

**MINUTES OF THE SELECT BOARD AND ADVISORY BOARD
COMMITTEE BUDGET WORKSHOP**

November 14, 2013

PAGE 1

Present: ABC Chairman Scott Bugbee, Chairman LaCourse, Selectman Cedarholm, Selectwoman Carole Dennis, Town Administrator Julie Glover, Bookkeeper Joanne Clancy, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze and Henry Bracket.

1. Chairman LaCourse calls the meeting to order at 7:00 pm.
2. Chairman LaCourse reads and moves to accept the 2013 Tax Warrant. Selectman Cedarholm seconds. All in favor. **Motion Carries.**
3. Chairman Bugbee asks what the tax rate is this year. TA Glover states it is \$28.75. The ABC has in their possession the October 31st minutes which they will review. TA Glover presents the Selectmen's Budget. There are slight increases in the Town Secretary's salary, the overtime line and she added back in the temporary help line item which might be shared with Planning and Zoning. The Bookkeeper's overtime budget has increased due to her need to work overtime at certain times of the year and she now attends budget meetings. Alice MacKinnon thinks that the Bookkeeper's salary should be increased. TA Glover will address that at the end. Advertising has decreased slightly. Dues and fees have increased. Office supplies have increased slightly. The Town Hall provides paper to everyone. The mileage line has gone down and some of this expense has been moved to assessing. The Town Hall car is gone and now the Town pays for mileage. Equipment maintenance and repair has slightly increased due to age of equipment. Safety Committee has gone back down (it had been increased this year to pay for AED's.) Computer hardware has increased. The Town needs to replace the server in both the Town Hall and in the Safety Complex. If we only replaced the one at the Safety Complex, it would cost as much as \$10,000 to connect the two buildings with fiber/cable. The benefit of connecting the two buildings is that the Safety Building has a generator. Computer Software has gone down since the money has already been appropriated in this year's budget to purchase Municipal Financial Software. Chairman Bugbee asks when this will be purchased; TA Glover will do as soon as possible to get the RFP out. Some of the expenses for Software Support service are shared with the tax collector's office, such as for Avitar and Interware. Property Valuation reduced to \$30,000 to reflect actual costs. Alice MacKinnon asks if the Assessors are measuring and listing right now. TA Glover will check with MRI and report back to the Committee. Legal expenses have been increased to \$20,000. Fairpoint lawsuit expenses have been increasing. Fairpoint is suing almost every municipality in NH because they do not believe they should be taxed on the poles or ROW. Personnel administration has seen some changes; costs for Library staff will now be in that budget. There has been an added firefighter and health insurance premiums are going up 10.8%. Special awards and flowers have decreased. Pay in lieu of vacation has increased to reflect higher wages and the Police Chief's contract provision. Retirement does not include new police officer which would be \$11,000. An individual plan for a police officer would be \$26,000. Government buildings is the same. Cell phone bill is an item now in everyone's budget instead of in the IT budget.
4. TA Glover presents an insurance cost comparison between PLT and Primex. The PLT requires worker's compensation in order to also have unemployment insurance to be held with them. The PLT has also done away with any discounts for multiple policies. This

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PAGE 2

insurance topic will be a conversation with the Board of Selectmen at an upcoming meeting. TA Glover will recommend moving to Primex. With all three programs the Town would most likely qualify for all of the discounts: \$87,000 is the cost for all three programs: worker's compensation, unemployment and property liability insurance. The future of PLT is not looking good. TA Glover is comfortable with the service that we will get from Primex. Fire Department Accident and Health insurance is for the on-call fire fighters.

There is a line item for Other Government. TA Glover suggests adding a Warrant Article for a contingency account for about \$30,000 to replace the Other Government line item. Public Health and social service agencies can be discussed another day. The Welfare budget is staying the same. Welfare Officer McGlone is hesitant to reduce donations to any services and will most likely recommend someone to the Strafford County Homeless Shelter in Rochester this winter. According to Bookkeeper Clancy, we did not pay any bills to My Friends Place in 2013. In 2011 the Town paid a \$500 contribution and an additional \$100 invoice from My Friend's Place, and in 2012 the Town paid a \$500 contribution and an additional \$420 invoice. The \$10,000 line item for a Community Planning Coordinator to do grant writing is not being funded. Interest on bonds has gone down. The Planning Board is looking for a Representative to the Strafford County Regional Planning Commission. TA Glover met with Sharon Taylor regarding the Library budget and allocating additional costs. Chairman Bugbee would like to see an update from that.

5. Chairman Bugbee asks if there are any questions. Chairman LaCourse indicates that the total operating budget is up by about \$34,000. Library numbers have been backed out. Dispatch and ambulance numbers still need to be backed out. Ta Glover points out that the increase is by about \$30,000. Health Insurance for the Library is currently \$10,500 and Retirement is \$5200. A new full-time position would increase Retirement to \$8700.
6. Alice MacKinnon would like to re-evaluate Joanne's wages now. TA Glover would like to put together a formal presentation and bring it next time. Chairman LaCourse points out that as time changes some positions take on more responsibilities and it's important to look at this and make salary and title changes when appropriate. Chairman LaCourse adds that it's nice to see the funds being listed where they belong.
7. TA Glover asks the Select Board if they would like to discuss moving from the PLT to Primex at this time. The deadline to notify the PLT that we are moving our Workers Comp and Unemployment Insurance is November 17th, which is 45 days before the term ends on December 31st. Chairman LaCourse moves to change all of our Property Liability Insurance to Primex. Selectwoman Dennis seconds. All in favor. **Motion Carries.**
8. Chairman Bugbee recommends leaving Randy Stevens' salary the way it is. His gesture was nice but unnecessary. He is a highly valued employee.
9. Chairman LaCourse moves to adjourn at 8:12 pm.

**MINUTES OF THE SELECT BOARD AND ADVISORY BOARD
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PAGE 3


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