

Approved 09/03/2015

The meeting was called to order at 5:10 pm in the Selectmen's Office. Present were Selectmen Gene Cordes, Leon Holmes Sr, Neal Janvrin; and Town Administrator Heidi Carlson.

The meeting this evening was set as a budget work session to begin budget review and recommendations for the 2016 process.

4130 Executive - Request presented is \$107,341 and includes 2% wage increases for two existing office staff members. The Board discussed their approach to wages and felt it was important to try and take care of existing personnel with some wage increase, and that it should be moved ahead in the initial process. There is additional funding included in the clerical wage line (approximately \$5,000) to hire an additional part-time clerical position to do further cross training within the Selectmen's Office. The Board reviewed items and decided to level fund the Newsletter line.

With these changes, motion was made by Janvrin and seconded by Holmes Sr to recommend \$106,741 for Executive – Selectmen's Office. The vote was approved 3-0.

4140 Town Clerk Tax Collector – Request presented \$60,108. Selectmen will meet tomorrow night with the Town Clerk Tax Collector to discuss her request.

4152 Reappraisal of Property – Request presented \$38,526 which is level funded. There are still several pending utility appeals. The revaluation is nearly complete as well. Motion was made by Janvrin to recommend \$38,526 for Revaluation of Property. Holmes Sr seconded and the vote was approved 3-0.

4191 Planning & Zoning – Request presented \$44,434 which includes some additional funds the Board needs for Professional Services and Matching Grants, along with level funding of the Circuit Rider Contract (at a slight increase in hourly rate, same amount of coverage). The Board discussed the wage line, which did not include an increase. It was increased by 2% in the Board's recommendation, to a total of \$23,018. There was discussion about additional help in Meredith's absence.

Motion was made by Holmes Sr to recommend \$44,885 for Planning and Zoning. Janvrin seconded and the vote was approved 3-0.

4195 Cemeteries – Request presented \$16,790. Changes include the addition of a Cemetery Sexton position for which a job description has been created. This position will be allocated \$3,000 and the Board felt strongly it should be paid by the hour and proposed at \$12. This would cover about 12 hours per week for the season, and include all oversight of the Town's cemeteries include laborers, staking out graves, and assisting with any maintenance or burials as needed. There is a need for more oversight and labor assistance, which will be revisited early in the spring. An overall pay increase for the labor positions to \$11 was approved by the Board as well.

Motion was made by Janvrin to recommend \$16,790 for Cemeteries. Holmes Sr seconded and the vote was approved 3-0.

4210 Police – The Board discussed the Chief's proposal to add two full-time officers in 2016, which is in follow-up to a request for three last year. In 2015 one additional was approved by voters and the Selectmen agreed that they have asked Departments to submit what they feel their department needs. The Board's consensus after discussion was to support one additional officer for 2016 and to have Carlson further discuss with Chief Twiss his thoughts on that being in the budget versus a warrant article. Supporting one officer for about half a year will add approximately \$40,000 to the budget in 2016. Some other items in the budget were reviewed, but no final recommendation was made. Chief Twiss will attend the Budget Committee meeting of September 30th to make his presentation.

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At 5:50 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Holmes – yes; Cordes – yes; Janvrin – yes.

At 6:05 pm motion was made by Holmes Sr to return to public session. Janvrin seconded and the roll call vote was unanimously approved 3-0; Holmes – yes; Cordes – yes; Janvrin – yes.

Motion was made by Holmes Sr and seconded by Janvrin to seal the minutes indefinitely. The roll call vote was unanimously approved 3-0; Holmes – yes; Cordes – yes; Janvrin – yes.

4240 Building Inspection – Request presented \$36,259. Selectmen reviewed the budget and increased the proposed wage by 2% to \$33,285. This is for 29 hours per week. The Board put \$1 in the Safety Inspections line to keep it open. The Board reduced mileage to \$1,200 based on actual usage and an allowance for 12 trainings per year with mileage to Concord.

There was discussion about the Building Inspector's assistance with the HVAC process, which has been invaluable to the Board. The Board also noted that the revenues from permitting fees fully offset this budget. With changes as discussed, motion was made by Janvrin and seconded by Holmes to recommend \$36,613 for Building Inspection. The vote was approved 3-0.

4290 Emergency Management – Carlson indicated that she had put this budget together as there had not been recent contact back from the Emergency Management Director. Janvrin said he was going to abstain from this discussion. The Board asked Carlson to draft a letter asking the EMD to meet with Carlson to discuss the budget and other pending EM matters such as the Hazard Mitigation and Town's Emergency Operations Plan. If no contact is received after that, the Board will endeavor to find a new EMD.

It is known that this budget would not be sufficient if there is any large scale emergency, but will do some training and generator maintenance. The Board also discussed the need for replacement generators at the Town Hall and Safety Complex.

Motion was made by Janvrin to recommend \$4,040 for Emergency Management. Holmes Sr seconded and the vote was approved 3-0.

4312 Highway Department – Request presented \$682,901. The Board discussed at length the Town's need for road improvements and discussed the two projects the Road Agent presented for construction in 2016, which is a final part of Sandown Road (\$167,195) and Whittier Drive (\$163,000). There was considerable discussion about putting one of these in a warrant article and leaving one in the budget. The Board agrees that the Town is way behind in road reconstruction/resurfacing and needs to begin making progress.

The discussion led to the Board including the Whittier Drive portion in the operating budget and separating out the Sandown Road portion for a warrant article.

With that change, motion was made by Janvrin and seconded by Holmes Sr to recommend \$515,706 for Highway Department. The vote was approved 3-0.

It was then realized that the 2% had not been included for personal costs. This added a total of \$1,078 to the budget to include the one full-time position and one summer part-time laborer and one winter part-time laborer position. With these changes, motion was made by Janvrin and seconded by Holmes Sr to recommend \$516,784 for Highway Department. The vote was approved 3-0.

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4316 Street Lights – Selectmen reviewed the request of \$5,256 which is a contract amount with Eversource to keep the street lights on. Motion was made by Janvrin and seconded by Holmes Sr to recommend \$5,256 for Street Lights. The vote was approved 3-0.

The Board discussed the reconstruction needed of the Scribner Road Bridge, which is still on the State's red list. Janvrin said that the improvements done by former Road Agent Guerwood Holmes were to be temporary, but were still in place. Due to funding and other issues, the Town had decided a few years ago to tackle the Martin Road Bridge first, and that Scribner Road would be the next one addressed.

4414 ACO – Request presented \$9,957. Selectmen added 2% to the wage line, for a new total of \$6,799 there, and recommended \$200 less for fuel based on actual use and cost predictions. With these changes, motion was made by Holmes Sr to recommend \$9,890 for Animal Control. Janvrin seconded and the vote was approved 3-0.

4415 Health – Request presented \$750. This is level funded. The Health Office had suggested considering a small stipend for the Deputy Health Officer as well, and the Board added \$100 for this purpose and increased the Health Officer annual stipend to \$300. With no further changes, motion was made by Janvrin to recommend \$900 for Health. Holmes Sr seconded and the vote was approved 3-0.

4550 Library – Request presented \$128,995. The Board reviewed some of the highlights of the increases and will wait to meet with the Library Trustees to further discuss.

4583 Patriotic Purposes – Request presented \$2,735. Carlson explained that there is a \$50 increase for the sound system and \$500 requested to replace the rest of the Main Street flags which have deteriorated over time. The original batch was funded by donations, and the Town has been replacing them as they tear and become unfit for use. This summer, the poles were all sanded and treated with varnish to extend their life.

Motion was made by Holmes Sr to recommend \$2,735 for Patriotic Purposes. Janvrin seconded and the vote was approved 3-0.

4610 Conservation Commission – Request presented \$4,022. Selectmen discussed the Conservation Commission's continued perseverance to their statutory duties despite receiving a \$1 budget in 2015. The Board agreed that the Commission has formal standing and official responsibilities in terms of review of wetlands and other matters. The group dedicates a great deal of time to the function, and Selectmen felt they should have operational funding for their work, including clerical support and other office functions.

Carlson discussed updating the spreadsheet that is asked for each year in terms of the Land Use Change Tax Fund and budget residual, which would have been used if the Commission had any expenses in 2015.

With little further discussion, motion as made by Janvrin to recommend \$4,022 for the Conservation Commission. Holmes Sr seconded and the vote was approved 3-0.

As Holmes Sr had to go downstairs to attend the Planning Board meeting, motion was made by him to adjourn at 6:55 pm. Janvrin seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Adminsitrator