

BUDGET COMMITTEE MEETING – February 11, 2016

Approved

BUDGET COMMITTEE MEETING
HOOKSETT MUNICIPAL OFFICES
COUNCIL CHAMBERS
35 Main Street
Thursday, February 11, 2016
6:30 PM

CALL TO ORDER

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

Pledge of Allegiance

ATTENDANCE

David Pearl, Chair, Richard Boisvert, Jason Hyde, Chris Morneau, John Pieroni, Brian Tilton, Kevin Van Horn, Steve Peterson, and Marc Miville, Council Rep.

Excused: Amy Boilard

Absent: Village Water Precinct and Central Water Precinct

APPROVAL OF MINUTES

January 14, 2016 – Tabled

M. Miville motioned to remove the minutes of January 14, 2016 from the table.

Seconded by C. Morneau.

Vote unanimously in favor.

C. Morneau motioned to approve the minutes of January 14, 2016. Seconded by J. Pieroni.

Vote unanimously in favor

January 21, 2016 – Tabled

M. Miville motioned to remove the minutes of January 21, 2016 from the table.

Seconded by C. Morneau.

Vote unanimously in favor.

J. Pieroni motioned to approve the minutes of January 21, 2016. Seconded by M. Miville.

Vote unanimously in favor

February 4, 2016

R. Boisvert motioned to approve the minutes of February 4, 2016. Seconded by S. Peterson

Correction to Brian Tilton

Vote unanimously in favor 4 abstained.

Nominations and Appointments

Steve Perrotta: I am willing and able to serve on the committee. With my experience in accounting, I can give back to the community. I oversee a multi-fund budget and work for Granite State College.

This appointment is until June 30, 2016.

J. Pieroni motioned to appoint Steve Perrotta to the Budget Committee for the term ending June 30, 2016. Seconded by M. Miville.

Vote unanimously in favor.

NEW BUSINESS

Budget Presentations by the following Departments:

DPW – Diane Boyce

I don't see too many increases in this budget. Some are slightly above. There is a difference in wages from the addition of the Engineer to Community Development Department.

D. Pearl: Can you give an overview of how the structure has changed.

Diane Boyce: Six months ago we were 4 separate departments. With the reorganization, they are all under DPW. I am the Director of DPW and the Engineer is the Assistant Director and works with Planning. There have been a lot of changes. We are extremely short handed with staff. We hope to move forward within the next year. We are down 2.5 employees at Transfer, 3 at Highway, and 3 at Park and Rec as well as a Mechanic.

S. Peterson: Is the issue the requirement for CDL and the wages?

D. Boyce: That is part of it.

B. Tilton: Is there an overtime incentives?

D. Boyce: We haven't had a lot of overtime this year. Plowing is a difficult job.

D. Pearl: We hired an engineer to do some of the work we costed out. Has that been going well?

D. Boyce: I think it is going well. I don't know how it is going financially.

D. Pearl: Can you explain the tipping fees.

D. Boyce: We are doing well with Transfer. I don't know the exact revenue. Recycling revenue is down, including metal. The tipping fee aspect works well. It has been a huge help and the funds go back into our solid waste fund.

J. Pieroni: Can you explain the training and dues?

D. Boyce: Community Development:

- Community Development –
Conferences and Training- Planning Association; that is what is needed for the Engineer.
- Highway
K. Van Horn: Road Maintenance- we are over budget by \$150,000. Are we thinking about the roads in Hooksett and do we have a plan? I read a report that the roads around New Hampshire, 33% are poor and the average cost to consumers is \$500/year in poor gas efficiency and wear and tear on the cars.

D. Boyce: We were over last year because we came to Council and asked for money that was going back to the general fund to repair S. Bow Road. That cost was \$350,000. This year we will go forward with a Warrant Article and ask for \$300,000 for a fund for the next 5 years.

B. Tilton: \$169,000 for sand and salt – is there an option to use more sand than salt?

D. Boyce: The salt is better on ice. It depends on the type of storm.

R. Boisvert – What are the uniforms for under Administration?

D. Boyce: It is for all the highway and park and recreation employees.

R. Boisvert: Have we done any investigation on street lighting alternatives?

D. Boyce: This was brought up by Council but I haven't look into that yet.

R. Boisvert: If you replace all lights with LEDs, there is a 3 year payback. Did everyone's insurance go up?

D. Boyce: All employees' insurance went from 12% to 15% shared costs.

Stripping? Is that done every year?

D. Boyce: We strip the roads every year. It is helpful for the plow drivers. All of the major roads were stripped this year.

Street name signage has all been replaced from green to blue. Stop signs need to be replaced as well as School zones and Deer Xing. It is level funded.

Vehicle Replacement?

D. Boyce: We are not replacing any vehicles this year. We will start to raise funds so we can start to replace plow trucks. Vehicle Maintenance is for plow edges and chains which need to be replaced every year. They are very expensive.

Telephones for Donati Field?

D. Boyce: We have a Park and Rec. Building at Donati which has a phone line.

The Board discussed the option of contracting out the plowing to a private company.

- Park and Recreation
Training is for licenses and Herbicide training and safety

DPW – Warrant Articles

Article 4

To see if the town will vote to approve the reconstruction of the Town Roads at a cost not to exceed \$1,500,000.00 payable over a term of 5 years with an annual appropriation of \$300,000.00, and further to raise and appropriate \$300,000.00 for the first year's payment. In each of the following 4 years the appropriation of \$300,000.00 will be contained in the operating budget and the default budget. 3/5th majority vote required for passage. Estimated tax rate impact is \$0.19.

Recommended by Town Council (8-0),

D. Boyce: This is a warrant for \$300,000 to be used to repair our roads. If passed, \$300,000 would be used each year for 5 years. This is in place of a bond.

M. Miville: We have 89 miles of Town Roads in Hooksett.

D. Boyce: We are on a 7 year rotation cycle and we are currently behind.

J. Pieroni: Is this set up so the money that is unspent rolls over each year?

D. Boyce: That is the intention.

Christine Soucie: There is the possibility of rolling over the funds if the Council votes to encumber funds at the end of the year.

Dr. Shankle: This is a new law that allows this type of appropriation. This is a great for the town as opposed to bonding but the assumption is you will spend as you go along or you can encumber for a specific project. We will have projects for more than \$150,000 going along.

M. Miville: This is for \$300,000 for the next 5 years. It will not need additional approval by the voter every year.

C. Soucie: This is why it needs a 3/5 majority to pass.

B. Tilton: How does this function? One town meeting doesn't bind future meetings.

Dr. Shankle: It is set up for the next 5 years. That is why it needs 3/5 majority. This is similar to a union contract which can't be changed in future years. You cannot use the funds for anything else.

That money will automatically be added to the default budget.

B. Tilton: What is the actual RSA that allows this?

C. Soucie: RSA 32:3.VI.

B. Tilton: Is there a plan to repair the roads?

D. Boyce: The Engineer has been going and reviewing the roads and developing a list.

Article 5

To see if the town will vote to raise and appropriate the sum of \$200,000.00 to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.13. Recommended by Town Council (8-0),

D. Boyce: This is a Reserve account for DPW vehicles. This is for all the vehicles. We have aging trucks. We do not plan to replace any vehicles this year.

C. Moreau: How much does a plow truck cost?

D. Boyce: Approximately \$120,000.

We have 14 trucks. I'm not sure what the average life expectancy is. We have some trucks that 1988s.

Article 7

To see if the town will vote to raise and appropriate the sum of \$170,000.00 to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Automated Collection Equipment	\$ 30,000.00
Drainage Upgrades	50,000.00
Parks & Recreation Facilities Development	15,000.00
Town Building Maintenance	<u>75,000.00</u>
Total	\$ 170,000.00

**Estimated tax rate impact is \$0.11. Recommended by Town Council (8-0),
Town Buildings**

D. Boyce: After completing the Town Hall roof, there is little left in the fund. This is for all the town buildings including Town Hall, the Safety Center, DPW, and the Old Town Hall. We also completed replacing the heat exchanges at the Safety Center for \$20,000.

D. Boyce: We are on a 10 year replacement plan for the Automated Trash trucks. The arms will need replacing in 6-7 years.

M. Miville: We have 21 town buildings.

D. Boyce: We have 3 part time janitors, Safety Center, Court house and Town Hall.

Drainage Upgrades

D. Boyce: This is an ongoing fund to address issues the drainage in the Beauchesne development and Morrill Road.

Park & Recreation Foundation Development

D. Boyce: This is for expansion of the facilities as the community grows.

Article 9

To see if the town will vote to raise and appropriate the sum of \$60,000.00 to purchase a Live Bottom Trailer for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from taxation. Recommended by Town Council (8-0),

D. Boyce: No money to be raised from taxes. We will be replacing a 1999 trailer that is rotting. We rotate the trailers as the age from trash to demo to metal.

Article 12

To see if the town will vote to establish a Sidewalk Capital Reserve Fund under the provisions of RSA 35:1 for installing and maintaining sidewalks and to raise and appropriate the sum of \$25,000.00 to be placed in this fund. Further, to name the Town Administrator as the agent to expend from said fund. Estimated tax rate impact is \$0.02. Recommended by Town Council (7-1),

Dr. Shankle: This came from the community Profile and the survey as a priority. They are talking about sidewalks for the Connector Road and Main Street. This will start that fund.

C. Morneau: Would the town go to the State and request sidewalks on the State roads?

Dr. Shankle: That would be up to the State.

J. Pieroni: Is there a master plan to install sidewalks? We have sidewalks in town now, like in my neighborhoods that are not used because they lead to nowhere. Do we have a plan for them to lead to somewhere? Is there a rationale. If there are sidewalks near schools will we have walkers? Are we required to maintain them?

Dr. Shankle: Most of the sidewalks are there now because they were required of the developer. This came up because of the comments from the Profile and the survey which showed a desire by the community to have sidewalks and bike paths as a top priority. We are looking at College Park Drive and Main Street to go to the library. There will be Federal Funds so this money is matched. They are also looking at Martin's Ferry Road.

Any collector road should have sidewalks. There is no real master plan but with this article we will see if people are willing to spend money on sidewalks, then we can move forward with a formal plan.

I don't think we are required to maintain them because we have no children that walk to school. We do have a sidewalk plow.

D. Boyce: The roads are a priority to clear and then we do the sidewalks.

B. Tilton: I don't know if the Safe Route to School Grants are still available.

OTHER BUSINESS

D. Pearl: I discussed with Dr. Shankle and asked the NH Municipal Association if have the ability to enter into non-public session. RSA 91:A spells out our requirement not to discuss or disclose what was said in non-public. There may be a need at some time for us to go into non-public.

J. Pieroni: I wanted to let the Committee know that the Town Administrator cut the Budget Committee's budget request.

I separated the warrant articles by those we historically had and new articles: \$513,000 recurring and \$629,000 new first time articles (Police officers and Roads). We heard how the town budget didn't increase or increased very little but there is a total of \$1,144,293 in warrant articles. Just to keep things in perspective.

M. Miville: The reduction in the Budget Committee budget secretary salary. At the time that was said we (Council) had not yet seen the warrant articles. I was just talking about the operating budget.

J. Hyde: With the warrant articles the people have a choice.

J. Pieroni: But the Budget committee can only recommend or not recommend the final amount.

ADJOURNMENT

J. Pieroni motioned to adjourn. Seconded by J. Hyde.

Vote unanimously in favor.

Respectfully submitted

Lee Ann Moynihan