

**BOARD OF SELECTMEN
BUDGET WORK SESSION MINUTES
October 22nd, 2007**

Chairman Gehl called a work session budget meeting to order at 8:47 AM on Monday, October 22nd, 2007 in the upstairs conference room at the Town Hall.

Present:

Ron Gehl, Chairman
Peter Rhoades, Selectman
David Bickford, Selectman

April Whittaker, Town Administrator
Vickie Blackden, Financial Assistant

Noted to all department heads that the Board of Selectmen had made no decisions to date re percentiles for cost of living step increases for 2008, and that any personnel line reflected increases based on the 2007 scale may be subject to change for those departments that provided personnel figures.

Account 4312 ~ Highway Department

The Board met with Mark Fuller to review his 2008 operating and capital budgets. It was noted for the record that the 2008 highway operating budget would now incorporate the new employee who was approved at 2007 Town Meeting. This had been a separate capital article on the 2007 Warrant and had not been part of the 2007 operating budget. Thus the department would show a higher percentile increase to accommodate one additional fulltime wage.

The following adjustments were made:

- **4312-10-115** Part time: Noted increase should read \$3,334 instead of \$666 ~ mathematical error. Noted that the new employee position replaced 2 previous part-time winter positions and that additional work was now being completed in the cemeteries, and ball field, which had not been maintained properly in the last 10 years. Noted that out of the 960 hours worked to date by the new employee only 192 hours had been devoted to actual highway road work. Also noted re the Overtime that the additional money request was as a result of the fact that the personnel handbook had been changed in 2007 to denote a capping of maximum accumulation of comp time to 40 hours annually.

- **4312-10-440** Equipment Rental: Long discussion regarding returning to Probate Court to extend the working gravel pit timeline for the so-called Shirley Trust Pit area. If the board determines to take the same to court to ask for a time extension it was noted that line could be reduced from \$30,000 to \$7250, thus producing a savings of \$22,750. The board determined to take this question of returning to Probate Court to extend the working timelines in the Shirley pit to their next business meeting of

November 5, 2007 in order to institute a formal vote on the subject matter.

- **4312-10-620** Office Supplies: Reduced \$2000 request to \$800 thus reducing the increase over last years figure to \$300. Mr. Fuller had requested a new computer etc ~ this item will be moved to Acct 4916 Expendable Trust for office machines ~ addition to this line \$800.
- **4312-10-631** Radio Maintenance: Line reduced from \$2,500 to \$1300. A new radio was requested for the proposed 2008 plow truck acquisition. Discussion ensued if a radio was really necessary in the age of cell phones. Mr. Fuller expressed his concern that certain areas in New Durham have "dead zones" for reception purposes and that in the public works area, it was generally felt that we were still a few more years away before cell phones would overtake radios. Determined that the radio should be part of the capital package as expressed in Acct. 4902. Mr. Fuller advised that he was still in the process of seeking price proposals for the acquisition and requested that \$135,000 remain as the capital number at this juncture. He felt that this number would adequately cover plow truck and radio.
- **4312-10-662** Salt: Noted per ton price increase from \$46.51 (2007) to \$50.12 (2008) and noted that 100 tons more was being requested. No adjustment.
- **4312-410-663** Sand: Current figure based on \$10 per cubic yard from local vendor. However, local vendor advised that if the board waives the requirement to seek alternate bid proposals, he would reduce his price to \$8 per cubic yard. The Board will take formal vote at their business meeting November 5, 2007 to waive the Financial Policy in light of this information re the requirement to seek bids above \$15,000.
- **4312-10-665** Calcium Chloride: Corrected gallons figure of 2,200 to 22,000 gallons to match the dollars requested.

Total Reductions to Date:\$31,150
Total Bottom line \$521,452 (8.9%)

General discussion ensued regarding the fact that the Highway department had the potential over the next 5 years of losing 3 long-term employees due to retirement. Potential for succession planning was discussed.

Acct 4319 Equipment Mechanic

The Board reviewed the numbers submitted with the Mechanic.

The only adjustment to the budget submission:~

- **4319-10-634** Recreation Dept Equipment: Deduct \$2200 leaving \$400 remaining in the line item per Mrs. Blackden's recommendation that the

proposed acquisition of a mower bag, in fact, could be purchased out of 2007 funds remaining in the Recreation Department budget.

Philosophical discussion ensued regarding having department's, prior to any acquisition of vehicles, or contracted repair items on the town's fleet, consult with the mechanic. This would ensure that Mr. Valladares could best determine what his department could repair or maintain on the town's time and costs as opposed to contracted service time which is generally more costly.

Bottom Line Total \$129,083 (3.5%)

Chair Gehl convened a lunch break at 12 NOON.

The board returned to the work session at 1:10 PM to meet with Chief Shawn Bernier and Katie Woods, Executive Assistant to the PD.

Acct 4210 Police Department

4210-10-140 PT/OT/On call Pay: The main impact to the Police Department 2008 budget proposal was the necessity to increase the Overtime line due to mandated attendance of officers for court prosecutions. New Durham in the past had only compensated officers re the \$30 lay witness fee from the State. According to Department of Labor standards, arresting people and issuing summonses is part of the officer's job description, therefore, attendance at court is part of their hourly rate duties. In situations therefore where officers have already worked a full workweek, overtime must be paid. Noted that the \$30 lay witness stipend would be returned to the town's general fund i.e. revenues and would total annually approximately \$6000 to defray the increase in the OT line.

4210-10-580 Training: Reduced \$500 to \$3000

4210-10-630 Computers & Office Machine Maintenance: Mrs. Woods advised that the department was in need of a new computer. Agreed by board to move this acquisition to Acct 4916 Expendable Trust for Office Machines. Line 630 reduced by \$1000 to \$500 for maintenance of the officer copier machine and other machine type items.

4210-10-635 Gasoline: Chief had based gallonage pricing at \$2.65. Recommended increasing to \$2.75 thus increasing the line by \$540 to \$14,850.

4210-10-700 Cruiser Acquisition: Board determined to place the proposed cruiser acquisition to the Capital section of the budget as a separate warrant article to Acct 4902. Deduct of \$23,000 from line 700. Chief Bernier provided the following numbers for cruiser acquisition:~

- (i) \$26,350 Ford Expedition
- (ii) \$23,350 Ford 4-Wheel Drive Cab Truck
- (iii) \$2,200 Light Bar and Cage
- (iv) \$700 Painting

The chief and board exchanged views regarding the pros and cons of both the considered vehicles, and other police departments' experiences with both models. Chief requested to pursue Ford Truck numbers. Mr. Rhoades ask why the CIP numbers did not reflect the above numbers and Chief Bernier advised that at the time of composition of the CIP, he expected that the new acquisition would be a Ford Crown Victoria, and not a 4-wheel drive vehicle. In the next annual cycle the spreadsheet would be altered to reflect the change re acquisition and extra costs associated with a new acquisition.

Noted that the bottom line to read \$326,284 (3.1% increase).

Acct 4240 Building Inspector.

Noted no personnel numbers completed until board's determination for pay raises.

Noted all items level funded per previous years request, therefore only impact would be the cost of living increase for the personnel lines.

Acct 4140 Town Clerk

Noted that the biggest impact to the Town Clerk's budget was that 2008 had 4 elections to be administered, and that ballots for the new voting machine had also, incremented the increase

No deductions or increases

Bottom Line Total \$50,360 (20.5%)

Acct 4150 Tax Collector

Mrs. Ingham requested that the Deputy Town Clerk and Deputy Tax Collector's hours be put up from 37 hours to 40 hours ~ (Note: Deputy's full wage held in Account 4150)

- **4150-20-320** Tax Lien/Tax Deed: Increased by \$200 to \$700 to be more reflective of the actual monies used in 2007
- **4150-40-622** Software Licenses: Decreased from \$1632 to \$1436 to be reflective of the discounted payment scheduled per invoice provided in books.

No bottom line at this juncture due to incomplete personnel lines pending board's pay raise decision.

Acct 4195 Cemetery Trustees

The board welcomed Michelle Kendrick and Michael Clarke. Tom Mason sent his apologies, but had to stay at his place of work.

Mrs. Kendrick and Mr. Clarke presented their budget, which to a large degree was defrayed by cemetery trust fund interest returned at the end of the year to the Town's revenue account.

4195-10-115 Sexton Wages: The trustees presented their case that now that all "grass" care had been rolled into the new position at the Highway Department that it seemed redundant to continue to present the labor portion within the cemetery budget, and in fact, would require more administrative work separating hours etc. The board concurred, and decreased the budget by \$1200.

Bottom Line total \$2,450 (11.4%)

Adjournment

There being no further business, motion Rhoades, second Bickford to adjourn, vote 3-0. The meeting adjourned at 4:45 PM

Respectfully submitted
April Whittaker