

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 5, 1997

7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Jack H. Nelson, Vice Chairman; Katherine S. Connolly; Dorothy King; Brian Walsh; Michael Gilbar, Finance Director; and members of the public.

Ms. Black announced that this meeting was being taped by CATV 6 and that assistive listening devices were available for anyone who wished to use them.

1. BUDGET DISCUSSION

PUBLIC WORKS

Dept. 450 - Recycling/ Waste Disposal

Mr. Nelson asked why the costs in this department decreased. Ms. Black answered that it is due to the way the materials are handled and the cost of Northeast Waste has decreased.

Ms. Black wished to mark item **450-540, Advertising**, to be sure it is adequate.

Ms. Black asked for an explanation of the funds budgeted for item **450-625, Postage**. Ellen Lynch, representing the Recycling Committee, stated that the department sends out one newsletter by itself and one with the Town report. Ms. Black wished to mark item **450-625, Postage**, for further discussion.

Dept. 410 - Public Works - Administration

Ms. Black questioned why item **410-410, Electricity**, has decreased. Mr. Hauger indicated that it is because of the \$35,000 a year being contributed to the Dartmouth Cooperative on the campus. He explained that the streets belong to the Town, but the lights were bought jointly with electricity supplied by them and maintenance performed by the Town. Mr. Hauger added that after the 1997/1998 budget the lights will be paid for. He also indicated that the same cooperative arrangement covered Maynard Street, but it was not put into the budget.

Mr. Nelson asked if item **410-560, Dues and Memberships**, covered renewal of commercial drivers' licenses. Mr. Hauger answered that it does cover renewal of commercial drivers' licenses for employees, and is a practice that has been followed in the public works department and the fire department in the past.

BUDGET DISCUSSION (Continued)

Ms. Connolly asked for an explanation of item **410-820, Auto Allowance**. Mr. Hauger explained that this is for employees who drive their own vehicles when attending seminars and conferences.

Mr. Walsh asked how the **410-901** accounts are determined. Mr. Gilbar stated that they are determined by a formula which indicates the portion of each department being administered by the public works director.

Dept. 421 - Highway Summer Maintenance

Mr. Hauger listed the streets scheduled for overlay, and added that a few of the subdivisions will be repaved, but that there is money in escrow to pave them.

Mr. Nelson asked about the status of re-paving College Street. Mr. Hauger stated that he had discussed with Ms. Griffin the possibility of re-paving College Street to hold it together for at least ten years, at an approximate cost of \$22,000.

Ms. Connolly suggested that re-paving of College Street be delayed until the College is finished with building projects that involve heavy equipment on the roads.

Mr. Walsh stated that it would not be wise to make a heavy investment in College Street only to have to dig it up for water line problems, etc. He asked College Street would hold together for another year if no work were done. Mr. Hauger answered that it would hold together for another year, but not much beyond that before other problems would start to occur with the street.

Ms. Black wished to mark item **421-618, Construction and Maintenance Materials**, for further discussion.

Dept. 422 - Highway Winter Maintenance

Mr. Nelson asked if calcium chloride would be used as a substitute for salt. Mr. Hauger answered that it is not used as a substitute for salt, but sometimes during a period of cold temperatures it is mixed with the salt or the sand to lower the melting point. He added that this would be a new procedure.

Ms. Black noted that item **422-140, Overtime Services**, had decreased, and wished to mark it for further discussion.

Dept. 423 - Line Maintenance

Ms. Black asked if the line crew has always taken care of the rights of way. Mr. Hauger stated that it was a program started four to five years ago, and has helped to keep the lines clear and create nice paths.

BUDGET DISCUSSION (Continued)

Mr. Nelson asked for an explanation of item **423-440, Equipment Rental**. Mr. Hauger answered that occasionally equipment is needed that the department does not have, for example, a backhoe for deep excavation.

Dept. 425 - Tree Care

William Desch stated that an average tree costs between \$110 and \$130. He added that this spring 65 trees are to be planted at the public works garage in Phase I landscaping, and that the regular planting season will begin July 1st.

Dept. 430 - Equipment Maintenance

Ms. Black questioned item **430-140, Overtime Services**. Frank Austin stated that this item was originally reduced because of a request to increase the number of mechanics; however, the adjustment to add a mechanic was not included in the budget. Ms. Black wished to mark items **430-110, Full-Time Services; 430-120, Seasonal Services; and 430-140, Overtime Services** for further discussion.

Ms. Black asked how many vehicles are serviced by the department. Mr. Austin answered that 152 pieces are maintained, with extensive preventative maintenance being performed on 75 to 80 pieces.

Mr. Desch stated that prior to this budget, each person was assigned to do their own routine maintenance, and he feels this new program will be more comprehensive and lend itself to keeping the equipment in better shape.

Ms. Connolly asked if the figure budgeted in item **430-636, Fuel - Highway**, reflects actual highway fuel use or includes the fueling of school busses. Mr. Hauger answered that it is actual highway fuel use only, with school busses being billed separately. He added that when a load of fuel comes in it is charged to the building under the present system; when different entities use the fuel through the key system, it is then charged to that particular department or school.

Mr. Austin stated that fuel reports are generated through the Town making the departments accountable for the fuel used. He added that once a month fuel reports are generated and turned into the accounting department. Mr. Gilbar indicated that fuel used for busses does not show up because they are netted out.

Dept. 440 - Buildings and Grounds Maintenance

Ms. Black asked if the salary increases which were supposed to be built into this budget appeared elsewhere. Mr. Gilbar explained that the only increases found within the departments are the step increases, with the overall cost of living increases and health insurance increases located at the end of each fund, under 640.

BUDGET DISCUSSION (Continued)

TOWN PROPERTIES

Dept. 510 - Municipal Building

Ms. Black noted that in all town properties, amounts budgeted for water and sewer have increased, although she did not believe the rates were going up. Mr. Gilbar stated that he believed most of the increases are based on actual usage and are estimated.

Mr. Nelson questioned item **510-430, Building Repair Maintenance**. He noted that it had decreased, and asked if any specific items had been cut. Mr. Hauger answered that the municipal building is in fairly good shape, and they were trying to cut back in general.

Ms. Connolly suggested funds be appropriated to remove the court room portion of the room in which the selectmen's meetings are held and to purchase additional chairs so that the room could be used for other groups.

Ms. Ulman stated that the possibility of making the room into two meeting rooms with the use of an accordion curtain had been discussed.

Mr. Nelson wished to mark item **510-741, Building Equipment** and item **510-430, Building Repair and Maintenance** for further discussion.

Ms. Black noted that funds for bottled water in most buildings were included in the budget, and asked for a rundown on the cost of bottled water. Mr. Gilbar is to provide that information on the cost of bottled water.

Dept. 511 - Community Center

There was no discussion of **Dept. 511 - Community Center**.

Dept. 521 - Main Highway Garage

Ms. Black asked if the estimates for electricity and heat cover the cost of the new building. Mr. Hauger answered that they will hopefully cover the cost of the new building, and that it should stabilize through the fuel system accounting. He noted that it is hard to determine what portion of the funds are for heat.

Ms. Black asked if building repair and maintenance would decrease with one new building and one totally renovated building. Mr. Hauger answered that repair and maintenance is an ongoing process, and although the building has been renovated, the roof still needs to be dealt with and will need painting this year at a cost of approximately \$3,300.

BUDGET DISCUSSION (Continued)

Dept. 522 - Highway Garage #2

Ms. Black noted that the budget for this department has decreased as it will no longer be heated. Mr. Hauger stated that the building will be used for cold storage only.

Dept. 523 - Water Works Building

Ms. Black asked why there were funds for water in this department. Mr. Hauger indicated that there was a little water used in the summer, and that the water was drained in the winter.

Dept. 530 - Howe Library

Ms. Black asked if the dial-in access service is being utilized. Mr. Gilbar stated that his understanding is that it is being utilized to a great extent.

Mr. Nelson questioned the increase in item **530-341, Telephone**. Mr. Gilbar noted that the increase is due to the two dedicated lines and router charges for that type of a hook-up.

Ms. Black noted that advances in technology all bear costs, and that the financial cost of these advances should be included in the technology planning.

Ms. Black questioned item **530-611, Cleaning and Maintenance Supplies**. Mr. Hauger stated that this item previously was under buildings and grounds maintenance, and that the Town Manager had recommended putting it in its own category.

Dept. 540 - Etna Library

Ms. Black asked why the telephone costs for Etna Library had not increased as they are now on-line. Mr. Gilbar stated that the line was purchased last year.

Ms. Black asked if the library is on a well system. Mr. Hauger stated that there is a water line from the Etna Fire Station to the library.

Dept. 550 - Cemeteries

Ms. Black asked who is responsible for laying out the additional plots. Mr. Desch answered that a surveyor places metal pins which are purchased to mark the corners of each lot.

Ms. Black asked what type of fence will be erected in the Old Dartmouth Cemetery. Mr. Desch answered that it is a dark chain link fence which will run along the Thayer parking lot, to act basically as a litter barricade.

BUDGET DISCUSSION (Continued)

Dept. 560 - Boat Landing

There was no discussion on **Dept. 560 - Boat Landing**.

Dept. 570 - Police Station

Mr. Walsh asked if the roof problem at the police station has been fixed. Mr. Hauger answered that it has been fixed and it is working well.

WASTEWATER TREATMENT PLANT FUND

Mr. Walsh asked if the revenue in this fund was based on no change in fees. Mr. Gilbar answered that there is no change this year in fees.

Mr. Nelson noted that the revenue item of sewer rental to the City of Lebanon reflects a rate 50% higher than elsewhere. Mr. Hauger stated that the rate is due to infiltration of water, which is substantial. He added that he sent a letter last year to the superintendent of the waste water treatment plant in the City of Lebanon and has not received a response.

Mr. Nelson asked if item **093-320, Sewer Rental Abatements**, is a new item. Mr. Gilbar answered that in the past, the revenue was netted out, but it is necessary to show actual abatement of sewer bills.

Mr. Nelson asked for an explanation of the need to abate sewer bills. Mr. Gilbar answered that past practice has been if a sewer bill has increased by a certain percentage an analysis of the last three years is done and an average taken, with the difference abated. Mr. Hauger added that an abatement can occur if a water meter is found to be inaccurate, which affects the sewer bill. Ms. Black wished to mark item **093-320, Sewer Rental Abatements**, for further discussion.

Mr. Nelson asked for a breakdown of the funds located in item **097-750, Transfer From Reserve**. Mr. Gilbar answered that \$75,000 is for emergency replacement in the event of failures, \$20,000 for a 3/4 ton pickup with snowplow and hoist, and \$28,900 for a flusher.

Dept. 210 - Treatment Plant Operation

Ms. Black noted that item **210-610, Technical Supplies**, had decreased. Mr. Elder answered that they are using less sodium hydrochloride.

Mr. Connolly asked for an explanation of item **210-390, Professional Services**. Mr. Elder answered that this item covers the cost of an individual coming in to check the pumps on weekends.

BUDGET DISCUSSION (Continued)

Mr. Nelson commented that with the knowledge that UV lamps have to be replaced on an ongoing basis, he felt that item should be removed from equipment maintenance and repairs and moved to supplies, which would involve no budgetary impact.

Ms. Black asked if it is the policy of the Town to seal all blacktop. Mr. Hauger answered that it is part of a three year program which is long overdue.

Mr. Nelson noted that item **210-960, Equipment Reserve** is at \$-0- and asked for an explanation. Mr. Gilbar answered that with the total dollar amount being over \$1,000,000 of the reserve fund, and because of other increases in the budget and capital reserve purchases, it was felt that there could be a year without putting \$100,000 into the equipment reserve fund.

Mr. Nelson wished to mark item **210-960, Equipment Reserve** for further discussion.

Dept. 610 - Debt and Interest

There was no discussion of **Dept. 610 - Debt and Interest**.

Dept. 620 - Insurance

There was no discussion of **Dept. 620 - Insurance**.

Dept. 640 - Fixed Charges

Ms. Connolly noted that item **640-210, Section 125 Points**, is a new item and asked for an explanation. Mr. Gilbar stated that in the past it has been confusing to account and budget for Section 125 points. He noted that employees get to choose the types and levels of insurance they want, and that the areas of health, life and disability insurance make up the three areas on which there are Section 125 points. Mr. Gilbar indicated that budgeting for these amounts is impossible unless you budget for the total dollar amount. He noted that he also added item **640-212, Cash Conversion**.

Mr. Walsh noted that total salaries and wages vs. benefits approximate 25%. Mr. Gilbar indicated he would do a comparison of salaries and wages vs. benefits, and added that the last time they were compared it was between 30% and 40%.

SIDEWALK FUND

Dept. 110 - Sidewalk Fund

Mr. Hauger stated that the big sidewalk projects this year will be work on South Park Street, Barrymore Road and Allen Street Extension.

BUDGET DISCUSSION (Continued)

Ms. Black asked if maintenance of street furniture comes under item **110-490, Contracted Services**. Mr. Hauger answered that it does come under Contracted Services, and that he would like to get on a program every five years to paint the street furniture.

Ms. Black asked if new equipment was to be purchased this year under item **110-730, Capital Reserve Purchases**. Mr. Hauger answered that a couple of new attachments will be purchased. Additionally, an excavator will be purchased to replace the current one which is 11 years old.

Mr. Gilbar noted that work on College Street had been cut from the budget. Mr. Nelson asked if funds had been budgeted each year for the College Street project, and Mr. Hauger answered that the funds were never actually budgeted.

Ms. Black wished to mark item **740-731, College Street Reconstruction**, for further discussion.

Mr. Walsh asked if Carriage Lane had not been paved originally. Mr. Hauger answered that it was the original part of a subdivision, followed by a second part which came in from Lyme Road, and finally a third subdivision which connected the two. Ms. Connolly noted that when the Planning Board approved it as an unpaved subdivision, it was with the full knowledge of the fact that it was going to continue on the scale that it did; that it was meant to be an unpaved road in an approved subdivision.

HOUSING AUTHORITY

Discussion of the Housing Authority budget was tentatively scheduled for the Board of Selectmen's meeting on February 10, 1997.

2. ADJOURNMENT

Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.

The meeting was adjourned at 9:15 p.m.

SUMMARY

The following line items were marked for further discussion:

1. Dept. 450 - Recycling/Waste Disposal
450-540 - Advertising
450-625 - Postage

SUMMARY (Continued)

2. **Dept. 421 - Highway Summer Maintenance**
421-618 - Construction and Maintenance Materials
3. **Dept. 422 - Highway Winter Maintenance**
422-140 - Overtime Services
4. **Dept. 430 - Equipment Maintenance**
430-110 - Full-time Services
430-120 - Seasonal Services
430-140 - Overtime Services
5. **Dept. 510 - Municipal Building**
510-741 - Building Equipment
510-430 - Building Repair and Maintenance
6. **Wastewater Treatment Plant Fund**
093-320 - Sewer Rental Abatements
7. **Dept. 210 - Treatment Plant Operation**
210-960 - Equipment Reserve
8. **Dept. 740 - Road Construction**
740-731 - College Street Reconstruction
9. **Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**

Respectfully submitted,



Brian Walsh, Secretary

These minutes were taken and transcribed by Nancy A. Richards.