

**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 (110) reflects the 2% increase, as does the clerical line (111), part time (115) and overtime (140). The clerical line is budgeted at 2 hours per week, and overtime is budgeted for 60 hours for the year.

Contracted services line (330) 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 (634) 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 (line 635), and has increased that line by \$400. The vehicle has 250 thousand miles on it.

The Highway line (660) has been decreased by \$11,800 down to \$30,000. This is probably due to the replacement schedule the new Highway equipment is on.

The Police Department line (661) was reduced by \$500.

The Fire Department line (662) 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.

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

Chair Jarvis suggested the Chief to put sensors on the lights in the garage and other rooms that we might forget to turnoff to attempt to decrease electricity costs.

Grass cutting at meetinghouse.

ADD line for Highway 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

The Board recessed for a lunch break at 12:10PM.

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 revaluation 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

This reflects a difference of \$8,201 from what the Town would pay if we stayed with our current 2011 plan and prescription rates.

Recreation- 4520

A majority of 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

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 3:05PM 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, and decided upon three as one of the requests was withdrawn after discussion. 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

ACCT. # 4319	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-'
110	FULL TIME	GRADE 6 STEP16	\$43,992.00	\$44,872.00	\$880.00
111	CLERICAL		\$877.00	\$1,511.00	\$634.00
115	PART TIME	300 HRS @15.86	\$4,665.00	\$4,758.00	\$93.00
140	OVERTIME	60 HRS @32.36	\$1,904.00	\$1,941.60	\$37.60
330	CONTRACTED SERVICES	SERVICES PROVIDED BY OUTSIDE VENDORS	\$16,000.00	\$14,000.00	(\$2,000.00)
341	TELEPHONE		\$800.00	\$800.00	\$0.00
440	EQUIPMENT RENTAL		\$200.00	\$200.00	\$0.00
580	TRAINING	CLASSES,LITERATURE	\$250.00	\$250.00	\$0.00
610	SUPPLIES	SUPPLES CONSISTS OF ALL STOCKED INVENTORY FOR ALL DEPARTMENTS	\$13,500.00	\$11,500.00	(\$2,000.00)
615	UNIFORMS		\$1,000.00	\$1,000.00	\$0.00
634	REC. DEPT EQUIPMENT	MAINT.,REPAIRS TO MOWERS	\$400.00	\$1,000.00	\$600.00
635	MECHANICS VEHICLE	GAS,MAINT.,REPAIRS TO 1997 GMC	\$1,100.00	\$1,500.00	\$400.00
660	HIGHWAY	MAINT.,REPAIRS FOR HIGHWAY DEPT.	\$41,800.00	\$30,000.00	(\$11,800.00)
661	POLICE VEHICLES	MAINT.,REPAIRS FOR POLICE DEPT.	\$4,500.00	\$4,000.00	(\$500.00)
662	FIRE VEHICLES	MAINT.,REPAIRS FOR FIRE DEPT.	\$2,800.00	\$3,200.00	\$400.00
663	SWTF	MAINT.,REPAIRS FOR SWTF	\$2,200.00	\$5,700.00	\$3,500.00
740	TOOLS/EQUIPM ENT	PURCHASE AND REPAIRS OF SHOP TOOLS	\$1,200.00	\$1,200.00	\$0.00
820	MILEAGE		\$50.00	\$50.00	\$0.00
Total:			\$137,238.00	\$127,482.60	(\$9,755.40)



New Durham Equipment Mechanic

56 Tash Road P O Box 207 New Durham NH 03855
 603.859-8300 Fax 603.859.0237 ndem@metrocast.net

The following brief report is in response to Selectman Bickford's request regarding time spent working on repairs and maintenance specifically for the New Durham Police Department. I have also provided time estimates for other departments as well, simply because that information is necessary in order to estimate the request of Selectman Bickford.

Although in my ten years of employment with the Town there have been years where more time has been spent with a particular department than is the norm, the following represents averages for each department.

The Highway Department obviously dictates the vast majority of my time. With, at last count, over 130 pieces of equipment under my responsibility, the Highway Departments equipment inventory is also used on a more regular basis than other departments.

The Fire Department is second in pieces of equipment in inventory. While their inventory is still considerable, the usage is less significant in regards to runtime.

The Police Department has less total pieces in inventory, however, most of their inventory is used on a daily basis, with exception of the Polaris ATV. The number of cruisers has grown by one unit since my time with the Town as well. I believe the average miles per year for the patrol vehicles have remained roughly the same probably due to the increase in coverage hours with the fifth police officer.

The following breakdown is an estimate of annual time spent for each department to maintain and repair the respective equipment inventories averaged over the last ten years.

<u>Department</u>	<u>Work Hours</u>	<u>Percentage</u>	<u>Hours</u>	<u>Line Item</u>	<u>Dept</u>	<u>Cost</u>
Highway	2080.00	60.00%	1248.00	660	Hwy	\$2,842.29
Police	2080.00	15.00%	312.00	661	Police	\$2,842.89
Fire	2080.00	10.00%	208.00	662	Fire	\$1,169.41
SWTF	2080.00	5.00%	104.00	330	Cont Ser	\$325.50
Recreation	2080.00	4.00%	83.20			
EM Vehicle	2080.00	1.00%	20.80			
PT Hwy Support	2080.00	5.00%	104.00			
		Total Hours	2080.00			
					Total Costs	\$7,180.09
					2011 Budge	\$16,000.00

I hope that I have provided you with information that you will find useful and answers your question in regards to your inquiry. If I can be of further assistance please feel free to contact me at your convenience.

Fleet Maintenance Manager,
 David Valladares

ACCT. # 4194	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
10-115	Town Hall Janitorial	increase due to wage increase and quarterly permiter cleanings	\$8,919.00	\$8,919.00	\$0.00
10-410	TH Electricity	decreased due to usage in 2011 - 4% increase from PSNH	\$3,750.00	\$3,500.00	-\$250.00
10-411	TH Oil/Service	1,925 gallons at \$3.29 per gallon + \$125 for service.	\$6,000.00	\$6,800.00	\$800.00
10-412	TH Septic		\$220.00	\$220.00	\$0.00
10-430	TH Building Maintenance	regular building needs	\$2,000.00	\$2,000.00	\$0.00
10-431-437	TH HBA Needs	see Bedard Report for al a carte needs - <i>MOVED TO CRF</i>	\$0.00	-\$25,800.00	-\$25,800.00
10-439	TH Lawn Maintenance	Fertilizer and testing	\$600.00	\$600.00	\$0.00
10-610	TH Supplies	Toilet paper, soaps, brackets, keys, etc.	\$2,000.00	\$2,000.00	\$0.00
10-651	TH Alarms	For security alarms, we will pay \$66 quarterly, for a total of \$264 for the year. Plus the \$304 for Fire alarms.	\$2,104.00	\$568.00	-\$1,536.00
20-115	Police Janitorial	2 hours per week at \$13.48- with room for 3 hours some weeks	\$1,500.00	\$1,500.00	\$0.00
20-410	PD Electricity		\$4,600.00	\$4,600.00	\$0.00
20-411	PD Oil/Service	1,003 gallons @ \$3.29 + service	\$2,800.00	\$3,425.00	\$625.00
20-412	PD Septic	2 tanks at PD	\$440.00	\$440.00	\$0.00
20-430	PD Building Maintenance		\$800.00	\$1,000.00	\$200.00
20-610	PD Building Supplies		\$500.00	\$500.00	\$0.00
20-651	PD Police Alarms		\$275.00	\$280.00	\$5.00
30-115	Fire Janitorial	1 hour per week for Community Room	\$780.00	\$780.00	\$0.00
30-335	FD Generator Contract		\$645.00	\$100.00	-\$545.00
30-410	FD Electricity		\$5,030.00	\$4,500.00	-\$530.00
30-411	FD Oil/Service/Propane	1,900 gallons @ \$3.29 + service = \$6251, 1,300 gallons @ \$3.00 = \$3,900	\$8,300.00	\$10,000.00	\$1,700.00
30-412	FD Septic		\$220.00	\$220.00	\$0.00
30-430	FD Building Maintenance		\$1,500.00	\$1,500.00	\$0.00
30-610	FD Supplies		\$500.00	\$500.00	\$0.00
30-651	FD Alarms		\$304.00	\$304.00	\$0.00
40-410	Highway Electricity	4% increase	\$7,740.00	\$8,600.00	\$860.00

ACCT. # 4152	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
4152-10-110	Salary	Wage line for CNHA	\$14,000.00	\$14,000.00	\$0.00
4152-10-115	Assessing Clerks	Wages for assessing clerks with a 2% increase	\$15,167.00	\$15,467.00	\$300.00
4152-10-116	Town Forester	Grading intent to cuts & current use review (priceless!)	\$800.00	\$800.00	\$0.00
4152-10-340	Web Hosting Agreement	Online assessing data base	\$2,200.00	\$2,200.00	\$0.00
4152-10-340	Contracted Services	Work to bring 2010 assessment to DRA standards	\$5,000.00	\$5,000.00	\$0.00
4152-10-390	Tax Map Update	Updating tax maps & addition of new structures	\$2,730.00	\$2,730.00	\$0.00
4152-10-560	Dues & Fees	Assessing membership NAAO	\$20.00	\$20.00	\$0.00
4152-10-562	Training	Classes for assessor to keep certified	\$250.00	\$250.00	\$0.00
4152-10-622	Software Licenses	Vision annual license fee \$4500, BMSI bridge software \$326	\$5,057.00	\$4,826.00	-\$231.00
4152-10-820	Mileage	Mileage for assessor during pickups ~ depends on building permits	\$300.00	\$300.00	\$0.00
TOTAL			\$45,524.00	\$45,593.00	\$69.00

P & R	Proposal 2012	2011	2012	variance
account	name			
01-4520-10-115	part time			
	Beach Attendants: 30 days @ 9 hours	\$5,338	\$6,105	\$2,421
	44 days @ 8 hours			
	set up@ 38 hours			
	660 hours @ 9.25 /hr			
	minute taker \$12.00/hr x 3 hrs x 12 months= \$432.00		\$432	
	125 part time hours for special events@ \$8.00 = \$1000		\$1,000.00	
	PT Rec Director 28hrsx52wksx20.40	\$29,120	29702.4	582.4
	50 hours special event PT Rec Director		1020	\$1,020
total		34458	38259.4	\$3,801
01-4520-10-330	contracted services			\$0
	Rakens trash service			
	Septic services for beach, fields, events			
	no 2011 estimates yet	2500	2500	0
01-4520-10-341	telephone	\$1,304	\$1,620	\$316
	beach land line \$180			
	cell phone 12 x \$40.00 = 480			
	landline 12 x 80=960			
01-4520-10-439	ballfield maintenance	\$7,300	\$9,700	\$2,400
	poured dugout slabs 2400			
	basic field needs \$500.00			
	chemicals for fields \$2500			
	bleacher repair/replace 1000			
	infield maintenance 6 months 3 fields \$3000.00			
	concession stand paint 300			
01-4520-10-560	dues			
	SVL annual dues	\$4,700	\$4,700	\$0
	SVL Softball			
	SVL Cal Ripken			
	Farrington 500			
	SVL \$520			
	national alliance for youth \$540			
	sam's club \$35			
	SVL school league			
	background checks for coaches 30x15.00	450		

		increase in dues undetermined for 2012					
01-4520-10-560	education			\$500	\$500		\$0
01-4520-10-615	uniforms						
01-4520-10-620	office supplies			\$450	\$450		\$0
01-4520-10-625	postage	mass mailing for ND Birthday and sponsors		\$300	\$500		\$200
		general postage \$140					
		sponsorship plaques \$160					
		continue to utilize email and social networking					
01-4520-10-635	gas	lawnmower gas for fields		\$300	\$300		\$0
01-4520-10-675	first aid	replace ice packs and restock		\$300	300		0
01-4520-10-801	officialing						
01-4520-10-820	mileage	12 months x \$65.00 - \$780		\$780	720		(\$60)
01-4520-11-801	awards						
01-4520-12-801	sports equipment	lining paint/lime		\$2,100	\$2,760		\$660
		baseball and soccer equipment replacement		600			
		new bats per league requirements for all teams		560			
				1300			
		soccer markers for field		300			
01-4520-20-101	town beach	safety needs \$600.00		\$600	\$600		\$0
Total Change				55592	62909.4		\$7,317