$3,500.00. THE MOTION WAS APPROVED UNANIMOUSLY.

Pleasant Lake Protective Association - \$6,500 Request

Will Kidder, President of Pleasant Lake Protective Association, said he echoes what the other two protective associations said. The Pleasant Lake Protective Association has made the same request the last five years despite the fact that over the last two years the number of boats going into the water increased by over 39%. He said it would be catastrophic should an invasive go into the water; the property values would decrease considerably.

Mr. Hudson asked if the hosts say anything to the fishermen about the lead weights. Ms. Bingham said they do give out information about loons and they also trade lead sinkers for other sinkers to fishermen who have them. Mr. Kidder said it is also in every newsletter that goes out. Ms. Sheehan said a loon on their lake was sick and a lead sinker was found to be the culprit. They have no idea how long it had been in there, but it was very upsetting.

IT WAS MOVED (Chris Lorio) AND SECONDED (Bruce Hudson) to approve the request from Pleasant Lake Protective Agency for \$6,500. THE MOTION WAS APPROVED UNANIMOUSLY.

Lake Sunapee Protective Agency - \$5,000 Request

There was no one at the meeting to speak on behalf of the LSPA.

IT WAS MOVED (John Wilson) AND SECONDED (Chris Lorio) to approve the request by Lake Sunapee Protective Agency for \$5,000. THE MOTION WAS APPROVED UNANIMOUSLY.

Upper Valley Lake Sunapee Regional Planning Commission (RPC) - \$5,852.41 Request

Ms. Hallquist said New London has been a member of this effective organization for many, many years. Nancy Rollins is on their board as was Bob Crane, until recently when he decided that he would not accept reappointment. If anyone is interested in serving on that Board they are asked to contact Ms. Hallquist

The UVLSRPC helped the Town with the Elkins Project, they submit the 10-year plan for the highway and roads that earmarks State roads in need of improvement. Having a road on the 10-year plan increases the chances that the State will improve it. The RPC keeps abreast of all regional planning issues. Mr. Lee added that the RPC also prepares and submits the hazardous waste grant applications they also set up the waste collection days so the towns don't have to do all the paperwork. It was noted that the amount requested is based on population.

IT WAS MOVED (Chris Lorio) AND SECONDED (Tyler Beck) to approve the request by Upper Valley Lake Sunapee Regional Planning Commission for \$5,852.41. THE MOTION WAS APPROVED UNANIMOUSLY.

Lake Sunapee Region Chamber of Commerce – \$12,500 Request

Sara Colson, Executive Director, and Rich Marshall, volunteer and Chair of the Board, were present to answer any questions. Ms. Colson said they are asking for \$12,500 which is the same amount requested last year. The executive director has increased hours from 20 to 40 hours/week. While they are regional, their office is physically located in the Town of New London. The Chamber owns the booth even though it is on town property and they take care of their building on their own. \$10,000 is about 10% of their operating budget each year. \$2,500 is for the staff person to work over the summer on weekends in New London. Ms. Colson notes that she runs the Chamber of Commerce but she answers lots of calls, emails and questions on where to eat, shop, visit.

Ms. Piotrow said the US Chamber of Commerce is one of largest lobbying organizations and contributes to candidates supporting their views. She wants to be sure none of the money they contribute goes towards political purposes. Ms. Colson said the US Chamber of Commerce is not actually a chamber of commerce. Local Chambers of Commerce, like the Lake Sunapee Regional Chamber of Commerce, do not do anything political at all.

IT WAS MOVED (Bruce Hudson) AND SECONDED (Joe Cardillo) to approve the Chamber of Commerce's request of \$12,500. THE MOTION WAS APPROVED UNANIMOUSLY.

Council on Aging (COA), Chapin Center - \$35,000 Request

It was noted that this is the same request as last year. It was also noted that if COA did not exist, the Town would have additional responsibilities. Ms. Piotrow said they offer extensive activities for seniors and the volunteer hours for rides are numerous.

IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Suzanne Jesseman) to approve COA's request of \$35,000. THE MOTION WAS APPROVED UNANIMOUSLY.

New London Hospital Ambulance Service - \$210,174 Request

Ms. Hallquist explained that the Town of Newport has declined to serve as backup for the New London ambulance. As explained at Town Meeting in May by representatives of the ambulance, additional funds

are necessary to add an ambulance and crew to address the lack of backup from Newport. A recent change is that Sunapee will now be 100% covered by New London Hospital ambulance, instead of partly by Newport and partly by New London. Chief Lyon said Newport proposed a recommendation and the Town of Sunapee decided to go exclusively with New London ambulance. This will mean increased costs for additional ambulances and crews. This will incur a capital cost on all member towns.

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Suzanne Jesseman) to approve the New London Hospital Ambulance request of \$210,174.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Lake Sunapee Region Visiting Nurses Association - \$12,566 Request

**IT WAS MOVED (Tyler Beck) AND SECONDED (Chris Lorio) to approve the Lake Sunapee Region Visiting Nurses Association LSRVNA request of \$12,566.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Court Appointed Child Advocate (CASA) - \$500 Request

Mark Clement, a New London resident since 1974, said he is one of 10 court appointed special advocates for CASA. When there is a finding of child abuse and neglect, the judge appoints a guardian ad litem to represent the child. This is strictly volunteer and the cost for CASA for his services is about \$1,400. He has represented children from New London and there are others who have done the same. The role of the CASA volunteer is to represent the best interest of the child. The child doesn't have a lawyer, they have someone like him. Once there is a finding, there is a one year process where the issues are hopefully resolved. The Judge lists things perpetrator has to do, and the CASA volunteer meets with the perpetrator and judge. The CASA volunteer submits a report on what has been accomplished and what needs to be resolved. If it hasn't been done in time, the parent's rights are terminated and they lose all rights to the child as well as responsibilities. If that happens, efforts are made to get the child adopted. CASA covers the whole state and 87% of cases involving children. The Judge has to appoint a lawyer to children who aren't matched with a CASA representative, which is expensive. CASA saves the State money.

Mr. Clement said there are 479 volunteers across the state and 10 in New London. Most advocates don't have a legal background. He has a background in child psychology. Volunteers go through a 40 hour training and other series of trainings each year.

IT WAS MOVED (Bruce Hudson) AND SECONDED (Tyler Beck) to approve CASA's request of \$500. THE MOTION WAS APPROVED UNANIMOUSLY.

Community Action Program (CAP) – \$6,000 Request

Erin Reed, Director of the Warner Area CAP, said she was the outreach worker for 5-6 years before moving to director. She is asking for an increase for the first time in 10 years. She works full-time and has a part-time co-worker who they would like to move to full-time. This is one reason she is asking for an increase. Other reasons include a drop in government and state funding, which has been steadily decreasing over the last several years. They are also seeing an increase in the requests and need two full-time people on to meet the needs. They provide fuel/electric/emergency assistance, meals on wheels, home visits, and they also travel to towns to meet with people who can't get to their office in Warner.

Chair Prohl asked who decides who is eligible to get help. Ms. Reed said they go to CAP first and see if they qualify and they get some services. If they need additional services they go to town welfare. They work closely with town welfare directors to see what they can do first. Celeste Cook, Welfare Officer in New London, said Ms. Reed has some clients from New London that she (Ms. Cook) doesn't even know

about. What CAP can't do, the Town of New London has to do. Ms. Reed said it is becoming increasingly difficult to serve the 8 towns with one full time and one part time employee, especially with the home visits they do.

Mr. Cardillo said all towns requests are going up from CAP. He asked if there was a formula to explain the increases. She said there is no formula but they are working on a formula for next year. She noted the decrease from 2013/14 from the state and federal government was 36%. This year it is 19%.

Mr. Cardillo said this is a hard place to suggest any kind of cut. He thinks there are other places to cut. Ms. Cook said she recommends this because otherwise the costs come back on the town.

IT WAS MOVED (Joe Cardillo) AND SECONDED (Bruce Hudson) to approve the CAP request of \$6,000. THE MOTION WAS APPROVED UNANIMOUSLY.

New Hampshire Municipal Association (NHMA) - \$5,932 Request

Ms. Hallquist explained that there are no changes in the services NHMA provides to member towns and cities over previous years. New London has been a member of the organization for many years. NHMA was part of LGC (which also included Property Liability Trust, Workers Compensation and Health Insurance Trust). These segments are now broken apart and LGC is no longer in existence. NHMA does what it has always done: lobbying on behalf of towns and cities (for example, opposing unfunded mandates from the State, changes in the right to know laws, or any law that may impact towns adversely with regards to governing or making things more expensive), conducting trainings for town officials (for example, budget workshops), they publish a magazine 10x/year that includes summary of court cases and helpful articles for town officials, and they provide legal advice on municipal matters.

IT WAS MOVED (Suzanne Jesseman) AND SECONDED (Bruce Hudson) to approve NHMA's request of \$5,932. THE MOTION WAS APPROVED UNANIMOUSLY.

American Red Cross - \$1,500 Request

Chair Prohl asked why the Town doesn't historically fund the American Red Cross. Selectman Bianchi said it is because the Red Cross gets contributions throughout the State and money the Town may give to them would not necessarily be spent to serve new London residents. The Selectmen would prefer to give money to organizations like CASA, COA and others that directly help new London residents. Dr. Wilson said it isn't the Budget Committee's position to take tax money and give to charities that don't directly involve the Town of New London. The citizens of New London can decide for themselves where to give their charitable donations.

IT WAS MOVED (Rob Prohl) AND SECONDED (Suzanne Jesseman) to not fund the American Red Cross. THE MOTION WAS APPROVED UNANIMOUSLY.

New London Garden Club - \$1,000 Request

Kathy Pfann and Susan Galligan met with the Board to answer any questions on the Club's request for \$1,000. Ms. Pfann noted that the Garden Club has been in New London for 87 years and Club members take care of and maintain 16 garden areas in New London, including those at the beaches, post office, and elementary school, among others. They are looking to do some special projects within the garden areas. Bucklin Beach could use some sprucing up. Blueberry shrubs need to be pulled and replanted. This takes more professional service they can do themselves. The Academy Building has a strip of elderly daylilies that should be pulled out and replaced with other things. Fire Station shrubs on the funeral side of the building have needs for pruning. This takes more work they can do and they don't have extra funds to do

these kinds of jobs. They love their town and want it to look nice. They would like to hire some professional services to do this work.

Mr. Cardillo asked where the \$3,500 comes from that their budget is based on. Ms. Pfann said it is from dues and their annual antique show fundraiser. Mr. Lorio asked if this is a one time or an ongoing request. Ms. Pfann said it depends. Public Works has helped with mulching and pruning but she recognizes that Mr. Lee and his workers have a lot on their plate and can't continue to help them. She didn't know if it will be every year but they are trying to spruce up some places and get some extra help.

Mr. Hudson recused himself from acting on the request as his wife is a member of the Garden Club. He noted the efforts put in by all members are extraordinary at times and he would recommend approving the request.

IT WAS MOVED (Tyler Beck) AND SECONDED (Suzanne Jesseman) to approve the Garden Club's request of \$1,000. THE MOTION PASSED. Bruce Hudson did not vote.

Welfare Department

Ms. Hallquist said she recommends an increase of \$500 in the Welfare Director's salary to bring the salary in line with that of the Health Officer. Ms. Cook puts in a lot of hours and meets with and speaks with a lot of people. She helps people fill out forms including those from the State that may get people on State Aid and off of Town Welfare. Ms. Piotrow asked if this position would be reviewed during the employee salary study. Ms. Hallquist notes that it would not as the position is a Town Official and not an employee. Mr. Cardillo asked about vendor payment increases. Ms. Hallquist said more people are coming in and requesting assistance. The total being asked for vendor payments is \$17,500. Ms. Hallquist said she recommends an increase of \$1,500 as the budget was overspent in the past; they need to budget as close as they can but reminded members that the Town cannot limit assistance based on what the budget is.

IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Chris Lorio) to approve the Welfare Health Department Vendor Payment request of \$17,500. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Suzanne Jesseman) to approve the Health Administration request of \$3,381. THE MOTION WAS APPROVED UNANIMOUSLY.

Conservation Commission - \$15,897 Request

This is \$50 more than last year.

IT WAS MOVED (Joe Cardillo) AND SECONDED (Phyllis Piotrow) to approve the Conservation Commission's request of \$15,897. THE MOTION WAS APPROVED UNANIMOUSLY.

Archives - \$1,000 Request

IT WAS MOVED (Tyler Beck) AND SECONDED (Phyllis Piotrow) to approve Archives' request of \$1,000. THE MOTION WAS APPROVED UNANIMOUSLY.

Patriotic Purposes - \$300 Request

IT WAS MOVED (Joe Cardillo) AND SECONDED (Suzanne Jesseman) to approve the Patriotic Purposes request of \$300. THE MOTION WAS APPROVED UNANIMOUSLY.

Capital Reserve Subcommittee Decisions – Prohl, Cardillo, Bianchi

Chair Prohl said they learned the GIS update could start next year even though not fully funded. Norm Bernaiche, Chief Assessor, will be coming in to a Selectmen's meeting to explain this possibility. The Recreation van was not supported because they need more information from Scott Blewitt, Recreation Director. The dam, Whipple Hall, and the sand shed were not recommended for funding by the subcommittee at this point although he understood that the Selectmen voted to include \$23,000 in funding for the sand shed. He was surprised they came as close to the Selectmen's budget as they did.

Selectman Bianchi said this was one item that the Selectmen had already voted on and so the Budget Committee could take a vote that evening. Chair Prohl said they would not be voting on this that evening so that all budget members could have an opportunity to hear the presentations on the requests.

Other Business

Mr. Hudson suggested moving the meeting times for budget meetings at 6:30pm. This would pose a conflict for Mr. Lorio and it was decided to keep it at 7pm.

December 9th is the next meeting at 7pm. Following meetings would be held on December 16, 2015 and January 6, 2016.

IT WAS MOVED (Bruce Hudson) AND SECONDED (Suzanne Jesseman) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

Meeting adjourned at 9:01pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London