

**Board of Selectmen
Budget Meeting
November 7th, 2011
Fire Station Community Room**

Members present: Theresa Jarvis, David Bickford, Jeff Kratovil
Also present: Fire Warden David Stuart, Fire Chief Peter Varney, Deputy Chief K.G. Lockwood,
Recreation Director Kellie Chase, Town Administrator Alison Webb, Videographer Mary McHale,

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

The Board reviewed the budget minutes of October 31, 2011.

Motion to approve as amended the minutes of October 31, 2011 made by Chair Jarvis, seconded by Selectman Bickford. 3-0

Forestry- 4290:

Forestry Warden, Dave Stuart

Line 180- Forest Fire suppression (used for wages to fight the forest fire suppression as well as permit time) was increased by \$1,756. Dave would like to incorporate 1 day a week for 32 weeks of permit writing, as well as the need to increase the line due to the amount of forest fire suppression calls. Last year, the department had 3% remaining in that line, and this year that line is over due to the level of calls.

The Town no longer bills the State for forest fire reimbursement for a number of reasons. It was determined by the Department that it is not worth the time and effort, for the return that we would get from the state. Not only is it logistically difficult to track and submit, but it also creates hard feelings with neighboring communities. The Town always has the option of billing the state.

Selectman Bickford asked Dave Stuart to break down the narrative a bit more.

Line 560- Dues and fees remains level funded at \$25. The dues are for Strafford County Forest Fire Association.

Line 580- Training expenses has been increased by \$50, to incorporate the state training, as well as to pay for two personnel for 16 hours of training each, or 32 hours total. This also covers any in-house training to pay for compensation.

Line 620- The Office Supply line is decreased from \$75 to \$30, as there is not much used besides pens and permits.

Line 621- Food and drinking water line is level funded at \$300, as it is important to keep the firefighters hydrated and adequately sustained during long suppression efforts.

Line 630- Equipment Maintenance line is being reduced to \$250 from \$750, as the repairs being made are coming out of the Fire Department and Equipment Mechanic budget presumably.

Line 635- Vehicle Fuel line was discussed in depth regarding the separation of the Fire Department and Forestry. The Board has increased the line to \$300. Dave will add another clip board at the fill-up station, so that forestry fuel can be more accurately tracked.

Line 740- Equipment line was reduced to \$1,000 from \$5,500 as there is not much needed this year.
Line 741- Protective Clothing line was reduced from \$400 to \$250 for replacement of helmets.

➔ The Board, Warden, Chief and Deputy Chief discussed the possibility of expanding the scope of the Forest Fire Suppression expendable trust fund to include Emergency Management.

Total budget \$8,851, down \$3,149 from last year's \$12,000.
The total 4290 budget equals \$12,701.00. This budget includes Forestry and Emergency Management.

Motion to approve budget 4290 in the amount of \$12,701 made by Selectman Kratovil, seconded by Selectman Bickford. 3-0

Fire Department- 4220:

Chief Peter Varney and Deputy Chief K.G. Lockwood

(Please see power points notes attached)

Line 086- Fire Prevention line was decreased from \$645 to \$500 due to a decrease in cost for materials.

Line 110- Fire Department Chief Officer. This is a new line and a new position. The proposed 32 hours was determined by the amount of time that Deputy Lockwood has put in to the Fire Dept in recent months. It would allow for the Dept to decrease the shift coverage (\$7,540), some admin responsibilities (\$2,100), some clerical responsibilities (\$2,675), some inspection time (\$750) and a reduction in wages (\$11,000). The total equals \$29,952.

Line 190 breakdown:

\$30,160 rough for ambulance coverage
\$11,000 administrative
\$39,453 for fire emergencies and training

The Chief and Deputy Chief will provide more information on postage.
Fuel will be broken down by cost per gallon.

The Selectmen had many questions about compensation. They would like to see how the proposed compensation has changed from last year's proposal.

The Chief and Deputy Chief left at 11:55PM

Recreation Department-5420:

Kellie Chase, Recreation Director

Line 110 is the Parks and Recreation salary including the 2% increase, and she works 28 hours a week, or 1,456 hours per year. The total is \$30,722.

Line 115- Part time is 125 hours for special events, like Celebrate New Durham Day, Easter, Daddy/Daughter Dance, etc. The Recreation Commission is also looking for a minute taker for their meetings. They are also working on more accurate.

Line 330- contracted services is for trash pick- up, porta-potties at the beach and fields, and special events.

Line 341- Telephone is being looked into. There is a land line at the beach. The Recreation Commission is interested in finding a track phone to keep up there as a way to reduce costs. Kellie gets a \$30 per month stipend.

Line 439- Ball field Maintenance will be level funded next year. There is maintenance work currently being performed at the ball fields, as the ball seasons are over.

Line 560- Dues and Fees are paid for each sport per teams plus insurance. The Director is going to get the Board more information and the cost associated with this line.

Line 560- Kellie would like to be a part of the NH Parks and Recreation Association, and attend some of the conferences, but has not had the time to attend so far.

Line 620- Office Supply line is level funded, and there has been a citizen that has been donating much of the ink and supplies that the department has used. The Selectmen have suggested bringing this line down to \$300.

Line 625- Postage has a request for increase of \$200 to \$500. The Board asked Kellie to look into the need, and come back to them.

Line 675- First Aid supplies is level funded.

Line 820- mileage was reduced from \$780 to \$720. This might be typo, as the equation used in narrative comes out to \$780, which would level fund the line.

Line 801- Sports Equipment requests an increase of \$660 to \$2,760. This line includes line painting, baseball and soccer equipment, new helmets, new catcher's equipment and soccer balls.

This year the department has purchased new bats per league requirements, new flags and soccer markers for fields.

Line 101- Town Beach is level funded at \$600, for safety needs primarily. The raft needs to be fixed so that it cannot be flipped over. The picnic tables need to be replaced as well.

As presented, there is a \$7,317 increase to the Recreation budget at a total of \$62,909.40. Kellie and the Recreation Commission will get back to the Board with some of the questions presented today. The Board will expect this back by close of business on the 17th, so the Board can re-review this on the 21st.

Kellie left at 1:16PM.

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

Respectfully submitted,
Alison Webb

Acct #	Account Name	Budget Narrative	2011	2012	variance +/-
40-180	Forest fire Suppression	Budgeted for 32 weeks of permit writing	4000	5896	1896
40-560	Forestry dues & fees		25	25	0
40-580	Forestry Training Expenses	2 men for 32 hrs of training added	750	800	50
40-620	Forestry office supplies		75	30	-45
40-621	Forestry food & water	Needed for Hydration	300	300	0
40-630	Forestry Equipment maint		750	250	-500
40-635	Forestry fuel	Not being used	200	0	-200
40-740	Forestry equipment		5500	1000	-4500
40-741	Forestry protective Clothing	New helmets	400	250	-150
Totals			\$12,000.00	\$8,551.00	(\$3,449.00)

ACCT. # 42200	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
4220-10-086	Fire Prevention	Program will attempt to be run with more donated and available free items.	\$645.00	\$500.00	-\$145.00
4220-10-110	FD Deputy	This line was put in to allow for a 32 hour per week day position. This position is an administrative position that will also be available to respond to emergencies.	\$0.00	\$29,952.00	\$29,952.00
4220-10-111	FD Admin Responsibilities	This line was decreased due to the day position assuming some of these responsibilities.	\$2,600.00	\$500.00	-\$2,100.00
4220-10-115	Salary Clerical	This line was reduced based on 2011 historical data. And with the addition of the day position assuming some of these responsibilities.	\$9,000.00	\$6,325.00	-\$2,675.00
4220-10-341	Telephone	This line covers both phone lines, the fax line and cell phone stipends for the Chief and Deputy Chief at \$10.00 per month per phone.	\$2,000.00	\$2,240.00	\$240.00
4220-10-365	Hazardous Materials	This covers the yearly disposable supplies for Hazardous Material Incidents, mostly from fluid spills.	\$500.00	\$500.00	\$0.00
4220-10-560	Dues & Subscriptions	This covers our yearly dues and fees to organizations that are fire/EMS related and includes things like NPPA membership.	\$300.00	\$1,000.00	\$700.00
4220-10-620	Office Supplies	This line covers the FD yearly office supplies increased to reflect the additional operating cost of an additional printer for the staff.	\$800.00	\$1,000.00	\$200.00
4220-10-622	Software Maint. & Support	This Line Covers the annual licensing fees for Firehouse reporting software & the other programs with annual licensing and support fees. Lower amount due to purchase of 2 licenses for Firehouse software in 2011, Now these will only require yearly support costs.	\$3,150.00	\$2,500.00	-\$650.00
4220-10-625	Postage	Annual Postage	\$100.00	\$100.00	\$0.00
4220-10-631	Radio/Equip. Maint	This line covers our yearly expenses for radio repairs & related accessories. This line has been decreased for the upcoming year, due to the pending purchase of new radios.	\$4,870.00	\$3,750.00	-\$1,120.00
4220-10-635	Fuel	This covers our yearly fuel costs and is variable depending on market price. This covers a 5% increase in gasoline use and diesel use is based on a three year historical data cycle.	\$6,150.00	\$6,800.00	\$650.00

4220-20-190	Compensation	This covers all the employee compensation for department members and includes emergencies, training, and coverage costs for both fire and medical, this line was decreased and includes the Selectboard's request of a 2% pay increase and calculating a 3% yearly call volume increase. For a total of \$84643.00 Also this line has been decreased by \$7540.00 1 weekday coverage position, and \$2675.00 the annual payroll cost, and \$11000.00 which was paid for admin. costs in 2011. Actual cut is \$21215.00.	\$80,613.00	\$63,428.00	-\$17,185.00
4220-20-191	Inspections	This covers the required and requested inspections performed by the Fire Dept. each year, this supports residential, commercial and school inspections.	\$875.00	\$125.00	-\$750.00
4220-20-430	Custodial Supplies	This covers the annual supplies for the cleaning of the fire station. All department members participate in weekly cleaning activities.	\$100.00	\$250.00	\$150.00
4220-20-580	Training	This covers the annual training expenses for all members including the required medical recertifications. We have many new members requiring classes that cost between \$600 & \$750 each.	\$6,900.00	\$7,250.00	\$350.00
4220-20-615	Uniforms	This covers all department issued uniforms for all members. This includes work uniforms for station coverage, work details and EMS response.	\$2,190.00	\$2,000.00	-\$190.00
4220-20-630	Equipment Maintenance	This covers all required maintenance, including ladder testing, pump testing, SCBA testing, and routine maintenance including changing the sensors on the gas meters. And yearly calibration of equipment.	\$17,875.00	\$15,000.00	-\$2,875.00
4220-20-675	Medical Supplies	This covers all the supplies utilized by the EMS crew, as many supplies as possible are restocked at the hospital, however oxygen and other supplies must be purchased as they are consumed.	\$6,600.00	\$6,500.00	-\$100.00
4220-20-740	Equipment	This line covers equipment that must either be replaced due to damage or age, or any new equipment purchased throughout the year. As the equipment ages and fails testing there is a greater need to replace it.	\$8,522.00	\$9,500.00	\$978.00
4220-20-741	Protective Clothing	This covers the purchase of both new and replacement protective clothing for members.	\$9,500.00	\$9,000.00	-\$500.00
4220-20-000	New Radio Related Equipment	This will cover the one time costs associated with the transfer of dispatching services to Stafford County Sheriff's Office.	\$0.00	\$16,000.00	\$16,000.00
TOTAL			\$163,290.00	\$186,232.00	\$22,942.00

Fire Department Power Point:

This budget represents an overall increase of 3%. It is a performance based budget, meaning that while we did utilize historical data to achieve some of the lines, the majority of the budget is based upon the 2012 goals and priorities of the Fire Department.

Fire Prevention 2012

- ▣ We will attempt to run this program in 2012 utilizing additional resources and procuring available free items to supplement the program. We are members of NVFC and NFPA, there are items available through those agencies as well as the National Fire Academy.

Administration Position 2012

- ▣ We have added this line in 2012 to request a 32 hour per week administrative position at the Fire Department. This is a position that will also be available to respond to emergencies during the weekday hours.
 - ▣ This position is currently filled part-time by the Deputy Chief.
 - ▣ Currently in 2011 this position has allowed the town to greatly improve the billing process with Comstar as we now bill every week, allowing a quicker return on monies owed the town for ambulance transports.
 - ▣ This position now oversees the payroll and this has resulted in a more accurate process with checks and balances.
 - ▣ In 2011 the Finance Director discovered an error in the FEMA reimbursement monies and because there was someone available here this allowed for a rapid correction of the paperwork under the deadline and the town is now anticipated to recover an additional \$8000 as a direct result of the availability of an administrator at the Fire Department.
 - ▣ The administrative position has been working with Local Government Center to schedule 2012 classes to assist in bringing the town into compliance with training for staff.
 - ▣ This position has been working with Frisbee Memorial Hospital and has a CPR/AED class scheduled for town employees in December.
 - ▣ This day position has allowed the Fire Department to provide a much quicker response to the citizens request for non-emergency services, including things like the placement of dry hydrants, the requirements for cisterns in potential developments.
 - ▣ This day position has allowed the Fire Department to become more responsive to the requests from the town administration allowing for a much quicker answer to requests for information.
- Fire Department Admin. Responsibilities
- ▣ This line was reduced this year due to the anticipated day position assuming some of these responsibilities. Some of these funds have been transferred to the day position line item.
 - ▣ Currently in 2011 this position has allowed the town to greatly improve the billing process with Comstar as we now bill every week, allowing a quicker return on monies owed the town for ambulance transports.
 - ▣ This position now oversees the payroll and this has resulted in a more accurate process with checks and balances.

Salary Clerical

- ▣ This line was reduced based upon both historical data and with the addition of the day position assuming some of these responsibilities.

Telephone

- ▣ This line covers both phone lines, the fax line and now includes cell phone stipends for the Chief and Deputy Chief at \$10.00 per month which is on par with the stipends already paid to other town employees.

Hazardous Materials

- ☐ This line covers the yearly disposable supplies used for Hazardous Materials incidents in town, mostly from fluid spills.

Dues & Subscriptions

- ☐ This line covers our yearly dues and fees to organizations that are Fire/EMS related and includes organizations like NFPA, NVFC, this also allows us a discount when purchasing certain items and supplies.

Office Supplies

- ☐ This line covers the FD yearly office supplies and was increased to reflect the additional operating costs of an additional printer for staff, also we received a donated copier towards the end of 2011 which the staff volunteered to pick up & deliver to the fire station.

Software Maint. & Support

- ☐ This line covers the annual licensing fees for Firehouse reporting software & the other programs with annual licensing and support fees. Lower amount this year due to the purchase of 2 licenses for Firehouse in 2011, now these only require yearly support costs.

Postage

- ☐ This line covers our annual postage for items that we cannot mail through the town hall.
- ☐ Sometimes we have to utilize vendors like UPS or Fedex.

Radio Equipment Maint.

- ☐ This line covers our yearly operating expenses for radio repairs and related accessories. This line has been decreased for the upcoming year due to the pending purchase of new pagers.

Fuel

- ☐ This line covers our yearly fuel costs and is variable depending on market price. This covers a 5% increase in gasoline use and the diesel is based on a three year historical data cycle.

Compensation

- ☐ This line covers all the employee compensation for department members and includes emergencies, training, and coverage costs for both fire and medical, this line decreased and includes the Selectboard's request of a 2% increase and calculating a 3% yearly increase in call volume. For a total of \$84643.00 Also this line has been decreased by \$7540 the cost of 1 weekday coverage position,

Compensation

- ☐ Also \$2675.00 the annual payroll cost, and \$11000.00 which was the actual cost for administration in 2011. Actual cut to this line is \$21215.00

Inspections

- ☐ This line covers the required and requested inspections performed by the Fire Department each year and includes residential, commercial and school inspections.

Custodial Supplies

- ☐ This covers the annual supplies for cleaning of the Fire Station. All department members participate in weekly cleaning activities.

Training

- ☐ This covers the annual training expenses for all members including the required medical recertification. We have many new members requiring classes that cost between \$600 and \$750 per member.

Uniforms

- ☐ This covers all the department issued uniforms for all department members. This includes work uniforms for the station for station coverage, work details and EMS response.

Equipt. Maint.

- ☐ This line covers all required maintenance, including ladder testing, pump testing, SCBA testing, and routing maintenance including changing sensors the sensors on the gas meter. And yearly calibration of equipment.

Medical Supplies

- ☐ This line covers all the supplies utilized by the EMS crew, as many supplies as possible are restocked at the hospital. Oxygen and some other supplies must be purchased as consumed.

Equipment

- ☐ This line covers all equipment that must be purchased or replaced due to either damage, age or any new equipment purchased throughout the year. As the equipment ages there is a greater need for replacement.

Protective Clothing

- ☐ This line covers the purchase of both new and replacement protective clothing for all members. The cost of outfitting a new member is about \$2500.00 per member.

Transition

- ☐ This line covers all the costs of transitioning the dispatching services from LRMFA to SCSO.

Conclusion

- ☐ This budget is a performance based budget.
- ☐ We have based this on projected needs of the town of New Durham for 2012 and the years following.

P & R	account	name	Proposal 2012 budget narrative	2011	2012	variance
	01-4520-10-115	part time	Beach Attendants: 30 days @ 9 hours 44 days @ 8 hours set up@ 38 hours	\$5,338	\$6,105	\$2,421
			660 hours @ 9.25 /hr		\$432	
			minute taker \$12.00/hr x 3 hrs x 12 months = \$432.00		\$1,000.00	
			125 part time hours for special events@ \$8.00 = \$1000		29702.4	582.4
			PT Rec Director 28hrsx52wksx20.40		1020	\$1,020
			50 hours special event PT Rec Director		38259.4	\$3,801
			total	34458		\$0
	01-4520-10-330	contracted services	Rakens trash service			\$0
			Septic services for beach, fields, events			
			no 2011 estimates yet	2500	2500	0
	01-4520-10-341	telephone	beach land line \$180	\$1,304	\$1,620	\$316
			cell phone 12 x \$40.00 = 480			
			landline 12 x 80=960			
	01-4520-10-439	ballfield maintenance	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			
			Farmington 500			
			SVL \$520			
			national alliance for youth \$540			
			sam's club \$35			
			SVL school league			
			background checks for coaches 30x15.00			

		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	officiating						
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			\$600	\$600		\$0
		safety needs \$600.00					
Total Change				55592	62909.4		\$7,317