

# Budget Committee

## Public Meeting

### November 13, 2004

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Chairman Carrier convened a business meeting of the Budget Committee in the Ilene P. Reed Training Room at the Department of PublicWorks located at 74 Lockehaven Road on Saturday, November 13, 2004 at 8:37 AM.

**Present:**

Lee Carrier - Chairman, Gayle Hulva - Vice Chairman, Mike Dudley, Eric Crate, David Stewart, Shirley Green, Dominic Albanese, Selectman, April Whittaker – Town Manager

**Absent (Excused):** Chris Christopoulos, Lori Hill, Richard Martin

**Guests:** Kurt Gotthardt

- **Administrative**

A motion to approve the minutes of the October 16 meeting was made by Mike Dudley with a second by Gayle Hulva. Motion carried.

A motion to approve the minutes of the October 28 meeting was made by Dominic Albanese with a second by Mike Dudley. One change: In heading change the word “off” to “74” Motion carried.

A motion to approve the minutes of the November 4 meeting was made by Mike Dudley with a second by Shirley Green. Motion carried.

Chairman Carrier pointed out that on departmental budgets reviewed to date, salary increases represent a large majority of the total increases. He also stated that the goal of this meeting would be to review and make preliminary recommendations on the budgets which have been presented. He thanked Wendy Huntley for doing a great job on the minutes.

Town Manager April Whittaker reviewed the town’s salary classification plan and application of COLA (Cost Of Living Adjustment). General discussion of public and private pay plans ensued.

**Dept. 4191 (Planning)** Jim Taylor has submitted requests to vendors for quotes on consulting services related to updates of Site Plan Review Regulations

The Lake Sunapee Regional Planning Commission will be coming in to meet with B.O.S. The BC will be invited to attend.

Line 560 (Dues) reduced by \$4,800 to \$0. If Upper Valley Lake Sunapee Regional Planning Commission or another consultant is chosen by the Selectboard, this will be reviewed.

Secretary works for Planning/Zoning, DPW and Building inspection. In 2004 this position worked 16 hours per week in 2005 the hours will be increase to 20 hours.

**Dept. 4192 (Zoning)** Town Manager's recommended budget accepted.

**Dept. 4195 (Cemeteries)**

Line 740 (Equipment) This line will be reviewed at a later date, after DPW Director Ken Daniels receives quotes for mowing equipment The \$6000 requested for a lawn mower was PARKED

**Dept. 4210 (Police)**

Line 110 (Full Time Personnel) Town Manager's recommended budget accepted.

Line 112 (Part Time Personnel) Town Manager's recommended budget accepted.

Line 140 (Overtime) increased from \$20,000 to \$25,000 per request in memo from Capt. Crate.

Line 341 (Telephone/Communications) This line has decreased from previous years due to a change in vendors. Town Manager's recommended budget accepted.

Line 630 (Repairs & Service Contracts) Town Manager's recommended budget accepted.

Line 635 (Gasoline) increased from \$7,000 to \$9,000 based on historical spending and request from Capt. Crate.

Line 691 (DARE) Town Manager's recommended budget accepted.

Line 740 (New Equipment) increased from \$7,200 to \$7,400 to allow for purchase of camera recommended by Capt. Crate at previous meeting.

The Budget Committee suggested that the Town Police web site be added to the Town web site

**Dept. 4212 (Police Reimbursable Projects)** Town Manager's recommended budget accepted.

**Dept. 4441 (Welfare Administration)** Discussion of administrator's working hours. Town Manager's recommended budget accepted.

**Dept. 4442 (Welfare Direct Assistance)** Town Manager's recommended budget accepted.

**Dept. 4520 (Parks and Recreation)**

Line 438 (Huse Park Maintenance) Discussion regarding decreasing this line from \$1,500 to \$1,000. This item was "parked" for later review.

Line 442 (Shaker Rec Park) decreased from \$5,180 to \$3,930, representing the committee's belief that, based on history, no more than 3 Chemical Treatments would be applied.

**Dept. 4550 (Library)**

Line 110 (Library Personnel) Town Manager will supply the committee with details of this line.

**Dept. 4589 (Historical Records)** Town Manager's recommended budget accepted.

**Dept. 4611 (Conservation Commission)**

Line 740 (New Equipment) reduced by \$800, which was intended for the purchase of a laptop computer. There is a town-owned laptop computer available for use by the Conservation Commission.

Line 811 (Conservation Fund). This line will be reviewed at a later date, after details of the request are reviewed by Leigh Davis, Chairwoman of the Conservation Commission, and supplied to the committee. Gayle Hulva has offered her assistance in this review with Leigh Davis. She will be coming back to the BC with additional information.

**Dept. 4651 (Economic Development)** Town Manager's recommended budget accepted.

- **Other Business**

Town Manager April Whittaker and Jim Taylor, Planning/Zoning/Economic Development Officer presented the committee with information regarding the formation of a TIF (Tax Increment Financing) district detailing the pro's and con's. TM Whittaker would like to put this on the March 2005 warrant at the Town meeting. Substantial discussions ensued regarding the financial implications of the project. The TIF district will open up the opportunities for economic development in the district because it will add infrastructure that is needed to attract viable commercial development.

Selectman Albanese asked TM Whittaker to provide the following information:

1. What would the impact be on the schools if half of the Iron Man project was deleted from the TIF district.
2. Add \$150K to the budget to cover cost associated with the developing the TIF district with an economic development administrator, and other cost that will be added to the Town budget as a result of bringing the TIF district online.
3. Provide a one year administrative impact plan.
4. Provide a long term administrative impact plan
5. A ten year improvement plan for the Town
6. List other major projects that we are looking at during the life of the TIF district.

<sup>1</sup>Town pay plan and 2004 town pay raises:

TM Whittaker explained that last year the Town contracted with the Local Government Center to provide us with a revised pay plan for the Town. Their updated plan was adopted by the B.O.S. and adopted at the Town meeting when the budget was approved. Last year Employees received more substantial raises than in the past in order to bring them in line with comparable positions in like Towns.

Initially this year the selectmen instructed the TM to work with a 3% COLA raise. Upon further clarification it was realized by the B.O.S. that the 3% would be added to the 2.5% step increase giving the Town employees a 5.5% raise. To receive the full 2.5% yearly step raise an employee has to have a good evaluation. TM Whittaker indicated that to her knowledge since she has been

the Town Manager only one employee received a poor performance evaluation. Most employees receive the maximum step raise of 2.5% and that would have resulted this year in a 5.5% increase. After understanding the process and upon further reflection the B.O.S. decided to have a 1% COLA raise which results in the Town employees receiving an overall 3.5% raise providing they have a positive performance review.

The 3.5% raise is supported by all three selectmen. The selectmen wanted to hear the thoughts of the Budget Committee on this and if they supported the 3.5% raise. All Budget Committee members supported a 3.5% raise providing that there was no change in benefits this year. There was a discussion on how to handle raises next year. The B.O.S. and TM will talk about forming an employee committee to advise the B.O.S. on recommended changes to the Town benefits program. Further it was decided that the Town should look at “pay for performance” options to ensure that star performers are appropriately compensated.

- **Action Items**

- Salaries of each Library employee – April Whittaker
- Get firm price quote on mower for meeting on 11/20/04– Ken Daniels
- What is Paula Rowe’s overtime-April
- Provide BC with information regarding a consultant who can provide services that would have been supplied by Lake Sunapee Planning Council-Jim Taylor
- Provide information on the accruals for the Town Librarian-April Whittaker

- **Next Meeting:**

**Saturday – November 20th, 2004 8:30am**

- **Adjournment**

Motion to adjourn came forward at 12:46 PM from Mike Dudley with a second from Eric Crate. Motion carried.