

MUNICIPAL BUDGET COMMITTEE

**Monday, January 9, 2017**

**Meeting Room**

**Conway Town Hall, 1634 E Main Street, Center Conway, NH**

Chairman, Joe Mosca called the meeting to order at 6:30 pm. The following members were present: Vice Chairman, Jim Lefebvre, Mike Fougere, Pat Swett, Terry McCarthy, Peter Donohoe, Doug Swett, Bill Marvel, John Colbeth, Steve Steiner, Richard Klement, Pat Kittle, and Mike Tetreault. Absent: Christopher DeVries, Bill Masters and John Edgerton. Also present: Lisa Towle, recording secretary, Earl Sires, Town Manager, Lilli Gilligan, Town Finance Director, Tom Holmes, Town Assessor, and David Smolen, Director of the Conway Library.

Excused: Bill Masters and John Edgerton

Absent: n/a

Mike Tetreault lead those present in the Pledge of Allegiance.

Chairman, Joe Mosca introduced Lisa Towle as the new recording secretary and all present members introduced themselves.

Approval of Minutes: Chairman, Joe Mosca advised the members of the committee that the January 4, 2017 meeting minutes arrived late and not everyone had time to review them. The review of the minutes will be passed until Wednesday, January 11, 2017. Vice Chairman, Jim Lefebvre inquired as to how many outstanding minutes needed to be reviewed and approved (September 2016, December 14, 2016 and January 4, 2017), Chairman, Joe Mosca will double check and report back at the meeting on January 11, 2017.

Presentation of proposed 2017 Town Department Budgets:

Assessing: Tom Holmes, Assessor for the Town of Conway presented the assessing budget. He indicated that there is a small 1.5% increase. The salary line items were approved by finance. Tom stated that there were a couple of things he messed around with; last year the budget committee and the selectman granted the purchase of a new software package which is up and running and has received positive reviews. Included in that package was a one-time set up fee, which Tom was able to remove this year. In return, Tom upped the mapping budget line item slightly. He had been reducing it over several years since the recession began. There haven't been many subdivisions and condo projects which means less to send to mapping company who charge on per item basis. Basically, there were fewer plans, so forth and fewer deeds. Tom noted that there had been a decline, however last year he saw an upgrade. Actually, two years ago, he saw an upgrade with last year being a large upgrade in the

first part of the year. Tom noted that he was afraid he was going to overspend that line item and advised Dale Schofield, Assistant Assessor (not present) to hold off until the end of year to see what kind of impact the plans and deeds had. Tom stated he was able to cover it with this year's line item. Tom believes the economy is strengthening, which means more plans, more deeds, more construction and more maps being sent to the mapping company. Therefore, he started the return of that line item upwards. Otherwise everything is status quo.

Questions: none

There was a discussion among committee members as to which department would present next. It was noted that Rhoda Quint, Town Clerk/Tax Collector presented the finance budget at the January 4<sup>th</sup> meeting.

Library: David Smolen, Director of the Conway Public Library presented the proposed budget which is approximately \$1,600 below last year. Mr. Smolen indicated that with certain reductions the budget they are going to propose will be approximately \$1,600 over what was approved, so a slight reduction. Mr. Smolen stated that in addition to the 1,600 decrease over last year's budget he is proposing approximately a 30% increase on the revenue side. Mr. Smolen noted that over the last year he has identified savings and he has done big things. He stated that they have migrated to a new library system and realized a number of savings in the last year, which have been used to invest in their priorities. The library has one position that they want to increase from 32 hrs. a week to 40. Mr. Smolen advised the committee that this position fulfills a need for the library by increasing it to 40 hrs. He further explained that by putting this position up to 40 hrs. helps to fulfill the library's goals by increasing and improving service to children and increasing and improving programming, and the ability to provide programming to the community. Mr. Smolen noted that we all know the value of early childhood education, and there is a great interest in improving early childhood education in our community. Mr. Smolen further noted that the library is for most children, hopefully, is the first educational institution they encounter. The library has from infants to people in triple digits, they serve everybody. Mr. Smolen noted that the position they are proposing to increase does help to carry out the library's strategic goals. Mr. Smolen presented other areas where budget cuts have been made for savings. One of those areas is in electronic materials; they have about a \$5,000 decrease there, largely because materials they had purchased they felt they were not getting a return on the investments as they weren't getting used enough and instead of trying to keep offering it they decided to drop it. Mr. Smolen further noted that on the technology line there is a significant decrease, because the library had about at \$7,000 savings by switching vendors to the new library system. Mr. Smolen indicated that there are some other cost savings in technology; being they have gone down from 3 servers in the library to one, which the migration to a new vendor system allowed this to take place. Pretty much everything else is status quo. We did realize a large \$3,600 increase on the insurance line as did everybody else. Happy to answer questions you might have.

Questions:

Bill Marvel stated that he saw a revenue sheet at one of the trustee meetings, and asked how much revenue with the increase of 36% is being proposed to give to the town? David Smolen clarified that he stated the increase was 30% and \$29,700 would go to the town for 2017.

Bill Marvel stated the revenue he saw which was a little less; there was a figure of \$3,700 noted as a result of fees from copies and print. David Smolen recognized it as copier profit. Bill Marvel, stated that this figures is still in there, then asked how many times the library was going to count that revenue? Further stating that revenue is the principle revenue for the library's internal budget? David Smolen answered that the trustees have multiple accounts as you know; there are donation accounts and income accounts. The donation account is unrestricted with approximately \$19,000 in the account. Bill Marvel stated that is not what he was talking about. The \$3,700 is specifically from printer and copy cost income. That is fundamental revenue to the internal budget. David Smolen stated that the trustees can use the donation account, which is unrestricted, there is about \$19,000 in that account and trustees can use that money to establish the budget. Bill Marvel stated again, that's not what he is getting at, the \$3,700 is listed as the money you were going to turn over to the town. David Smolen recognized that is correct. Bill Marvel asked how they are going to turn that money over to the town if that is the principle revenue for your internal budget, the one the budget committee never sees? David Smolen stated they just have a different source of funds for the trustee budget, which would be the donation account. Mr. Smolen noted that he does not have the exact number right now but there is approximately \$19,000 in that account. Bill Marvel stated so you are then revamping your entire internal budget? Mr. Marvel inquired if the library had that budget done yet. David Smolen noted that the internal budget had not been approved yet and he suspects it will be addressed at the trustees January 30<sup>th</sup> meeting. Bill Marvel asked if there was a proposal coming. David Smolen said there will be and he suspects it will be on the agenda for the January 30<sup>th</sup> meeting.

Bill Marvel asked what the circulation number was for this year as it is no longer in the reports. David Smolen answered that they do not have compiled statistics for the entire year yet, but as of November 30<sup>th</sup> circulation was up 5%. Bill Marvel asked to what number it was up to. David Smolen noted that it was at approximately 77,000 through the end of November 2016, give or take. Bill Marvel stated he believed it would be about another 11,000 for December so it would be around 88,000. David Smolen stated they don't know until they see the final number, but it was up over last year. Basically, what the library did this year in 11 months they did in 12 months last year, in fact almost identical. In other words the entire 2015 number was equivalent to the numbers through the end of November this year. Bill Marvel stated that this means that you had a drop. David Smolen responded with no it is an increase. Bill Marvel clarified that he was referring to over time, as 7-8 years ago the circulation was at 88,000. David Smolen responded that it is a well-known belief within the library community that

library circulation waxes and wanes with the economy. Actually, not being an economist, most measures indicate that the economy did improve in 2016. Mr. Smolen stated that he was actually impressed with the circulation numbers this year, because it is understood that library circulation increases when the economy goes down. Mr. Smolen further noted that in 2009, as we all unfortunately remember things obviously tanked and library circulation exploded. Those were record numbers they haven't actually been able to match since then. Mr. Smolen noted that he tries not to get caught up in statistics, because he thinks too often institutions live and die by statistics. When he looked at the statistics, what he sees is one of two things, one the library is fulfilling its mission and two, the library is a valuable resource that the community wants.

Chairman, Joe Mosca advised Bill Marvel to keep going as he had the floor.

Bill Marvel stated has another sheet from an earlier trustees meeting that shows it's proposed that there would be 5 FTE at the library. David Smolen answered no, that was not correct, that was an original document. The budget proposal is a give and take between him and the trustees. He proposes something, the trustees tell what they think, sometimes they don't like what he does or proposes and he comes back with a new proposal. Their original proposal did have two people who would move up to fulltime and the trustees were not ok with that. Then I revised the budget to what we have today and that budget does have one person going up from 32 hrs. per week to 40. Mr. Smolen noted that they did eliminate a part time position. They created a new position by turning two not so great jobs into one good job. They also reduced a position from 25 hrs. per week to 16. Then they turned those two part-time positions into a position that is at 32 hrs. per week now. Bill Marvel stated, let me be specific, by position, your head of youth services that is a full-time position now? David Smolen replied, correct. Bill Marvel asked if the position had been full time since the start. David Smolen stated that no, since his tenure what happened was they did a swap. Mr. Smolen further explained that there was the interlibrary loan position that was at 40 hrs. and the head of youth services was at 32. When the head of youth services left, they then swapped the hours. The interlibrary loan position that was at 40 hrs. went down to 32 hrs. and the youth services position that was at 32 hrs. went up to 40 hrs. So, basically it was neutral, even in terms of benefits because they both had a one person plan, it was just literally a swap. Bill Marvel asked how many hours the assistant in youth services position was. David Smolen indicated that position when this person started at library approximately 2 years ago was at 25 hrs. a week. The interlibrary loan position was at 32 hrs. a week and last year they swapped it from 32 hrs. to 25 hrs. a week and they moved the assistant youth services position from 25 hrs. to 32 hrs. a week. Mr. Smolen continued to explain that this was done in large part because the person in this position is doing an outstanding job and putting more resources into that area. Again, children services and programming fundamentally meet our mission. The library has been slowly over the last couple of years putting more resources into that area by increasing the hours the assistant youth services position works and putting fewer hours and reducing the interlibrary loan position.

Bill Marvel inquired about circulation, as there were a couple part-time positions, is one going full time? David Smolen answered, no. That position is where we combined two part time jobs and turned it into a 32 hr. a week position and reduced the interlibrary loan position from 25 hrs. a week to 16 hrs. a week. This move is basically budget neutral, and if anything, actually helped reduce the budget overall.

Bill Marvel stated I am sort of counting in my head, is the interlibrary loan position being used for reductions and to augment each of these other positions. I mean I heard 2 – 3 times. David Smolen replied that the position went from 24 – 16 and interlibrary loan is something that many people can do. We don't need literally one person doing it so many staff members do perform those tasks, basically a group effort. We also have a number of volunteers who do interlibrary loan. One thing I would like to mention, the library will have approximately 2,000 volunteer hours this year, which is equivalent to one FTE. Something we are really proud of and it is a lot of work managing the volunteers and many volunteers do interlibrary loan or a portion of it.

Chairman, Joe Mosca, cut you off anyway, talking from forms nobody else has difficult for us to follow through when we don't have any information.

Vice Chairman, Jim LeFebvre asked for David Smolen to define for the committee and the viewing audience what the library's mission is. David Smolen advised that the mission of the library is to promote lifelong learning, promote community engagement and do that by collecting materials, books, and electronic resources for lifelong learning. Programming is a wide variety of programming which mirrors their collection. For example, they have books on ice fishing and just had a program on ice fishing. A very important part of what they do today is to bridge the digital divide where they have internet have and have nots. They do a tremendous amount of tech reference at the library. This year they will have over approximately 10,000 hrs. of computer usage on the public computing system. Many people might consider themselves to be tech savvy, however, there are many people out there that don't have an email address. That is the kind of thing they do, they set people up with an email account and do tech reference all the time. They do bridge the digital divide, promote lifelong learning, literacy, freedom of thought and freedom of speech.

Vice Chairman, Jim LeFebvre noted the benefits line in 2016 budget was \$82,637 with spent \$79,000+ spent and this year you are looking at a recommended budget of \$95,788, which is an increase of \$13,000 to \$16,000, could you provide more detail on how that number is being derived. David Smolen explained that part of the expense is the health insurance increase and moving one position from 32 hrs. a week to 40 hrs. does trigger certain benefits that previously were not received, most notably the pension benefit. Another part of the issue is the number of plans and choices individuals make in terms of health insurance policies. Some people need a one person, some people need a two person, and some need family plans. David Paige, Chairman of the Library Board of Trustees noted that some elections

have changed this year moving onto a family plan. David Smolen, explained the increase in benefits triggered the increase. Which is basically those 3 things being the pension benefit, the increase in rates and the choices that individuals make.

Vice Chairman, Jim LeFebvre inquired about the drop from three servers to one server, has it been looked at from a redundancy perspective? Might need to be doing things different and put stuff on the cloud? How is it being tracked. David Smolen explained that with the new library system they use open source software and everything now in terms of circulation, cataloging, and all that stuff is done on the internet. Previously, two of the 3 servers were supporting the ILS (Integrated Library System). When they went with this open source software in cloud they were able to get rid of the two of the 3 servers. One server was dedicated to in-house library cataloging and another server was dedicated to circulation software. Since everything has been in the cloud they don't need those. Mr. Smolen further explained that what is great about this migration, not only are they saving money on the year to year cost, but they eliminated potential long term server cost. New servers can be expensive and by moving this way and not staying with the old vendor that was a proprietary system, they eliminated the need to purchase new servers. Mr. Smolen stated he feels like we are facing the 21<sup>st</sup> century by moving to the open source. Vice Chairman, Jim LeFebvre asked if the one server they have left has a catastrophic failure? David Smolen, answered, we have a carbonite account which is a common service and is backed up to a server out in Lewiston, Maine. We can recreate the network from 90 days prior. We take great support from Computer Port and Tom Alberts, he does a great job for us.

Vice Chairman, Jim LeFebvre asked how do you judge when to put staffing on duty? Are you maintaining rooster to figure how many people are coming into the library at what times and adjusting staff accordingly and if so, provide details. David Smolen explained that evenings mostly after 5:30, we have two members on staff. The library is a big building and being multi floored, they need one person in the children's room and one person upstairs. We do try to look at door counts to see when the biggest peak times are. We know Mondays are probably the busiest time at library and as the week wanes on it gets less and less, we see that through door counts. That's how we do that. Vice Chairman, Jim LeFebvre asked if that has lead them to adjust their hours or consider an adjustment to the hours. David Smolen answered, no, right now they are open 54 hours a week and he thinks its tremendous service, amazing, and is overwhelmed by the support from the community. One way to judge the support of a library, levels of support a library receives in a community is the number of hours it is open. One thing for us we are open until 8PM Monday – Thursday, mainly because of the programs and community groups, like the radio club and the aquarium club, who want to use the meeting room at night. Which is a common time for the library to have their public programs, which has been well received. In 2016 there was a record number of programs and record number of program attendance. Being open until 8PM Monday – Thursday is important to us. The library is open from 10 AM – 8 PM Monday – Thursday.

Vice Chairman, Jim LeFebvre asked, when you have two people on in the evening after 5:30. What about the security, is there a panic system where they can actually get help in a hurry? Davis Smolen answered, we actually installed a panic security system last year. I used to work at the Manchester City Library and we dealt with a lot of characters, I was concerned about safety. We have a panic button system and wireless panic buttons, never has come up but the staff definitely was pleased that it was installed. Vice Chairman, Jim LeFebvre noted that given some recent increase use of opiates that might be something you want to take a closer look at.

Dick Klement, inquired about the position that went from 32 hrs. a week to 40 hrs. Aside from the dollar figure for the pay you also got the benefits package, retirement and stuff. Earlier you mentioned that you had reduced some technology because it wasn't being used. David Smolen explained, when migrated to a new system we previously had 3 servers in the building. Dick Klement clarified he understood the servers but he was talking about work stations. David Smolen answered that they have the same number of work stations

Dick Klement, inquired if Mr. Smolen lead of with the discussion of 30% or \$30,000 in additional revenue. David Smolen, answered it is 30% about \$9,000 dollars. Dick Klement asked if that is covering a lot of your increases? David Paige, answered that the budget is flat before we get to that revenue, the offsets are more where we found savings in the technology line, the electronic resources line, already compensated before we get to the revenues. Dick Klement, inquired if that was a surplus in effect. David Paige said sure.

Pat Kittle questioned that we sometimes talk about full time equivalent in terms of number of hours in people. I was a little bit lost because I don't know the detail Bill Marvel was asking you about, where full time equivalents are now and where going to. David Smolen, answered that the full time equivalent around 7, approximately. That is a question I have been asked on state report I have to submit to NH State Library and in 2015 it was 6.5, with a reduction it was around 6.5-7 have to look at it and I can get back to you with an exact numb. Pat Kittle asked with the changes you are making is there a net increase or net decrease? What are the staffing levels doing? David Smolen, answered, I can get an exact number but it is probably a slight increase approximately 6.5 FTE. I think if I run that it would be slightly more.

Pat Kittle asked, do you have an updated figure on where your spending is now? David Smolen noted that he had a report that was from early December and that he submitted invoices today. Lilli Gilligan, Finance Director advised the committee that nothing submitted today would be paid today, it would have to be received by Friday to be paid the following Thursday. As of AP this week \$487,951. has been expended and approximately \$80,000 is left.

Peter Donohoe asked when you spend \$20,000 a year on books and inject them into the library is there a back door, do books leave and how do you account for that revenue? Is there a revenue string process? David Smolen answered we buy

a lot of books, one of the more fun parts of the job. However, when we look at circulation numbers, a book that hasn't gone out in 4 years, it is time to weed it because there is only so much shelf space. Books that are weeded from the collection are available for purchase thru the friends of the library who run a book sale, and they have an ongoing book sale which benefits the friends of the Conway Public Library, they are a 501 (c)(3) private nonprofit organization. The friend of the library ultimately benefits the library through spending.

Bill Marvel noted that he is looking at the collection line trying to figure out if it is after they have reduced electronic materials, reduced about \$3,600+/-, is the total less or more or same? David Smolen answered that collections will be less this year because of the reduction in the electronic materials. Bill Marvel asked how much less? David Smolen answered that it would be by about \$4,000 approximately. I think it was around \$3,800 less, this year was about \$4,200 next year we are proposing \$3,800 approximately.

Chairman, Joe Mosca thanked David Smolen and David Paige for coming out this evening.

Executive: Earl Sires, Town Manager presented the Executive budget. It includes operating expenses for general town administration, salaries for administrative staff, himself and Karen Hallowell, executive secretary and stipends for selectmen and other elected-appointed official type positions. This year we are have just over a 3% increase in programs and that is just about entirely related to salary and benefits, primarily salary.

Questions: none

Legal: Earl Sires, Town Manager presented the legal budget. Hoping he would come in and ask for a reduction in that. However, there was a development over the last few weeks that lead him to believe that \$50,000 will be required. Mr. Sires noted that he will meet tomorrow night to talk with selectmen, and if we move forward with defending this case we will need the entire amount to include general legal operations in this particular case.

Questions: none

Lilli Gilligan, Finance Director, mentioned to the general public watching who are interested in viewing these documents they are available on the town website on the finance page. Like to follow along page by page.

Chairman, Joe advised we would start with employee benefits on page 13.

Employee Benefits: Lilli Gilligan, Finance Director advised the committee that the employee benefits line is a 5.37% increase. There are a couple of reasons for the increase, the health insurance cost for premiums went up 3.8%. The retirement rates are going from 11.17% to 11.38% for full time employees on July 1, 2017, that is the

employers match for NH retirement. The sick leave incentive has been calculated based off of the benefit allowed to employees under that provision at the current rates and that is \$28,515.00. There is a request for \$33,600 to pay for earned benefits for several likely retirements this year. Those are the reasons for the increase.

#### Questions:

Pat Kittle asked as to earned benefits, people who are retiring got paid for time off that has accrued? Lilli Gilligan answered exactly, vacation time accrued and left as a balance as unused upon their retirement date. As well as the likely retirements based off of the union agreement or nonunion personnel agreement are allowed provisions paid 50% sick time balance on the books.

Pat Kittle asked Lilli how she managed to keep the health insurance increase at only 3.8%. Lilli Gilligan explained that the 3.8% is because we are an individually rated group because of the size. The non-individual rated groups as well as some other larger towns are experiencing 10-25% increase health insurance premiums from the same health trust group. We must have some very healthy employees or good luck as it is all based on experience rating and we are experiencing the best experience ratings.

Chairman, Joe Mosca asked if under the earned benefits employees get 50% of the balance of their sick? Lilli Gilligan conferred with Earl Sires, Town Manager and advised that they have to have over 10 years of service to the Town of Conway, that at least as a threshold and you have to be retiring through the NH Retirement System, they can't just walk out. Chairman, Joe Mosca asked if that is something we can look at reducing for future hires. Somebody is hired under a plan, I don't like to take away if they are brought in under something. This might be something to look at negotiating future contracts or people coming in professional non-union positions, the benefit is going to be 25% when you retire if hired after a certain date. I don't want to hurt anyone here, looking forward to the future something we maybe consider, it will be cost savings 20-30 years down the road. Savings is a savings. I thought I would throw that out to see peoples thoughts. I See a lot of people smiling.

Dick Klement asked for an estimated number of people involved in retirement this year. Lilli Gilligan answered that she was purposely nonspecific to maintain privacy. Chairman, Joe Mosca clarified they were just looking for the number of people retiring, is it 4? 6? 15? Lilli Gilligan answered that it is 3-4 employees who are planning to retire this year. Dick Klement stated that assume 4, that's about \$8,500-\$9,000 per person over a career, and it's not a huge number. Chairman, Joe Mosca answered that it is not and said he is looking forward to the future, if we can save money, we can save money and he doesn't intend to take anything away from people that have it. If they don't have it they are not going to miss it if they don't have it.

Insurance: Lilli Gilligan, Finance Director presented the insurance budget that is on page 14. Insurance is doubling because last year we paid for 6 months of the premiums and now we are back at the 12 months. Reason for only 6 months being paid in 2016, because we switched with January Buying Group and we had already paid the first 6 months as part of the 2015 insurance funds. So, unless questions there that's the reason for that increase.

Questions: none

Building Inspections: Lilli Gilligan, Finance Director presented the building inspections budget located on page 16. The budget increase is a 5% increase. The increases are salary driven, the receptionist position is a new person so they are evaluated twice in the first year and that is why there is a larger allowable increase. Only 1/3 that person's salary is in buildings, 1/3 is in highways, and the remaining 1/3 is in solid waste it's a shared position.

Questions:

Bill Marvel started to ask a question regarding the meaning of what the 4% and thought that meant a 4% increase in certain salary, then withdrew his question.

Health: Lilli Gilligan, Finance Director presented the health budget at the bottom of page 17. It is a flat budget; the stipend is the same and the health penalties also pays for dog tags. The documents you have do not have the spending through this week. The spending for dog tags is now \$274.00 that money was spent in 2016. We didn't board any stray dogs that we had to pay for, the boarded animals the owners had to pay for.

Questions: none

Welfare: Lilli Gilligan, Finance Director presented the Welfare budget on the top of page 18. There is a merit increase for the administration line as a full-time position. There is no increase to dues or seminars. We are proposing to not recommend an increase to the \$45,000 general aid line even though this year we have spent \$50,862. The reason for maintaining it at \$45,000 which is what we reduced it to last year. It was reduced from \$50,000 in 2015 to \$45,000 in 2016. For 2017 we have proposed to the selectman to not fund the food pantry stipends and asked those groups to request food pantry stipend money in their warrant article request. We have received comment back that wasn't something making them happy. Earl Sires, Town Manager added that he got a proposal from the Vaughn Center that sponsors and funds the Food Pantry in North Conway to have the town fund the lease payments on their new facility. They have moved from the church in North Conway to a commercial site behind Via Roma. That is about a \$12,000 lease and the selectman talked and the discussion at the meeting was to include that increase in the warrant article the Vaughn Center typically presents as a nonprofit to the budget committee, selectman, and voters. There was discussion about the total assistance provided during the year including monies from the operating budget and the selectman were leaning towards

removing it and since we are going to start paying the rent putting all assistance into the warrant article rather than have some in the operating budget and some in the warrant article.

Questions:

Chairman, Joe Mosca, stated that is going to triple the warrant article. What happens when the taxpayers say no we don't want to triple the warrant article? Earl Sires answered that he would suspect that Vaughn would have to find other funding. Chairman, Joe Mosca indicated that he looks at it as a big jump in a year, and he knows they do good things for the town and probably benefit the town in a lot of ways and help us save money in other ways. Earl Sires responded, that as Lilli stated there is some back and forth now about that proposal and that may change but right now that is how it is set up.

Dick Klement asked how much money in 2016 was spent from welfare to the food pantry. Lilli Gilligan, answered that there were two payments. One for \$3,000 to Vaughn and \$1,475 to White Mountain Community Health Center. These are flat payments based off request, no receipts are provided and that is why it makes more sense to be in a warrant article for this stipend type payment rather than a payment for rendered services.

*Debt principle:* Lilli Gilligan, Finance Director advised that this is the final payment for the expansion at the library's bond. Its \$75,000 and if you jump down to the next line the final interest payment is \$1,613.

Questions: none

*Interest TANs:* Lilli Gilligan, Finance Director stated that although they did not pull a TAN this year for cash flow purposes. The amount of money to pull and maintain one TAN in a year, where many towns pull two leading up each tax billing cycles. This would give us the ability pull one if there was a cash flow situation that rendered us unable meet our cash flow needs.

Questions: none

Chairman, Joe Mosca thanked Lilli for her presentations.

Chairman, Joe Mosca inquired about any old business. No old business was presented.

Chairman, Joe Mosca inquired about any new business.

The Vaughn Community Center, everyone is cordially invited to attend open house at the new location of the Vaughn Community Center food pantry January 18, 2017 from 4:00 – 6:00pm at 2076 White Mountain Highway behind Via Roma, refreshments will be served.

**Vice Chairman, Jim LeFebvre moved, seconded by Bill Marvel, to adjourn the meeting at 7:21 PM. Motion carried unanimously.**

Respectfully Submitted,

Lisa E. Towle, Recording Secretary