

BUDGET COMMITTEE MEETING – February 25, 2016

Approved

**BUDGET COMMITTEE MEETING
MINUTES
HOOKSETT MUNICIPAL OFFICES
COUNCIL CHAMBERS
35 Main Street
Thursday, February 25, 2016**

CALL TO ORDER

D. Pearl called the meeting to order at 6:30 pm.

Pledge of Allegiance

ATTENDANCE

D. Pearl, Chair, R. Boisvert, C. Morneau, J. Pieroni, S. Perrotta, B. Tilton, K. VanHorn, M. Miville, Town Council Rep. and A. Boilard, School Board Rep.

Absent: S. Peterson and J. Hyde

APPROVAL OF MINUTES

February 18, 2016

BUSINESS

Sewer Commission

C. Soucie: The Sewer is a department of the town and is managed by the Commissioners. They submit a budget which is reviewed by Council and the Budget Committee. They do raise money through fees which offset the taxes.

Bruce Kudrick, Superintendent: The budget decreased \$21,000. It is fully funded by the users. There is a decrease in electric because we are still in litigation.

We are increasing the rates 8%. It will be a \$1/week more for an average user; 5.60/100 to 6.05/1000 and 30 to 36 per quarter for residents.

We flows and income are not coming in. With this type of operation, you have to continually increase. The chemical rates and electrical rates increase. The EPA is constantly increasing the requirements. For chlorine, we joined a consortium which was a large decrease. We do the same with any large use of chemicals.

B. Tilton: With the revenues going down and the costs down like electric and chlorine, why the 8% increase?

Bruce Kudrick: We have money set aside. We are digging into that money each year. Within a few years if we keep taking from that fund we won't have any left.

B. Tilton: How much is in the reserve fund?

Bruce Kudrick: I don't know.

M. Miville: The Sewer is putting half a million dollars toward the Lilac Bridge.

B. Tilton: There is a cassette for minutes?

Bruce Kudrick: The budget was done in 10/28/15. We no longer have cassettes and we now use a digital recorder.

B. Tilton: Office equipment is \$1000 and last year it was \$574.

Bruce Kudrick: They spent \$574 last year and the office asked for \$1000 and that is what I put in.

We have two bonds, one in 2005/6 and one a few years ago. That is 3 million each and is being paid by the sewer users. That was for upgrades of the treatment plant.

B. Tilton: Truck loader maintenance, line 24, from 1231 with \$3000 budgeted last year and \$6000 this year.

Bruce Kudrick: We purchased a tri-axil 3 years ago. I have an older 10 wheeler that doesn't give me any problem because it is older and has no problems. Just to repair the harness on the newer truck is \$3000. We put the money in for the repairs. The new truck has a computer and many electronics. It is a 2011 with no warranty.

C. Soucie: The debt expires in 2030 and 2031.

The Sewer Commission has 2.7 million in unrestricted or fund balance as of 2014.

B. Tilton: Mains and manhole, line 32, there is an upward trend?

Bruce Kudrick: We are required by permit to inspect our sewer lines. We are to TV and clean up. I had the whole town done in 2006 because we were saving for the expansion. We are starting to do it again. This year we will be looking at the Village because they will be paving Merrimack Street. We are trying to get this done. DES didn't bother me because they knew what we were trying to do. DES told me last year that it was the last year that we could put that in our report and would have to start doing it again.

Bruce Kudrick: I usually go up 10% per year for electric.

There is a 2% salary increase. One person is getting more than 2%. One has successfully taken an exam and gone from a grade 2 to a 4. The commission gives a \$1 per certification raise.

Conservation Commission
Carolyn Cronin

M. Miville: The Conservation Commission presented a forestry plan to the Council for town land. That will happen. We will add another piece (150 acres on Laurel Road). The discussion was typically when the timber is cut, the funds from the timber is town property and goes to the general fund. They are proposing a warrant article to ask the citizen to have up to \$25,000 go to the Conservation Commission funding rather than the general fund.

The timber cut will happen and the question is where the money will go.

C. Cronin: The revenue can be used to fund improvements on that land. They received an easement and could construct a trail head. The timber harvest could fund a parking area there.

J. Pieroni: What is difference between the conservation fund and the capital improvement fund?

C. Cronin: The warrant for the capital improvements are just for trail improvements.

Conservation funds are under the discretion of the conservation commission with funds from current use penalty.

C. Soucie: The conservation fund is going to the trustees of the trust fund and will be managed by the Administrator. If they need improvements on the land they can come to the Administrator and ask for the funds. There is no tax impact for the timber cut.

Library

NON-PUBLIC RSA 91-A:3 Section II (c)

M. Miville motioned to enter non-public session under RSA91 A: 3Section II (c) at 7:19 pm. Seconded by C. Morneau.

Roll Call:

B. Tilton Yes

J. Pieroni Yes

R. Boisvert Yes

C. Morneau Yes

S. Perrotta Yes

K. Van Horn Yes

A. Boilard Yes

M. Miville Yes

D. Pearl Yes

The Board re-entered public session at 7:50 pm.

M. Miville motioned to seal the non-public minutes of February 25, 2016. Seconded by C. Morneau.

Vote unanimously in favor.

The Trustees presented the Library budget

Mac Broderick- Many items are unchanged from last year.
Increases – Equipment maintenance related to the leases for the copiers.
Information Technology line – increase of \$500 for a subscription to host online archiving for streaming service. The streaming was funded by the TD Bank partnership.
Automation line increased – item that is an agreement to service our GMLC software process.
Wage line – we are asking for an increase to change a part time 29 hour position to a full time position in Information Technology. That is the greatest need with huge demand in the community. The 11 hours would represent a portion of the difference with other surround towns. We are seeing a large need in the community for technology help.
There is also an increase for COLA

Heather Shumway: There is a huge increase in technology support in the community. The primary providers are Matt, our Assistant Director and Adult Program Services and Mark our Technology Services Director. They are offering 4-5 computer classes a month. Mark tracks his support – he saw 25 technology requests per month.

J. Pieroni: Does the \$8000 include benefits?

Mac Broderick: No.

C. Soucie: The life and disability increased because we didn't get favorable rates when we put it out to bid and resulted in a large increase.

S. Perrotta: As you continue to provide more service the demand will increase. How will you limit the offerings to what we can afford? How do you find that balance?

Heather Shumway: My long term goal is to support all the needs of everyone in the community.

S. Perrotta: There are other resources available and they may stop choosing other options the more you offer. Looking for the balance.

Mac Broderick: This additional person would help with other services in the library not just technology.

A. Boilard: Did you receive any grants in 2015 and do you plan to apply for any in 2016.

Heather Shumway: We received a grant to train our children's library to be a family library. It was in Long Island and it was paid by the grant.

Mary Farwell: We have our ongoing relationship with TD bank. We used the fund to finish the sign. We used it to finish the streaming. We will use it to revamp the children's room.

R. Boisvert: Did you ever consider charging for the classes?

Heather Shumway: We feel strongly that we are a resource for the town. We do encourage donations.

B. Tilton: As one who grew up with technology evolving, I was behind. I commend you on your work with helping with technology. I do know that for example Apple offers free support. Staples also offers classes for new computer users.

S. Perrotta: In reviewing these budgets, it was challenging because we got last year's actuals and no projection for trending this year. We are approving next year's budget without knowing how they are doing this year. I would like to see the impact of each change as we go along.

D. Pearl: I as a Chair would like to schedule planning meetings for the future once this year's season is done. With the running total, I believe Christine Soucie will keep that tally. I think we would like to go to having the budget on the big screen as we did in past years.

**Deliberation on Budgets
Administration –**

A. Boilard motioned to recommend the Municipal budget in the amount of \$17,206,349. Seconded by M. Miville.

A. Boilard: Given the presentation by the Administrator and the Departments, they explained their budget well. The increases were all reasonable.

M. Miville: The Council did an excellent job of reviewing the budget.

J. Pieroni: I just want to point out that there are new items in the warrant article like the roads and two new police officers which will be recurring costs going forward.

Roll Call

A. Boilard Yes

K. VanHorn Yes

S. Perrotta No

C. Morneau Yes

J. Pieroni Yes

B. Tilton Yes

R. Boisvert Yes

M. Miville Yes

D. Pearl Yes

Vote 8:1 motion carries.

C. Soucie: \$18,300,642 is the total including warrant articles. Last year with warrant articles the total was \$17,803,925.

M. Miville stated that Article 9 was removed from the warrant articles.

C. Soucie: The result is \$529,000 in new taxable items in warrant articles.

OTHER BUSINESS

D. Pearl stated that he would like to schedule a planning meetings following the budget cycle.

ADJOURNMENT

*C. Morneau motioned to adjourn at 8:45 pm. Seconded by J. Pieroni.
Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan