

**BOARD OF SELECTMEN**  
**Budget Presentation**  
**Regular Selectmen Meeting**  
**MEETING MINUTES**  
**December 18, 2017**

**PRESENT:** SEAN P. MURPHY, CHAIRMAN; CHAD R. BENNETT, SELECTMAN; JOSEPH A. GUTHRIE, SELECTMAN; AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

**BUDGET COMMITTEE:** S. Londrigan, D. Green, A. Weir, C. Cipriano, and E. Reschberger

**GUESTS:** The various department heads

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel. Chairman Murphy announced that this meeting was rescheduled from December 11<sup>th</sup> and thanked all for adjusting their schedules to attend.

He called the meeting to order at 6:30 pm

- Waste Oil, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month, 8 am to 1 pm. Books may be dropped off anytime.

**Visitors Comment**

There were none.

**Department Heads**

**Fire Department- Chief Carrier**

Chief Carrier presented the Selectmen with the contract for dispatch with the Town of Londonderry. He stated that the contract is for 2018 to 2021. The increase is 2.5%, 3%, 4%, and 4.5%. He reported that by the end of the contract in 2021 the dispatch services will still cost less than it did in 2012 by about \$1,700. He also noted that by the end of this contract in 2021, the anticipated cost savings would be about \$238,000.

Chairman Murphy motioned to enter into agreement with the Town of Londonderry for the Fire Dispatch services for 4 years (2018-2021). Selectman Bennett seconded the motion. The motion passed unanimously (3-0). The contract was given to the Selectmen to sign.

**Police Department- Chief Beaudoin**

Chief Beaudoin asked if he could encumber some of his 2017 budget. The Selectmen asked him to speak to this after the budget presentation.

**New Business**

**2018 Budget Review**

*This is the second presentation of the department budgets to the Selectmen and Budget Committee.*

*The departments are in order, not the order presented.*

*Administration Budget- Presented by Mrs. Theriault- The changes are mostly in the salary lines along with an increase in the phones. The phone line is to better account for what has been getting expended.*

*Animal Control-Submitted by Sheila Johanneson, ACO- not present at meeting*

The 2018 proposed budget is at \$25,792.00 which is up from 2017 by \$500 or 1.98%. A. Weir of the Budget Committee questioned the budget for the ACO. He stated that it was not a significant budget and the town's budget as a whole was not increasing by much, but he felt there was something wrong with the way the budget was prepared. He also noted that the amount was less important than the message. Looking at a five year history of expenditures there has only been one year somewhat close to what the proposed budget is at. The Selectmen looked at the proposed budget and the previous years and agreed that there could be a cut made. The original proposal was for a \$5,000 reduction but that proposal was

withdrawn. *Chairman Murphy motioned to reduce the ACO budget by \$2,500. Selectman Guthrie seconded the motion.* They all agreed that there were very few places to take it from other than salaries and that it would be up to the ACO and the office to agree on where to make the changes. *The motion passed unanimously. (3-0).* the revised budget for 2018 is at \$23,292.

The Selectmen emphasized that the reduction is not an indication of the work being performed, but on the history of the department's budget.

*Assessing-* The budget for Assessing is at \$91,801 which is down \$3,200 from 2017. The decrease is primarily in the contract with the assessing company for support.

*Auditing-* The budget for 2018 is at \$11,000 which is up \$250 from 2017.

*Board of Adjustment- Submitted by Geoff Dowd, Chairman, not present at meeting*

The ZBA budget for 2018 is proposed at \$9,205.00 which is zero increase from the 2017 budget.

*Buildings and Grounds-Presented by Sally Theriault*

Mrs. Theriault stated that there are no changes to the proposed 2018 budget from the last meeting. The proposed budget is \$257,448, which is an increase of \$9,782 or a 3.95% increase. The biggest change is the increase in the grounds workers salary line. Selectman Bennett questioned the increase and was told by Mrs. Theriault that she went back to what historically has been spent in that line. This year it is underspent because they were late getting an ad out for help due to the question as to whether or not to subcontract the work. It was noted that the mowing for Holiday Lane will be put out for RFP.

*Cable Committee- Submitted by Clay Shaw, Chairman, - not present at meeting*

The 2018 budget is proposed at \$40,500, which is a reduction of \$15,000 from the 2017 budget, but the same as presented earlier in the process. Selectman Guthrie spoke with the Cable Committee about making that reduction based on what the recent history has been.

*Cemetery Trustee- Presented by Sally Theriault*

She noted that there were no changes from the first proposal and that the budget for 2018 from the Cemetery Trustees is at \$48,000 which is the same as the budget from 2017.

*Code Enforcement/Building Department- Submitted by Kris Emerson - not present at meeting*

There were no changes to the CEO budget from the one presented earlier. The proposed 2018 budget is at \$140,017, which is an increase of \$3,925 from the 2017 budget. The biggest change is in the inspector's salary line.

*Conservation- Submitted by Tim Lovell, Chairman, not present at meeting*

The 2018 proposed budget is at \$3,592, which is a decrease from the 2017 budget by \$2,799. There was no change from the original proposal.

*Election-* The budget for elections is at \$11,400 which is an increase of \$4,850 compared to 2017. There are more elections in 2018 than 2017.

*Emergency Management -Submitted by Chris Dane, EMD- not present at meeting*

The EMD budget is proposed for 2018 at \$10,926 which is a reduction of \$1,000, which was made at the previous budget meeting, from the 2017 budget.

*Fire Department- Presented by Chief Michael Carrier*

Chief Carrier asked that the Selectmen add \$250 to his 2018 proposed budget to cover the increase for the dispatch contract they just approved. He stated that he budgeted for a 2% increase and it is actually 2.5%. His new proposed 2018 budget is at \$977,670 which is an increase of .3%.

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

The 2018 proposed budget for the Highway is at \$960,630, which is a decrease of \$56,385 from the 2017 budget. The largest decrease is in the line for Storm Water Management. Mrs. Theriault pointed out that there will be costs in 2018 for the MS-4 reporting, but it shouldn't cost \$125,000.

*Human Services-Presented by Sally Theriault*

The proposed budget for the Health Agencies is at \$69,262, which is a decrease from the 2017 budget by \$6,100. There are two of the agencies going on as warrant articles for an additional \$1,700. The biggest change is that Family Promise is no longer an agency in need.

The Human Services administration budget is level funded for 2018.

*Insurance/Workers comp etc.* - The cost for the insurance has increased from 2017 and is proposed at \$129,473 or an increase of \$2,849 or 2.25%. The property liability insurance is level funded. The increase is in the Workers Compensation line of \$3,150.

*Legal Costs-* Legal costs were level funded at \$12,000 for 2018.

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

The proposed library budget for 2018 is at \$98,589 for the Trustee line which is up \$6,334 over the 2017 budget. Mrs. Reschberger went over the various increases, which is mostly in the program and book lines. The Library Function budget which covers the salaries and benefits is proposed at \$433,820, which is an increase of \$22,388. The combined budget is proposed at \$532,409 for a total increase of \$28,722.

She went on to explain that there are requests for more programs and with more people attending library functions they want to provide the public with what they are asking for. She noted that since they won the 2017 Library of the year, there has been more foot traffic and requests for membership. She also noted that the request for nonresident cards has also increased. She did state that nonresidents do pay a fee. A. Weir thanked the Trustees for their printout and stated that it gave them a good snapshot of the changes and wished other departments would do the same.

Mrs. Reschberger reported that they have three full time employees and 11 part time employees (includes the 2 janitors). The Library Trustees will also be looking to continue the warrant article asking for \$10,000 for their noncapital reserve fund. They will be looking at two updates with one being the façade of the building. The second update would be changing the lightbulbs to LED lights, which they hope will lead to further savings.

*Patriotic Purposes- Submitted by Howie Steadman- not present at meeting.*

Mrs. Theriault noted that the budget is level funded at \$8,000 for 2018.

*Personnel Costs-* The budget for 2018 is at \$373,487.25. This is a decrease of \$12,432.25 mostly for the health insurance. There was \$15,000 added at a prior meeting to cover any changes in an employees' status for their health insurance and the various departments were budgeted at the actual cost for their employees. If the Library has a change in an employees' insurance, the money can be transferred from this line to the library line.

*Pest Control- Submitted by Kris Emerson, Health Officer- not present at meeting*

No change from the prior years. The cost for testing and monitoring is \$25,000 and if money is needed to spray, the cost is about \$5,000. Total budget is \$30,000

*Planning Board- Presented by Paul Carideo, Chairman*

The budget for 2018 was proposed at \$81,053, which is an increase of \$18,443. The large increase is due to map work that should be accomplished in 2018.

*Police Department – Presented Chief Joe Beaudoin*

Chief Beaudoin requested that his budget be reduced by \$400 under electricity and \$1,000 under the heat line. This would bring his proposed 2018 budget to \$1,379,983, which is an increase of \$47,105. Chief Beaudoin pointed out that the majority of that is the new police officer that will now be budgeted for a full year. There was a question on the cruiser replacement for \$21,001. Chief Beaudoin explained that they will be trading in the Porsche and the \$21,001 should cover the difference for the car and outfitting it.

*Recreation Commission- Presented by Recreation Commission*

There were changes to the previously proposed Recreation budget. The Selectmen increased the recreation budget by \$3,800 to cover for expenses at the Senior Drop In. The proposed 2018 Recreation budget is at \$91,711, which is a total increase of \$5,880 from 2017. This puts their budget at a 6.85% increase for 2018.

*Recycling and Waste Disposal Committee –Presented by Ellen Cabral*

The proposed budget for RAWD is \$687,630, which is up by \$21,900. Ms. Cabral explained that the increases are due to contractual obligations and that the Selectmen approved a one year extension on the current Trash pickup contract. This is a 3.29% increase overall. There was a question on the fuel surcharge whereas it has no expenses in 2017. Ms. Cabral explained that it is in the contract that if the fuel reaches a certain level, then the town would be billed for the costs over that. She also reported that the committee is looking for ways to reduce some of the increased costs. Some of the things they are looking to implement in 2018 is a fee for mattresses and not accepting cardboard nor construction debris at the Kent Farm transfer station. She told the Selectmen that it costs too much to accept these and get rid of them. There is also the potential for some significant increases when the curbside collection goes out to bid.

*Regional Planning-* There is an increase of \$128.00 for 2018 to \$8,644.

*Town Clerk- Tax Collector- Submitted by Tricia Curran- not present at meeting*

The proposed budget is at \$48,774, which is an increase of \$197 from the 2017 budget.

*Treasurer- Submitted by Harold Williams*

The 2018 proposed budget for the Treasurer is at \$15,440, which is an increase of \$300 with most of the increase in the cost of the internet.

The proposed budget for 2018 is \$6,463,085.75 which is up \$27,790.25 or .43%. (This total includes \$25,200 that was added during the encumbrance discussion for the fire department later on in minutes)

**Health Trust Insurance Letter**

The Selectmen agreed to sign the letter for Healthtrust to provide the services for 2018.

*Chairman Murphy made the motion to sign the agreement. Selectman Guthrie seconded the motion. The motion passed unanimously. (3-0)*

**Old Business:**

Liaison Reports:

No updates

**Administrative Assistant's Report:**

Rebate from Eversource

Mrs. Theriault met with Elizabeth LaRocca to sign the paperwork that was necessary for the Town to get its \$14,000 rebate for the installation of the LED lights. This will help to offset the cost of the installation.

Reschedule a meeting

The BOS regularly scheduled meeting falls on December 25<sup>th</sup>. The Selectmen agreed to cancel the meeting and just meet for the next regularly scheduled meeting in January.

GIS of Culverts and Catch Basin

Jon Worthen and Mrs. Theriault met with a representative from UNH who has equipment that UNH loans out to communities to help them find the GPS locations of culverts and catch basins. UNH is looking to see if an Intern can help with that work since Jon doesn't have the manpower to do it. The cost is estimated at \$2,500 and this information can be used as a layer for the Town's GIS system that is being constructed. This would be a paid internship.

Meeting Minutes

There are no minutes that ready for approval at this time.

Activity Log

Not presented this evening

Encumber Funds from 2017 Budget

BOS Minutes Dec. 18, 2017

Mrs. Theriault spoke with the Selectmen regarding the postage machine. She stated that there is money in the 2017 budget left that would allow them to purchase the machine outright which could save money compared to leasing it. She also stated that they could purchase it in 2018 or lease it in 2018.

After some discussion it was agreed to move forward and purchase it in 2017.

*Selectman Guthrie made the motion to authorize the purchase of the postage machine for \$5,590 in 2017. Selectman Bennett seconded the motion. The motion passed unanimously(3-0).*

Chief Carrier asked that he be allowed to encumber funds for the balance of the move from one tower to the new cell tower. He stated that the \$30,000 from Blue Sky was to cover the cost of moving the Fire Departments communication equipment. He has received and submitted payment for some of the invoices but expects more. The total cost was for around \$43,000 and he thinks he has submitted \$24,000. He asked that he be allowed to use up to \$40,000 from his 2017 to complete the project in 2018. He also asked if he could use \$22,400 from his 2017 budget to purchase 7 new sets of fire gear. The cost is estimated at \$2,800 for each suit and he will need to purchase 16 altogether. He was planning on purchasing the balance in 2019 after it has gone out to bid. The Selectmen agreed to allow him to encumber the \$22,400 and to add the balance of \$25,200 to his 2018 budget under protective gear.

Chief Beaudoin asked if he could encumber funds from his 2017 budget for two purposes. The first one is a request to encumber \$10,335 for new bullet proof vests. He stated that it is time to purchase new ones and will need 13 of them. The second request is to use \$13,555.50 to purchase new radios that will allow them to continue communications with Rockingham Dispatch. He stated that there was an issue with Motorola and they are offering the radios at half the cost. Normally each one would be \$4,387.50 and they are offering them for \$2,259.25. He explained that he will need six radios to meet the communication expectations. They have a year to be in compliance and to be able to communicate.

Chief Beaudoin also announced the Sgt. Kelley and his wife collected 500 to 600 toys in the Toys for Tots campaign and did a great job. He also stated that he will be sending a cruiser and a motorcycle to Dana Farber in Boston along with a lot of other departments for a little girl battling cancer.

*Selectman Bennett motioned to allow the Police Department to encumber \$13,555.50 from their communications line (42103-39000), and for \$10,335 from the uniform line (42101-77000) for the vests. Quotes are attached to the minutes. Selectman Guthrie seconded the motion. The motion passed unanimously (3-0).*

*Chairman Murphy motioned to allow the Fire Department to encumber \$40,000 for communications (42205-73000) and for \$22,400 for protective gear (42202-77001). The motion was seconded by Selectman Guthrie and the motion passed unanimously (3-0)*

Mrs. Theriault stated that there was a request from Jon Worthen to encumber \$2,952 from his 2017 funds to purchase new tires for one of his pieces of equipment.

*Selectmen Bennett reviewed the quote and made the motion to allow Mr. Worthen to encumber \$2,952 for new tires under equipment repair (43125-66000). The motion was seconded by Selectman Guthrie. The motion passed unanimously (3-0).*

#### Correspondence:

Robert Frost- Old Coach Scenic Byway -There was a request for funding of \$200 be released. Mrs. Theriault explained that these funds are in the 2018 budget.

#### Appointments- Open Positions

- o Ordway Park, full members and alternates
- o Recycling and Waste Disposal Committee
- o Recreation Commission, alternate member
- o Trustees of the Trust Funds, alternate members
- o Zoning Board of Adjustment, Alternate member

#### Visitors Comments:

There were none.

*There was a motion to go into nonpublic session under RSA 91A 3: II (a) Employee Matters at 7:59 pm.*

*Roll call vote: Selectman Guthrie; Yes, Selectman Bennett; yes, Chairman Murphy; yes*

*Chief Beaudoin stayed in attendance for nonpublic and left at 8:35 pm.*

BOS Minutes Dec. 18, 2017

*There was a motion to come out of nonpublic session under RSA 91A 3: II (a) Employee Matters at 9:12 pm.*

*Roll call vote: Selectman Guthrie; Yes, Selectman Bennett; yes, Chairman Murphy; yes*

*There was a request from a resident that is currently in a payment plan with the Tax Collector to skip the December payment and return to the schedule in January. After a short discussion, the Selectmen authorized the skipping of the December payment.*

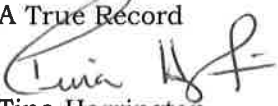
*Chairman Murphy signed the Hazard Mitigation Plan.*

*There was a motion to come out seal the minutes of the nonpublic session under RSA 91A 3: II (a) Employee Matters at 9:12 pm.*

*Roll call vote: Selectman Guthrie; Yes, Selectman Bennett; yes, Chairman Murphy; yes*

*Selectman Guthrie moved to adjourn the meeting at 9:12 pm. Chairman Murphy seconded the motion and the motion passed unanimously (3-0)*

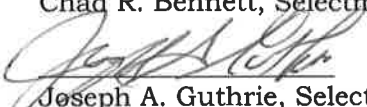
A True Record

  
Tina Harrington  
Recording Secretary

Minutes Approved

  
Sean P. Murphy, Chairman

Chad R. Bennett, Selectman

  
Joseph A. Guthrie, Selectman