

**Board of Selectmen  
Budget Meeting  
November 21<sup>st</sup>, 2011  
Fire Station Community Room**

**Members present:** Theresa Jarvis, David Bickford, Jeff Kratovil

Also present: Town Clerk/Tax Collector Carole Ingham, Planning Board member Dot Veisel, Town Administrator Alison Webb, Videographer Mary McHale, Land Use Administrative Assistant David Allen, Welfare Clerk Laura Zuzgo,

Budget Meeting called to order at 9:07AM by Chair Jarvis.

The Board reviewed the budget minutes of November 14th, 2011.

**Motion to approve as amended the minutes of November 14<sup>th</sup>, 2011, made by Selectman Bickford, seconded by Selectman Kratovil. 3-0**

**Election and Registration- 4140**

Carole Ingham, Town Clerk and Tax Collector, gave an overview of her budget. The wages lines reflect the 2% increase set by the Board of Selectmen. Dues and fees are for the annual Town Clerk association and for the Justice of the Peace and Notary renewal.

Postage remains the same. The postage accounts are balanced at the end of the year.

EB2Gov has been implemented this year. We are not printing their checks, which saved a little bit of money in line 10-630. That line is decreased by \$2,583.

With all of the unknowns regarding elections this year, Carole waited to spend certain lines. As the primary will be in 2012, she will be spending most of the remaining money.

There are four scheduled elections in 2012 totaling \$600. Because the coding costs are unknown at this time, there is an increase of \$825 for ballots and coding bringing that line up to \$3,600.

**Motion by Chair Jarvis, to approve account #4140 Election and Registration in the amount of \$77,718, seconded by Selectman Bickford. 3-0**

\*There was an announcement made that the Ethics Policy Public Hearing will be held on Tuesday, November 29<sup>th</sup> at 7PM at the Fire Station Community Room.

**Welfare-4441**

Laura Zuzgo, Welfare Clerk, gave an update of the archive project she has been working on. She has been going through archive records, those that are four years or older, and organizing those that the Town has liens on and we have to keep. It is a long term project that Laura has been working on.

Mileage has been increased slightly this year by \$25. The Town is required to help anyone with a basic need that qualifies. If someone comes in with an emergency need, like they are out of fuel or their electricity has been turn off, the Town must help them. Fuel Assistance from the State does not begin until December 1<sup>st</sup>. The Utilities line has been the largest payout for the welfare department this year. It has been difficult for citizens to work with the utility companies this year, and the Welfare office has felt the burden. Selectman Bickford would like to see the quantity of fuel that the Town provides by gallon. Selectman Kratovil would like to see how many households are assisted with rent or mortgage payements.

The Rent/Mortgage assistance line tends to be a moving target. The welfare office has seen more people who are in need of assistance in this area this year, as people are being laid off and their unemployment payments are running out or being cut. The medical line usually pays for prescriptions, and in one instance there was a dental issue. Walmart works well with the department to make sure that we are paying for generic prescriptions if possible. The **211 hotline** has been very beneficial for citizens, to which Laura has been referring many people. There is also a Montel Williams prescription plan that citizens can apply for on-line. The “Other” line goes toward miscellaneous items like, for example, a part for a vehicle. If the request falls outside of the guide

The Budget Committee increased the Welfare budget by \$2,000. The total Welfare budget is \$25,000.

**Motion to approve the welfare budget account number 4441 in the amount of \$25,000, made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

#### **Financial Administration- 4150**

This budget was reviewed in a previous meeting. The missing information of the Treasurer and Deputy Treasurer line totals the amount of \$2,731 and \$273.

**Motion to approve account number 4150 Financial Administration in the amount of \$80,208 made by Chair Jarvis, seconded by Selectman Bickford. 3-0**

#### **Assessing – 4152**

Finance Officer Blackden will meet with the Board of Selectmen to discuss Cartographics on 11/28.

#### **Planning Board -4191**

David Allen came in to speak to the Land Use budgets. He brought with him a revised budget for 2012. The issue of overtime was discussed at length. He has been working on setting up a database of all Land Use applications, to have a history for each property, to identify what types of previous applications have come from that property in the past, and to compare over time the types of applications that are coming before the boards, and the status of them. This project was discussed and started with the previous administrator. David still has a few pieces left of this project: designing of reports- unknown timeframe as new ideas crop up and types of reports are still unknown and changes in bottom design that need to be made to make it more efficient and clean – end of December.

David will get a list of those duties he is performing above and beyond his job description to the Board of Selectmen this week.

The Board adjusted the Overtime request to a total of 24 hours of overtime for the year. This line will be \$617.

The Contracted Services line has been adjusted. There is a \$2,750 increase in this line over last year. This line will be used for Master Plan planning, zoning ordinance simplification and cleanup, workforce housing analysis, and dark skies regulation consultation. The Board recommended decreasing this budget line by \$700, by having the workforce housing project contracted for in 2011 and \$250 for the master plan work, which the Board feels should come from the Capital Reserve fund, making the total line \$2,800.

David has decided to withdraw his request for the Community Viz software, as he has received some negative feedback on the product.

**Motion to approve budget 4191 Planning Board budget in the amount of \$35,799 made by Chair Jarvis, seconded by Selectman Bickford. 2-1 with the dissent from Selectman Kratovil.**

**Zoning Board of Adjustments- 4192**

The only outstanding question was regarding postage: what is it used for? The postage line is used for sending out packets to Board members and for sending out second notices to abutters that does not fall on the responsibility of the applicant.

**Motion to approve budget 4192 Zoning Board in the amount of \$5,899 made by Selectman Kratovil, seconded by Selectman Bickford. 3-0**

**Conservation Commission- 4612**

Line 482- David was not able to get a response to the Board's question about the total amount of the water quality of Merrymeeting Lake, and why the Town pays most of it.

Line 560: Moose Mountain Greenways dues are \$200, Strafford Rivers Conservancy totals \$275, and New Hampshire Association of Conservation Commissions costs \$200. David provided the Board a breakdown of what services the dues are associated with.

The Board decided to cut the water quality testing funding until they get the information they have requested, which is the total cost of the test and a report of the testing. They will visit this line if they receive this information.

The Board decided to the cut \$475 in funding for line 4612-20-560.

**Motion to approve budget 4612 Conservation Commission in the amount of \$4,452 made by Selectman Kratovil, seconded by Selectman Bickford.** Discussion: Chair Jarvis would like to fund either Moose Mountain Greenways or Strafford Rivers Conservancy.  
**2-1 with the dissent from Chair Jarvis.**

**Pest Control/ACO- 4414**

**Motion to approve budget 4414 Pest Control/ACO in the amount of \$16,000 made by Selectman Bickford, seconded Chair Jarvis. 3-0**

**Other Public Safety- 4299**

**Motion to approve account number 4299 in the amount of \$17,713 made by Selectman Bickford, seconded by Chair Jarvis.** Discussion: Selectman Kratovil does not feel we should fund Chances, as he does not agree with early intervention. Both Chair Jarvis and Selectman Bickford feel early intervention is important.

**2-1 with dissent by Selectman Kratovil.**

**Motion to adjourn made by Chair Jarvis, seconded by Selectman Bickford. 3-0 Adjourned at 12:05PM.**

Respectfully Submitted,  
*Alison Webb*