

DRAFT

**Board of Selectmen
Budget Meeting
November 28th, 2011
Fire Station Community Room**

Members present: Theresa Jarvis, David Bickford, Jeff Kratovil

Also present: Town Equipment Mechanic David Valladares, Town Administrator Alison Webb, Videographer Mary McHale, Town Finance Officer Vickie Blackden

Budget Meeting called to order at 9:05AM by Chair Jarvis.

Review of the minutes of November 21st:

Motion to accept the minutes of November 21st as amended made by Chair Jarvis, seconded by Selectman Bickford. 3-0

Equipment Mechanic-4319

The Board discussed the computer system that David uses and what capabilities it has in regards to inventory tracking. They discussed the value of tracking work by vehicle and how repair orders are tracked and reported.

David brought up this year's budget numbers and how upcoming expenses will affect his 2011 budget. He asked the Board for direction regarding SW foam tires, and whether he should spend the \$2790 out of this year's budget or split the purchase into this year and next. The Board advised him to spend the money this year, as it is in his budget already. David also has two other jobs pending that have not been budgeted for but is still trying to get done, as there is room in this year's budget.

The salary line reflects the 2% increase, as does the clerical line, part time and overtime. The clerical line is budgeted at 2 hours per week, and overtime is budgeted for 60 hours for the year.

Contracted services line has been decreased by \$2,000, as there is an old cruiser to be replaced and the 99 Sterling for the Highway department as well.

The Recreation department line has increased by \$600, because the zero turn mower for the ball fields has maintenance costs for 2012 like belts, pullies, etc that will be replaced in house.

David would like to do some maintenance body work on his vehicle next year, and has increased that line by \$400. The vehicle has 250 thousand miles on it.

The Highway line has been decreased by \$11,800 down to \$30,000, as there is newer Highway equipment probably due to the replacement schedule the equipment is on.

The Police Department line was reduced by \$500.

The Fire Department line was increased by \$400.

The Board of Selectmen brought down the Solid Waste line to \$2,500 as the foam tires will be replaced this year.

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The total EM budget is \$123,983, for a savings of \$13,255 over 2011.

General Government Building- 4194

The Board is looking for some justification and level of understanding of how to budget for building needs

Ask the Chief to put sensors on the lights in the garage, and other rooms that we might forget to

Grass cutting at meetinghouse.

ADD line for HW janitorial - \$390

Total GGB for 2012 is \$73,605 which is down \$1291 from last year's \$74,896

Other General Government- 4199

The Board discussed whether to include the upcoming dam repairs in this budget, or whether it should come from the Highway Department.

ADD \$1 to lines 330, 332, 339- making the bottom line \$2803

Land and Improvements-4901

The Road Agent expects to receive \$114,996 from Highway Block Grant this year.

Motion to approve account # 4901 Land and Improvements in the amount of \$114,996 made by Chair Jarvis, seconded by Selectman Bickford. 3-0

This number is an estimate.

Capital Outlay- 4902

The 1999 Sterling Dump Truck is set to be replaced as well as the 2005 Chevrolet Impala Police Cruiser.

Executive Budget- 4130

Selectman Kratovil asked to revisit this budget. The Board discussed the increase to the Selectmen's wage line. **Decrease line 343 to \$2,700**

Motion to approve budget number 4130 Executive in the amount of 133,024 made by Chair Jarvis, seconded by Selectman Bickford. 3-0

Planning Board – 4191

Selectman Kratovil asked to revisit this budget. The Board discussed the funding of monies for dark skies ordinance creation. Selectman Kratovil is in favor of removing the \$800 in contracted services for the ordinance, Selectman Bickford and Chair Jarvis are in favor of keeping the funding.

Motion to recess for ½ hour for lunch break made by Chair Jarvis, seconded by Selectman Bickford. 3-0

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The Board recessed for a lunch break at 12:03PM.

Returned at 1:10PM with Vickie Blackden

Assessing- 4152

The Board asked Vickie to add the Cartographic tax map software. We have the \$5,000 in the 2011 contracted services as the state did not give us direction on the reval yet, so the Board can choose to take the \$2,500 for the Cartographic tax map software out of that line.

Because of this solution, line 390, tax map update, was brought down to \$1,500, and there is an increase to the software licenses, 622, line to \$6,626.

The Budget Committee cut the mileage line from \$300 to \$200, making the total \$46,063. This is an increase from last year of \$539.

Motion to approve budget 4152 Assessing budget at \$46,063 made by Selectman Bickford, seconded by Selectman Kratovil. 3-0

Personnel Administration - 4155 - Health Insurance Discussion

Motion to accept option 1 for budget line 4155 to a cost of\$ 242,876 made by Selectman Kratovil, seconded by Chair Jarvis. 3-0

For the record, this will reflect a savings of \$8,201.

Recreation- 4520

The Board would like to see the bats and other sports equipment paid out of the Revolving Fund. After much discussion and debate, they changed the following lines:

- Line 330- \$2400**
- Line 439- \$9,000**
- Line 560- \$4,000**
- Line 580- \$0**
- Line 620- \$300**
- Line 625- \$300**
- Line 12-801 \$2,160**

For a bottom line of \$60,959. They will review this budget again on December 5th, at their evening meeting.

Upcoming Meeting Dates:

Thursday, December 1st, 2011 – work session for personnel chapters

Monday, December 5th, 2011- regular meeting

Thursday, December 8th, 2011 for budget meeting at 9am

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Any Other Business:

Selectman Bickford would like Chair Jarvis to schedule a meeting with Don Jutton of MRI for the Board.

Non-Public Session:

Motion to enter non-public session made by Selectman Kratovil under RSA 91-A: 3 II a- matters pertaining to employee compensation, seconded by Selectman Bickford. Roll Call Vote Jarvis-aye, Bickford-aye, Kratovil- aye

The Board of Selectmen entered Non-Public session at 3:15PM with Road Agent Clarke and TA Webb.

In non-public session, the Board discussed merit wages for four employees presented by the Road Agent.

Motion to come out of non-public session made by Chair Jarvis, seconded by Selectman Bickford. 3-0

Entered public session at 4:16PM.

The Board discussed whether the employee 2% wage increases should begin on January 1st or April 1st. The Board of Selectmen discussed the merit wage requests presented by the Road Agent. They made the following motion:

Motion that the three full time individuals that have been recommended by Road Agent Clarke receive the requested merit increases to begin on April 1st made by Selectman Bickford, seconded by Chair Jarvis. 2-1 with opposition by Selectman Kratovil because he believes that if some employees receive a merit raise, they all should.

Adjourn:

Motion to adjourn made by Chair Jarvis, seconded by Selectman Bickford. 3-0

Meeting adjourned at 4:18PM.

Respectfully Submitted,
Alison Webb