

**Board of Selectmen  
Budget Meeting  
November 14<sup>th</sup>, 2011  
Fire Station Community Room**

**Members present:** Theresa Jarvis, David Bickford, Jeff Kratovil  
Also present: Cemetery Trustee Michele Kendrick, Town Historian Cathy Orlowicz, Town Administrator Alison Webb, Videographer Mary McHale, Operations Manager Ryan Noonan and Mary DeVries of Wolfeboro Community Television

Budget Meeting called to order at 9:00AM by Chair Jarvis.

The Board reviewed the budget minutes of November 7th, 2011.

**Motion to approve as amended the minutes of November 7th, 2011 made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

**Cemeteries- 4195**

Michele Kendrick of the Cemetery Trustees came to present the cemetery budget. There is no change to this budget from last year. Michele checked with the Highway Department for cemetery supplies, and the Road Agent does not see any need for increases. The electricity line will remain the same as well. The electricity runs to lighting in the vault and perhaps to run water pumps. The grave opening line is to pay the cost of the Highway employees for their labor. It is charged on a per person basis at \$300 per request for an adult during working hours, and \$100 for opening the grave of a child, and \$50 for a cremation. These charges are for working hours and the cost will vary if this has to take place outside of working hours. There seems to be an average of about 5 burials per year. Supplies are fertilizer, lime, soil tests and any miscellaneous work that needs to be done, like for example fence repair.

Shirley Cemetery Capital Reserve and Shirley Cemetery General Fund Trust: The different funds and trusts held by the Cemetery Trustees was discussed. Chair Jarvis said it looks as if there is enough money to start the paving project, if that is still the wishes of the Cemetery Trustees. The cemetery funds that the Town holds are as follows:

Old Cemetery Perpetual Care from 1900  
Shirley Cemetery Perpetual Care from 1976  
Shirley Cemetery Site Improvement Reserve from 1994  
Shirley Cemetery Improvement Fund from 2009  
Shirley Cemetery Fund Expendable Trust Fund from 1992

**Motion to approve 4195 Cemeteries, in the amount of \$3,700 made by Chair Jarvis, seconded by Selectman Bickford. 3-0**

**Equipment Mechanic- 4319**

Equipment Mechanic Valladares has the flu, and is not able to make it in today.

TA Webb and Cathy Orlowicz brought an issue to the attention of the Board of Selectmen regarding a one-ton truck that needs a new engine. The Ford f550 is a 6.0 liter diesel engine. The fuel injector was stuck open, filling the cylinder with fuel and hydrolocking the cylinder, bending a connecting rod.

The estimates that the Equipment Mechanic collected are as follows for the long block:

Granite Ford- \$13,398.60  
Irwin Motors- \$17,701  
Grappone Ford- \$17,048.37

EM Valladares would like to take this repair out of his 2011 budget. Selectman Kratovil will check into the vehicle being fixed at the prison warehouse to see if the board can reduce the cost. He would also like EM Valladares to consider going to a junk yard for the engine instead of purchasing a new one.

The Board will bring this issue to their next meeting on November 21<sup>st</sup>.

### **Other Public Safety- 4299**

Chair Jarvis asked TA Webb to contact Chances and ask them how many children are served. Selectman Bickford would like to see this budget moved to the Police budget and to split the dispatch services into Fire and Police.

### **Improvements Other Than Buildings- 4909**

The Board discussed the Milfoil treatments, and whether it is cost effective to continue funding it at such high levels.

Selectmen Kratovil is in favor of keeping the funding at \$7,000 and bringing it to Town Meeting as a warrant article. Chair Jarvis would be in favor of funding it at \$10,000 and letting it go to Town Meeting. Selectman Bickford disclosed that he owns property in many areas that the Milfoil treatment would affect. Selectman Bickford said it would be prudent to keep the amount funded at \$7,000, and increase it to \$10,000 if there is room at the end of the budget process.

**Motion to approve the Improvements Other Than Buildings, 4909, in the amount of \$7,000 made by Chair Jarvis, seconded by Selectman Bickford. 3-0.**

### **Insurance- 4196**

The Property and Liability has increased by 9% for next year. TA Webb will be seeking other alternatives to property and liability insurance to see if that line can be reduced.

**Motion to approve account number 4196-Insurnace, in the amount of \$42,000 made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

Board Recessed- back at 11:10AM.

### **Executive- 4130**

Community Access TV- 342: Mary DeVries and Ryan Nooman presented a revised budget to the Board of Selectmen for the Wolfeboro Community Television. The WCTV budget was determined by taking a ratio for the number of subscribers in New Durham and Wolfeboro. This budget comes to \$14.67 per subscriber in New Durham.

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Wolfeboro Community Television has revised their budget and made significant cuts to reduce costs for New Durham. The Board of Selectmen would like to budget for Wolfeboro Community Access Television. They discussed the advantages and disadvantages of having video streaming. The total cost for the community access line with video streaming and archiving \$11,350.

There was a discussion on expanding line 112, Miscellaneous Clerical, to include other clerical work. The Board will take the clerical line out of the planning board budget and Alison will break down the use of that line this year.

Alison will bring back more information for the Board in relation to the telephone rates. She has met with TDS, and anticipates at least a slight decrease in monthly bills. She is also going to look into Metrocast telephone rates.

The bottom line of the Executive budget totals \$132,986.

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

**Meeting adjourned at 1:02PM**

Respectfully Submitted,  
*Alison Webb*

ACCT #4195	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	VARIANCE +/-
116	CEM Opening Graves	There were fewer burials in 2011	\$2,000.00	\$2,000.00	\$0.00
410	CEM Electricity		\$200.00	\$200.00	\$0.00
610	CEM Supplies	Fertilizer and Lime	\$1,500.00	\$1,500.00	\$0.00
	CRF	Future improvements to the Cemetery including paving and sprinkler system		\$2,000.00	\$2,000.00
Total:			\$3,700.00	\$3,700.00	\$0.00

ACCT. # 4299	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
	NAME				
4299-10-306	Dispatch Service	PD cost for Stratford County \$4,380 FID cost for Stratford County \$2,333	\$28,402	\$6,713	-\$21,689
4299-10-307	Court Diversion (CHANCES)	see 4210	\$2,000.00	\$2,000.00	\$0.00
4299-20-145	Outside Details	see 4210	\$3,000.00	\$3,000.00	\$0.00
4299-20-146	Grant Details	see 4210	\$5,000.00	\$5,000.00	\$0.00
<b>Total:</b>			\$38,402.00	\$16,713.00	-\$21,689.00

ACCT. # 4130	ACCOUNT	BUDGET NARRATIVE for Town Office Executive	2011	2012	Variance +/-
4130-10-130 (1,2)	TOS Selectmen	Selectmen's rate is \$1,500 over year (X3) = \$4,500	\$4,500.00	\$4,500.00	\$0.00
4130-20-110	TOS Town Admin Contract	The BOS signed a two year contract with MRI in 2011. The contract stipulated a flat monthly fee of \$6,200 from April 2011 to March 2012, and \$6,500 per month from April 2012 to March 2013.	\$74,400.00	\$77,100.00	\$2,700.00
4130-20-111	Salary Clerical	Increase due to 2% wage increase	\$8,760.00	\$9,112.00	\$352.00
4130-20-112	Misc Clerical	This line has proved useful several times this year for instance including the Town Report, Land Use assistance, Town Clerk assistance, unanticipated Hurricane Irene support, and several others. There are still a few projects this year, in which I have determined that this account will be used, but I do not believe the whole amount will be spent.	\$2,115.00	\$2,115.00	\$0.00
4130-113	TOE Videographer	If changes to community TV move forward, the town will need to video tape meetings, as LRPA does not provide this service. 500 hours per year (40 meeting hrs per month) at \$12.00 per hour down for 2012. Also looking into moving phone service to Metrocast.	\$0.00	\$6,000.00	\$6,000.00
4130-20-341	Telephone	Proposed change to the Town Community TV carrier from Wolfeboro Community TV to Lakes Region Public Television. With savings from LRPTV, the Town would be able to live stream and archive all meetings through our website, but would have to pay a person to film meetings.	\$3,500.00	\$3,500.00	\$0.00
4130-20-342	Community Television	Cost of webpage plus \$3,000 per year for live video streaming and online archiving. One time cost of \$995 for set up fee for new programs, and one time cost to purchase encoder at \$2,495 (used to transfer video to digital form)	\$16,900.00	\$3,511.00	-\$13,389.00
4130-20-343	Web Page and Email	This estimate was obtained from LRPA. Upfront initial cost of \$5-7,500 for equipment (that will last). (1 video camera, 4 microphones, 1 audio mixer)	\$2,600.00	\$5,700.00	\$3,100.00
4130-20-344	Video Equipment		\$0.00	\$7,500.00	\$7,500.00

4130-20-391	Recording Fees	This is for the cost to submit to the registry of deeds. Have not exceeded \$100 in the past.	\$100.00	\$100.00	\$0.00
4130-20-440	Equipment & Systems	Town Hall will need to purchase a new fax machine (if the one we have does not die before end of year). Interested in purchasing community laptop to be used for Board, Commission, and Committee meetings.	\$4,320.00	\$4,320.00	\$0.00
4130-20-550	Printing	Estimate for 2011 Town Report for \$3,800 from Whitman Communications (used last year) In the process of collecting 3 quotes per purchase policy	\$6,000.00	\$4,000.00	-\$2,000.00
4130-20-551	Advertising	Decreased for Executive budget, as departments are keeping track of their own advertising needs (public hearing, RFP, and bid notices now come out of the department for which the process/need is designated)	\$1,500.00	\$800.00	-\$700.00
4130-20-580	Dues and Fees	Covers NHMA and GFOA	\$2,327.00	\$2,327.00	\$0.00
4130-20-580	Meeting & Conferences	Covers the cost of conferences. Cost of LGC conference \$100. Any additional conferences BOS plan to attend.	\$1,000.00	\$500.00	-\$500.00
4130-20-620	Office Supplies	Supplied to all Town Hall. Paper, printer ink, materials for BOS and budget committee- this excludes some very specific items for Town Clerk's office.	\$6,200.00	\$6,000.00	-\$200.00
4130-20-625	Postage	Need to budget enough to cover any mailings that may need to be done by TA and BOS	\$3,000.00	\$3,000.00	\$0.00
4130-20-	Books and Periodicals	Just in case someone needs a book or new materials.	\$100.00	\$100.00	\$0.00
4130-20-820	Mileage	Mileage reimbursement for BOS and TA	\$1,000.00	\$1,000.00	\$0.00
4130- 30-625	BOE Postage/Print	Cost of printing and postage for Board of Ethics	\$ 200.00	\$100.00	-\$100.00
4130- 40-625	Meetinghouse Postage/Print	Cost of printing and postage for Meetinghouse Committee	\$ 100.00	\$100.00	\$0.00
4130- 50-626	Boodey house Postage/Print	Cost of printing and postage for Boodey house Committee	\$ 100.00	\$100.00	\$0.00
4130-50-551	Boodey House Advertising	Requested by Boodey House in case they want to advertise	\$ -	\$200.00	\$200.00
<b>TOTAL</b>			\$138,722.00	\$141,685.00	\$2,963.00