

**OFFICE OF SELECTMEN
6 HOLLAND STREET
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MOULTONBOROUGH, NH 03254**

Selectmen's Budget Work Session

December 18, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator,

Advisory Budget Committee: Amanda Bergquist and Linda Murray.

I. CALL TO ORDER: Chairman Shipp called the meeting to Order at 8:30 A.M.

II. DISCUSSION ITEMS:

- **Fire Department:** Chief Bengtson presented the proposed FY16 Fire Department budget, which is up slightly at 1.1% or \$10,855 over the approved FY15 budget. Chief Bengtson reviewed all sections of the budget addressing questions from the Board and ABC members. He explained the call back policy for the full time members is based on re-tones or if it's a call for a building fire. One of the full time employees lives close to the fire station and responds regularly and the other lives in Loudon, NH and rarely responds from his home. The Chief reviewed the work duties of full time staff when not on a call; checking apparatus, equipment, bunker gear. He reported that they do not maintain the bathrooms or regular cleaning of the station. The Board expressed concern over idle time by full time staff, suggesting that perhaps cleaning could be done by FT staff. The Chief reviewed the vehicle training policy and procedures requiring several miles of driving before being approved for apparatus driving. The Board would like to see the cost sharing of the *~~LGMEFA~~* **LRMFA** dispatch fees based on the number of calls rather than a town's assessed valuation. The ambulance contract was discussed and the matter that some services are offered free to FD members. The Chief noted this condition was not requested, but is offered by Stewart Ambulance. He provided an update on the current vehicle fleet and the plan to purchase a new tanker/pumper in FY16 which is scheduled in the CIP. The TA has recommended an outright purchase vs. a lease using some reserve funds and some fund balance. The Chief will be applying for a firefighter assistance grant for funds for the new truck hoping that a large Town match will help with the scoring grant. He noted keeping some of the vehicles for 25-30 years is making it difficult to locate replacement parts when needed. The Chief addressed the Board's question regarding the \$1 stipend for members issuing fire permits while on duty. He said that he does not request the payment and the fee comes from the State of NH.

- **Trustees of the Trusts Funds:** Paul Ardito, Chair of the Trustees presented information regarding the Trustees' request for funding to hire an investment manager for the Town's Capital Reserve Funds and Municipal Trusts in the Amount of \$25,000. He reviewed the RFP and interview process used by the Trustees over the past several months to determine if there would be an opportunity for the Town to increase returns on Town funds. There has been no determination at this time if the market returns will cover the cost of the management fees plus provide a significantly higher return so the \$25,000 request may not be spent. The range of management fees are between .3% - 1%. Approximately 70% of the funds will be placed in

bonds and 30% equities and will be accessible when needed. The Board agreed to add the amount to the operating budget in the amount of \$25,000.

- **Police Department:** Chief Wetherbee presented the proposed FY16 MPD operating budget. Appropriations are under last years by 1.4% or approximately \$24,300. The overtime budget was discussed and how it's been effected by the two vacancies recently filled. The first half of 2016 will still see significant over time as both new officers are either at the Academy or in field training. The Department is currently using one part time officer and will not need more. No other significant budget changes were noted. For capital items in FY16 a new Interceptor is scheduled in the CIP to be purchased. It was discussed and agreed to use funds from FY15 to make the Interceptor purchase now. Funds will be encumbered to make this purchase. There was also a brief review of revenues.
- **Recreation Department:** Recreation Director Donna Kuethe presented the proposed budget for FY16, which is up approximately 3.9%, \$12,500 over FY15. Full time salaries and benefits account for the increases including a change in benefits. Jean Beadle questioned the estimated part time salaries and it was agreed they would be reviewed and reduced to reflect the past five year average. The matter of portable toilets and upgrading to "flushable" toilets are being looked at that may result in a higher cost, but a better sanitary situation. Lamprey has sold their portable toilet portion of their business and some fees will increase as well. It was agreed some of the dues expense should be moved to the Revolving Fund and it was suggested the \$250 cost for renting the sound system for Memorial Day might be better spent towards purchasing a system. The Recreation Revolving Fund proposed budget was discussed. The "One Call Tell All" budget could be reduced by \$1,000. The cost of transportation and how programs are paid for was explained by Ms. Kuethe. She also explained the different levels of background checks for seasonal staff and coaches. The half day vs. full day summer camp was discussed and the lack of an available facility for bad weather and shade on hot days is the reason full day is not currently offered. The cost of \$75 for the summer program is very low compared to surrounding communities and needs to be evaluated as well. It was agreed the goal of a \$50,000 balance in the fund is still being worked towards.
- **Development Services:** Town Planner Bruce Woodruff introduced Karin Nelson, Chair of the Milfoil Committee. Ms. Nelson discussed the activities of 2015 and a request for \$225,000 for the milfoil trust fund in FY16. The ongoing efforts of the committee are producing success with most areas affected being reduced greatly. Ms. Nelson also explained that new OSHA regulations are driving up costs as well as required testing by the state. Grants from the NHDES continue to help offset a small portion of the cost each year. Marie Samaha, Chair of the Conservation Commission discussed her committee's budget, adding that the cost of lake water testing has increased their budget slightly. The Natural Resources Inventory update will be funded by the Conservation Committee's fund and the effort to acquire an easement on property on Lee's Pond is moving forward again. Mr. Woodruff presented the proposed FY16 budget for the Office of Development Services noting that the proposed budget is down slightly 1.3% or approximately \$4,000. Several adjustments to the original FY16 budget proposal were outlined which will reduce the proposed budget an additional \$14,000, including reducing the Town Planner salary line and the GIS development line. Mr. Woodruff reviewed statistics from the compliance/Code Enforcement Officer, Planning and Zoning board activities, and the hiring of a full time planner in early 2016. Tim Fountain of Cartographics Associates was introduced to present information regarding the GIS development program and to present the new changes

coming soon to the web-based platform which will greatly improve the utility of the system for mobile devices and add some new features.

Adjourned at 1:57 p.m.

Approved

Respectfully Submitted
Town Administrator

Date

CONFIDENTIAL