

Official

TOWN COUNCIL MINUTES
Special Meeting
Wednesday, January 2, 2013

CALL TO ORDER

Chairman Sullivan called the meeting to order at 6:36 pm.

PRESENT

Nancy Comai, John Danforth, Vincent Lembo, Todd Lizotte, Susan Lovas Orr, Chairman James Sullivan and Dr. Dean E. Shankle, Jr. (Town Administrator)

EXCUSED

Leslie Boswak, Michael Downer and James Levesque

PLEDGE OF ALLEGIANCE

Budget Review by Department

Administration

J. Danforth motioned to accept the Administration Budget. Seconded by T. Lizotte.

T. Lizotte asked the Administrator if there were any other areas he believed cuts could be made.

D. Shankle: The current proposal is below last year's appropriation. Some increases are under the Administrative salaries due to health insurance and taxes. The balance of the budget was reviewed by looking at what was done over the past year. The Tech support was reduced from \$58,000 to \$35,000 based on usage history and new RFP which reflects fewer hours.

N. Comai asked if they could remove the \$3000 for professional services with the new staff being proposed. Why are we are hiring a consultant to bid out our health insurance?

D. Shankle: This can be complex considering we are negotiating contracts.

C. Soucie: The insurance is a specific expertise given the new laws regarding health coverage. Also we will have to look at how our current plan fits into the Affordable Health Care Plan.

D. Shankle: We are looking at our legal fees. In the past, Amoskeag Rowing had \$1 in the line. Last year, \$5000 was proposed but with the default budget, it went back to \$1. The Farmers Market was also taken out.

C. Soucie: Unanticipated funds were always funded at \$5000. That was put there for unknown fuel cost. We have also used it for the Town Administrator search and for litigation research.

D. Shankle will look into renaming a pension paid to the survivor of a fallen firefighter. The Council also felt the money should be moved to the Fire Departments budget.

(Revisit on Saturday)

S. Orr asked about the contract with Comcast relative to the additional revenue assigned to IT costs. **(Information will be available Saturday)**

S. Orr motioned to create a line to reflect Comcast revenue for \$1. Seconded by T. Lizotte. Vote unanimously in favor.

J. Danforth motioned to reduce line 1-411-11-223 by \$3000 to \$2000. Seconded by S. Orr.

C. Soucie: Historically, that line has been used for archiving records and codification.

T. Lizotte stated that the Administration cut unanticipated funds below \$10,000 so he does not support cutting this line.

J. Danforth stated this is a line that has not been spent in the past year so it could be reduced.

Vote 5:1 motion carries

D. Shankle: The Advertising line is proposed for \$4000 with an actual of \$3120. This is used for public notices and hiring.

N. Comai motioned to reduce line 401-11-253 by \$2000 to \$2000. Seconded by T. Lizotte.

T. Lizotte stated that public notices are required to go into the newspaper in addition to the website.

C. Soucie: All Advertising for personnel hiring and testing was moved from the individual departments to the Administration Department.

N. Comai withdrew her motion and T. Lizotte removed his second.

J. Sullivan motioned to reduce line 401-411-11-253 by \$880 to \$3120. Seconded by N. Comai.

V. Lembo stated if the Charter Amendments have to go into the newspaper; it could be costly based on the length of the ad.

Vote 2:4 motion failed

Farmer's Market

J. Duffy stated the Committee met and discussed the change in venue which was not successful. There is \$1000 in the account. The Committee decided to go back to the Goodwill Plaza and make it a more vendor run market. The Committee is hopeful that the old location will bring more interest. A grant was received last year from Public Service and Anagnost. The Committee is prepared to go forward next year without the financial support of the town.

Vote on amended budget of \$867,582.

Vote unanimously in favor

Tax Collector – Kim Blichmann

V. Lembo motioned to accept the budget for the Tax Collector Department. Seconded by S. Orr.

J. Sullivan asked about training and dues of \$935.

K. Blichmann stated that the training was for the collector to receive certification and the plan is for the deputy to become certified next year. This is a three (3) year process.

C. Soucie stated that the postage line was distributed from the Administration's budget to the individual departments. The postage is for deeds, liens, and notices as well as the e-registrations. The postage for the tax bills comes out of Administration. The cost of mailing the tax bills is \$4000.

S. Orr motioned to move \$4000 from the Administration budget to the Tax Collectors budget. Seconded by N. Comai.

S. Orr withdrew her motion. N. Comai withdrew her second.

S. Orr motioned to reconsider the Administration budget. Seconded by N. Comai.

Vote unanimously in favor

S. Orr motioned to reduce postage by \$4000 from the Administration budget. Seconded by N. Comai.

Vote unanimously in favor

S. Orr motioned to reduce printing for the tax bill by \$3750 from the Administration budget. Seconded by N. Comai.

Vote unanimously in favor

S. Orr motion to approve the Administration budget for \$859,832. Seconded by V. Lembo. Vote unanimously in favor.

S. Orr motioned to increase the Tax Collector's budget for postage by \$4000. Seconded by N. Comai.

Vote unanimously in favor

J. Danforth motioned to increase the Tax Collector's budget for printing \$3750. Seconded by S. Orr.

Vote unanimously in favor.

N. Comai motioned to approve the amended Tax Collector's budget for \$263,178. Seconded by S. Orr.

Vote unanimously in favor.

Town Clerk – Elections – Billie Hebert and Don Riley, Moderator

J. Danforth motioned to accept the Town Clerk's budget for \$25,457. Seconded by V. Lembo. Vote unanimously in favor.

Community Development

V. Lembo motioned to accept the Community Development's budget for \$210,399. Seconded by S. Orr.

V. Lembo stated that D. Shankle reduced new equipment by \$9000 for a new plotter.

J. Duffy stated the department has a plotter which is 10 years old and prints from the computer. The new equipment could also scan and print in color. It would also allow scanning to save to a file. DPW is looking into leasing this type of equipment. Southern New Hampshire is now utilized for the scanning.

S. Orr stated that Professional services were reduced by \$5000 and asked \$5000 what the \$5000 was going to be taken from?

D. Shankle: If you look historically, the line has been underspent.

J. Duffy: This money was to be spent to look at Zoning Changes. We are now asking SNHP to look at it for a reduced price. There is money available in the second round of the grant for Sustainable Development. If we are successful, our cost will be \$1500. This is a holding place.

V. Lembo: Property Record Maintenance – Do you charge developers for recording?

J. Duffy: Yes, but the money is collected from the developer and goes back into the General Fund.

Vote unanimously in favor

Family Services

J. Danforth motioned to accept the Family Service budget for \$253,638. Seconded by V. Lembo.

V. Lembo motioned to increase office supplies to \$950. Seconded by T. Lizotte.

Vote unanimously in favor

Vote to accept the amended Family Service for \$253,688.

Vote unanimously in favor

Finance

T. Lizotte motioned to approve the Finance Department's budget for \$221,170. Seconded by S. Orr.

C. Soucie: Currently we are staffed at 2.5 which is a full time Director, a full time Bookkeeper and a Treasurer at .5. The bookkeeper is full time processing payroll and AP. If the AP portion was removed and a part time person did just that, the product would improve. Now, when we key in the invoice, we put supply rather than the detail. The work is done but it is rushed. There is no time to analyze or make improvements.

D. Shankle: This is the only additional position approved. We are trying to gather data and this position would help us accomplish that. If we are going to move ahead, we will need someone that can gather the information. As we get the new system, it will be important that we get it up and it stays up.

N. Comai: I support separating AP and AR. If you separate that, there will be less human error.

V. Lembo: If D. Shankle is successful in his re organization, one of the positions is to help Finance?

D. Shankle: Not Finance but the ability to do the research and work with finance and the departments to move us ahead. This would not overlap but support it.

T. Lizotte: I am against adding a new position although I understand the need. I am against additional personnel. I think adding new people at this point is not a good idea.

S. Orr: If we are going to implement a new system, we will be wasting our money if we don't do it correctly and efficiently. The only way to do that is to make sure that staff has the time to do it properly.

T. Lizotte: The new system is at least six (6) months out. With the fiscal cliff, we will be impacted \$1000 for federal taxes. I don't think this is the time to be adding positions. We held the line with the school as well.

C. Soucie stated the plan for the new system is to do payroll by Jan. 2014 and run a dual system for AP and general ledger for about 2 -3 month.

T. Lizotte motioned to reduce the part time position by \$14,795 from line 1-404-01-113 from the finance budget. Seconded by V. Lembo.

S. Orr motioned to call the vote.

Vote 4:2 to call the vote

Vote on motion to amend

Vote 2:4 motion fails

Vote on original motion

Vote unanimously.

ADJOURNMENT

N. Comai motioned to adjourn. Seconded by S. Orr.

Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan

John Danforth
Town Council Secretary