

**St. Matthew's Drive Acceptance Public Hearing**

**Sick Time Buy out:** Total sick-bank is \$42,873.49, which is owed to 8 employees, ranging from \$315 to \$15,302. ***Does the Board wish to offer employees the opportunity to buy out their sick time in the 2017 calendar year?***

**Copier:** Kim has budgeted to lease a copier. It is faster than she needs, but the one in Planning/Codes would be the right size for her. It is slow as to the printing needs of Planning/Codes. When I have all the numbers I would like to move around the maintenance fees so the lease is in planning/codes and the maintenance on the one Kim will have is in her budget after adjusting for the differences in speed. This will be similar to what we did in the Police Station. ***Will the Board support going with Seacoast Business Machine in Barrington, our usual vendor and the one will do the change overs, on a lease?***

**Finalize Budget for Public Hearing.**

I have adjusted the benefits to include Dental for nonunion employees. I have added the two new warrant articles. I have a draft of the default budget. I will plan to only use fund balance on the operating budget (an amount equal to the Conservation Bond), the article for police and town building, and Mallego Bridge. I have removed the Custodian for the recreation department. There is still no budget for the Deputy Town Administrator.

Advisory Budget Committee recommendations:

1. Remove \$10,000 from the executive incident fund (01-4130-09-4810) and place it in the welfare line (01-4445-01-4831).
2. Since currently there is no budget line for a deputy town administrator, members of the ABC will reserve comments while we wait some detail.
3. Remove \$10,000 from the assessing contract line (01-4150-03-4310) and add it to the revaluation line (01-4152-03-4310).
4. Reduce the legal line (01-4153-01-4332) by \$5000.
5. Members support the addition of a police officer.
6. Members of the ABC support the concept of an administrative assistant for the fire department, but want to keep multiple options open for discussion. Examples of those options include using a paid employee of the fire department to assist with paper work, using a town employee to work 8 hours a week at the PSB, and hire an individual not currently in the Town's employ.
7. Members of the ABC reserve comments on the Recreation budget until after the December 11 meeting with the BOS.
8. In the warrant articles, the recommendation is to cut the N/L Road Article to \$75,000 (\$50,000 reduction).

9. Since currently there is no budget line for an addition to the Public Safety Building, members of the ABC will reserve comments while we await some detail.

10. Members of the ABC wish to remind the members of the BOS that we recommended some of the surplus be allocated to tax reduction. It was noted that none of the fund balance is proposed for tax reduction this year.

**Default Budget:** Here is the legal language on a default budget:

**40:13 XI.** (a) The default budget shall be disclosed at the first budget hearing held pursuant to RSA 32:5 or RSA 197:6. The governing body, unless the provisions of RSA 40:14-b are adopted, shall complete a default budget form created by the department of revenue administration to demonstrate how the default budget amount was calculated. The form and associated calculations shall, at a minimum, include the following:

- (1) Appropriations contained in the previous year's operating budget;
- (2) Reductions and increases to the previous year's operating budget; and
- (3) One-time expenditures as defined under subparagraph IX(b).

(b) This amount shall not be amended by the legislative body. However, this amount may be adjusted by the governing body, unless the provisions of RSA 40:14-b are adopted, acting on relevant new information at any time before the ballots are printed, provided the governing body, unless the provisions of RSA 40:14-b are adopted, completes an amended default budget form.

(40:14-b is for Municipal Budget Act Committees where it is delegated by Town Meeting to that committee.)

***Does the Board agree with the proposed default budget?***

Nonpublic Session on Land (tentatively at 7:30)