

BOARD OF SELECTMEN
Budget Presentation
MEETING MINUTES
October 5, 2016

PRESENT: SEAN P. MURPHY CHAIRMAN; CHAD R. BENNETT, (SELECTMAN); AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT (Selectman Lindquist arrived at 8:05 pm)

BUDGET COMMITTEE: J. Mesa-Tejada, J. Skidmore, E. Reschberger and S. Londrigan

GUESTS: J. Worthen, Chief Carrier, C. Dane, K. Emerson, R. Krol, A. Cipriano, C. Cipriano, P. Carideo and S. Johanneson.

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel.

Chairman Murphy called the meeting to order at 7:05 pm

This meeting represents the first presentation of the department budgets to the Selectmen and Budget Committee. The departments are in order, not the order presented.

Animal Control- Presented by Sheila Johanneson, ACO

Mrs. Johanneson presented her budget for 2017. The request for funding is currently at \$25,292 which is an increase of \$1,522. She explained that the increases are in the salary line accounting for her merit increase and cola and the cola for the assistant. She also increased the cost of postage by \$200. She noted that this year there were more notices sent out and then followed up with certified letters for those that didn't register their dogs. She asked the Selectmen the process to have her assistant be given a job description and the ability to have a merit increase. Mrs. Theriault explained that they would take the job description for the ACO, modify it, give it a ranking to determine the grade and then have the Selectmen approve it.

Mrs. Johanneson also spoke to the Selectmen about portable radios. She explained that currently they have one radio that is old and the battery keeps dying and it cost about \$100 to replace the battery. She would like to purchase two radios, one for her and the assistant. She felt that this would be a safer way for when they go out on calls at night. They don't always have cell phone service and with the radio can reach dispatch directly without having to call in. She had an estimate for two new radios with the programming and service contract at \$4,259.54. She asked for permission to use any funds left at the end of 2016 to encumber the funds for this purpose, if enough. If not she may need to increase her 2017 budget.

Chairman Murphy asked if she had spoken with Chief Beaudoin about it. Mrs. Johanneson responded that she had emailed him back in the summer but had not followed up with him. Chairman Murphy asked to discuss it with the Chief to see if there were any radios they had. No one saw an issue with encumbering the funds, but it needed to wait until December to see where the budget was at.

Board of Adjustment-

There was no budget presented.

Cable Committee- Submitted by Clay Shaw, Chairman- Presented by Sally Theriault

Mrs. Theriault reported that Mr. Shaw requested a level funded budget at \$55,000. There was a question from Mr. Londrigan about why level fund where the 2016 was way under budget. Mrs.

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Theriault explained that the budget is a pass through. The Cable Committee returns to the general fund whatever is spent from their budget.

Cemetery Trustee-

There was no budget presented.

Code Enforcement/Building Department- *Submitted by Kris Emerson*

Mr. Emerson presented his budget which is proposed at \$133,593, a reduction of \$3,146 from 2016 (2.30%). Mr. Emerson made adjustments in the inspector salaries and a few reductions in his other lines. He expects that they will be as busy as they were this year and feels comfortable with the reductions.

Conservation- *Submitted by Tim Lovell, Chairman*

Mrs. Theriault presented the Conservation budget for 2017. They are asking for the same funding in 2017. In that budget is the second treatment for Shop Pond.

Emergency Management –*Presented by Chris Dane EMD*

Mr. Dane asked that the 2017 budget be level funded at \$11,926. He is not expecting anything out of the ordinary. He stated that this year they completed the EOP.

Fire Department- *Presented by Capt. Chis Dane*

The Fire Department budget was presented at \$975,282. This is an increase of \$17,223 or 1.8% of a change. Capt. Dane explained that some of the changes were a reduction in call salaries but an increase in the shift coverage. Chief Carrier is putting someone on days for about 20 hours a week to cover the times when they see the most calls and the shortage on staffing. The NHRS account is up due to a rate change in 2017. There is a reduction in the vehicle repair line for \$2,500 which led to a question by Chairman Murphy. He asked if that line could be further reduced whereas the current equipment is all fairly new. Chief Carrier answered by stating he expects to use the majority of his 2016 funding. There are required maintenance items on the trucks such as ladder testing. He would like to leave the amount where it is for now. The contract for dispatching is up \$10,000 this year, but is still \$20,000 lower than it was a few years ago. Chief Carrier explained that when the contract was negotiated they put the higher cost at the end and anticipates future increases to more in line with CPI increases.

Highway Department- *Presented by Jon Worthen, Road Agent*

Mr. Worthen presented his 2017 budget which is proposed at \$892,016 or a decrease of \$15,517. He also said that he may be able to reduce it a little further in the engineering support by using the new town engineer. He also explained that the cost of sand has increased but also the cost to haul it has gone up because it is being hauled further. He reduced the repairs and maintenance to \$6,000 to take out the funds for the new roof. His paving and reconstruction is at the same level as 2016 which was questioned by the Selectmen. They asked if he had a list of roads he was looking at for 2017. Mr. Worthen stated that he had to top coat Emerson Avenue, Wash Pond, Little's Lane, Faith Drive and Pheasant Run depending on the price of asphalt. He would also like shim and overlay Kent Farm Road. He said there isn't much structural damage there. Chairman Murphy asked for a report listing the roads do be worked on in 2017 and their cost. Selectman Bennett asked him to prioritize the list. Selectman Bennett asked about the garage clean up line because there are no expenses in 2016. Mr. Worthen explained that is for the cleaning of the drain which hasn't been done yet.

There was also a question regarding Stormwater because it does belong in the highway department budget. In 2016 it was budgeted for \$1 and is currently budgeted for the same in 2017. During the RPC presentation at the last meeting, the estimated costs for some towns varied from \$35,000 to \$125,000 and Mrs. Theriault felt that something needed to be budgeted for 2017. Mr. Mesa-Tejada

asked some questions about the permit process. It was agreed that some of the educational component can go on the website. The Selectmen agreed to discuss the Stormwater budget at the next meeting.

Human Services *Submitted and presented by Sally Theriault*

Mrs. Theriault noted that she made some small reductions in the welfare lines. She reduced it by \$3,050 to a total budget of \$23,853 which was an 11.34% reduction. Under the Health Agencies most have come in level funded for 2017 and there are no new agencies requesting funding at this time. She explained which three agencies are due to go back on the warrant for 2017 and they are Rockingham Community Action, CART and Child Advocacy. The total for the budget is at \$56,970 (not including warrant articles)

Library – *Presented by Rosemary Krol, Library Director and Library Trustee Emily Reschberger*

Mrs. Krol presented the 2017 proposed budget for the library. The Trustee line is proposed at \$92,255 which is a slight increase of \$489.00. One of the changes is the move to a higher internet speed and bundling it with the telephone. They increased the line for internet and decreased the line for telephone. This will provide a greater service to the residents. There is an increase under building contracts which covers the annual testing on the strobe lights and emergency lights. Mrs. Krol was asked about the library survey. She explained that it is still open because they have received about 538 responses but need 561 to validate the survey. From the results that are in they are seeing the request for more services and programs. There is also an increase in building maintenance to cover the cost of cleaning the new carpet and clean the chairs. They will alternate the floors so that one is in the 2017 budget and the second floor in the 2018 budget. The elevator was tested in 2016 and is only needed every 5 years so they took that out of the budget. Mr. Mesa-Tejada asked them about the heating line whereas over the last five years that has been a substantial drop. Mrs. Reschberger reported that they have changed their two furnaces recently and the cost of the oil/propane is bundled with the town's. She also reported that they are better able to determine the gallon used. In 2010 they used about 2400 gallons she reported and so far this year about 1366 gallons.

In the Library budget the proposed budget is at \$520,519 which is an increase of \$9,195.00. Mrs. Krol noted that they budgeted for the same COLA as last year which was .85%. This will be adjusted when the rate is established. She also explained that they are looking to add about 54 hours of service time per week. This is not additional open hours they explained but hours the staff will work. The areas will be in programming and technology. Chairman Murphy asked what the usage for 2016 was. Mrs. Reschberger said that Mrs. Krol can get that information together for the next meeting. They provide it to the State Library on an annual basis. Mr. Mesa-Tejada asked about the usage of the meeting rooms and how that was calculated into the foot traffic study. Mrs. Krol responded that it is treated as a unit and the same for the computer usage. She announced that the Library Trustees will be meeting on October 18th and anyone was welcome to attend. Mr. Mesa-Tejada also asked if they will be putting casters on the stacks (book shelves). Mrs. Reschberger said that they weren't.

Ordway Park-There was no budget presented

Patriotic Purposes

Mrs. Theriault noted that the budget is level funded at \$8,000 for 2017.

Pest Control- Mrs. Theriault noted that she forgot to ask Mr. Emerson but would expect it to be level funded at \$30,000. If it is not needed for adulticiding, then the money doesn't get spent.

Planning Board- Presented by Paul Carideo, Chairman of the Planning Board

Mr. Carideo explained that he is not able to prepare a budget at this time whereas they are opening the Engineering bids next week and they are still discussing what changes they may be in the office. He did present the Selectmen with a preliminary breakdown of adding a GIS program to the software. He noted that this will benefit all the departments and can bring in the assessing depending on the

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direction they are going in. The Planning Board has not discussed the details or the direction they want to go but will. Mr. Carideo showed an example on the mapping overlay onto the parcel and the overlay is not 100% accurate. If they were to go forward with this they will need to make sure people are aware that the Planning Board maps are not official boundary maps and that if someone wants that, they should hire an licensed land surveyor.

Police Department – Submitted by Chief Joe Beaudoin- Presented by Sally Theriault

Mrs. Theriault presented the Police Budget which is proposed at \$1,316,623, an increase of \$36,710 (2.87%). The primary increases in the budget were salaries at \$27,500 and Retirement at \$5,810. There was an increase of \$2,000 in uniforms for two new vests and then some adjustments on the electric, heat and building repairs and maintenance.

Recreation Commission- There was no budget presented.

Recycling and Waste Disposal Committee –There was no budget presented.

Town Clerk- Tax Collector- Elections– Submitted by Tricia Curran- Presented by Sally Theriault

The budget for Elections is down \$7,900. There is only the town elections scheduled in 2017. The Town Clerk budget is up \$1,364 or .98%. The major increase is the salary lines. The employees are only due for a COLA increase. There is also \$750 under equipment for a new cash register and to replace a 7 year old computer. The total proposed budget is at \$140,414.

Treasurer- Presented by Sally Theriault

Mrs. Theriault noted that the budget is level funded at \$14,950.

Various Administration Budgets

Auditing- The cost for the 2017 is expected to not exceed \$10,750


Assessing- The proposed budget is down by \$1,300 or 1.41% at \$91,001.

Personnel Costs- The insurance information is not yet available and will be updated when it comes in.

Legal Costs- The budget will be set at \$12,000 for 2017.

Chairman Murphy moved to adjourn the meeting at 8:05 pm. Selectman Bennett seconded the motion and the motion passed unanimously.

A True Record


Tina Harrington

Recording Secretary

Minutes Approved


Sean P. Murphy, Chairman

Priscilla R. Lindquist, Selectman (absent)


Chad R. Bennett, Selectman