

Board of Selectmen Budget Work Session

November 4th, 2013

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BOARD OF SELECTMEN

Public Meeting

November 4, 2013

Present:

Chairman Terry Jarvis

David Swenson, Selectman

Jeffrey Kratovil, Selectman

Also Present:

Jeremy Bourgeois, Town Administrator

Arthur Capello, BI/CEO

Joseph Bloskey, SWF Foreman

Cathy Orlowicz, SWF Office Manager

Carole Ingham, Town Clerk

Jim Ladd, Videographer

Laura Zuzgo, Minute Taker

Max Wirestone, Library Director

Fred Quimby, Library Trustee

Chief Shawn Bernier, PD

Kathryn Woods, PD Office Manager

David Bickford

Rudolph Rosiello

The meeting was called to order by Chair Terry Jarvis at 9:01 AM.

2014 Budget:

Acct 4240 Building Inspector

- Arthur Capello presented the budget.
- Budget decreased this year due to telephone which is down almost \$400.
- Meetings/trainings has nothing expended at this time due to another community used to pay for them but Arthur Capello no longer works for that community and the expense will be reflected in this budget.
- The bill is not in yet for supplies.
- Selectman Kratovil asked if his term was up in 2014. Arthur Capello stated he is re-appointed each year. Selectman Kratovil asked if he was available to be re-appointed in 2014. Arthur Capello stated he was.

Chair Jarvis made a motion to approve Acct 4240 Building Inspector in the amount of \$28,498. Selectman Kratovil seconded the motion. The vote was unanimous.

Board of Selectmen Budget Work Session
November 4th, 2013
DRAFT

Acct 4411 Health Officer

- Arthur Capello presented the budget.
- This is a stipend position and is level funded.
- Selectman Swenson asked how active it is? Arthur Capello stated he has to check on failed septic systems and building inspections.
- The water testing bill is not in yet for the ball field.
- Selectman Kratovil noted that the Health Officer has done a good job of maintaining his budget.

Selectman Swenson made a motion to approve Acct 4411 Health Officer in the amount of \$2,167. Chair Jarvis seconded the motion. The vote was unanimous.

Acct 4196 Insurance:

- Answer to question for verification of line 525 does reflect the 7% cap increase for July thru December of 2014.

Chair Jarvis made a motion to approve Acct 4196 Insurance in the amount of \$46,572.

Selectman Kratovil seconded the motion. The vote was unanimous. Discussion:

Selectman Swenson stated that the cap increase was verified per prior questions during review on September 21st. **Vote was unanimous**

Acct 4324 Solid Waste

- Joseph Bloskey and Cathy Orlowicz presented the budget
- Line 110 FT – decrease from 40,958 to \$40,871. There are only three (3) non-worked holidays in 2014.
- Line 111 Clerical - increase from \$5,899 to \$5,928. Chair Jarvis stated as of November 1st budget line is over \$339. This line will continue to increase until the end of the year.
- Why is there such an overage? Where is the money going to come from to balance the bottom line?
- One reason over is research on the Quonset Hut and the meetings Cathy Orlowicz attends with the foreman. How are you going to monitor next year so that there is not a significant overage in this line? Foreman Bloskey stated there will not be the Quonset Hut research and Cathy Orlowicz will only be attending the meetings that he has to attend. The foreman needs to look at his budget and see if he can find places where he can possibly cut back to cover an increase in the clerical hours. Chair Jarvis has suggested increasing the clerical hours an additional 2 hours a week.
- Selectman Kratovil stated he would like to have a study done to determine where improvements could be made. Chair Jarvis stated if a study was done it would come from a different budget. Chair Jarvis asked Selectman Kratovil if they looked at the budget and could trim another \$700-800, would he be interested in increasing the hours to 10 hrs? Selectman Kratovil said no not without a study. She asked the same question of Selectman Swenson. He stated

he would be open to listening to that opportunity but he would also like to have a justification for the increase of the hours. Selectman Swenson would like an outline of the hours she works now to show justification of the need for an increase.

- Line 115 PT- increase from 27,634 to \$27,715. One reason is Seasonal PT didn't get hired until late in the season.
- Selectman Kratovil asked if there had been any savings with the vertical baler. Foreman Bloskey stated it has given more time to watch more closely the people coming in and to collect fees. Selectman Swenson asked if he was budgeting the same number of hours this year. Foreman Bloskey stated this is correct.
- Line 140 OT – increase of \$1 one reason is the Quonset Hut. Selectman Swenson asked who receives the overtime. The overtime is for the foreman to cover snow plowing and meetings. Selectman Swenson stated that is about 4% and he feels that is high and needs to be watched more closely in 2014.
- Line 330 Contracted Services – This is a new line item for the addition and improvements for the Solid Waste Facility to cover the cost of engineering in the amount of \$5,000. Selectman Kratovil asked what the benefits of the new addition. Foreman Bloskey explained it would provide better storm water protection and that everything would be undercover, making it more convenient for the residence.
- Cost savings by using in house drawings.
- Visits to other waste facilities in the region and there are a few of them that use the drive thru concept. It seems to centralize disposal, correct some of the waste water management programs, will put the material under cover to make it more marketable and make it easier for the help to monitor what is being disposed and how it is being disposed. With the engineering service, they would put forth plans into an analysis as to whether or not this is a cost effective approach. Selectman Kratovil asked if the previous study went over the dynamics of the personnel itself or how it is handled. Cathy Orlowicz stated it was for infrastructure at that time. Selectman Kratovil asked if they had given a ballpark figure as to what the addition cost. Cathy Orlowicz said no. Selectman Kratovil asked if the \$5,000 was just to cover the engineering. Cathy stated that yes it would just cover the engineering to determine if it was a feasible approach to achieving some of their objectives. Chair Jarvis asked what the containers would be for. Cathy Orlowicz stated there would be one for plastic one for tin, one for glass, and one for newspaper, with one empty. This is a long range plan. The engineering is to determine which way would be best for the Town. Selectman Swenson stated he is not sure of the need at this time. Chair Jarvis asked if there is a timeline for implementation of the full plan. Cathy Orlowicz explained there is a Capital Reserve Fund and were asked to come up with a plan and a concept and they could come up with a timeline as to when this funding may be needed. She stated that they have not been mandated to take

Board of Selectmen Budget Work Session

November 4th, 2013

DRAFT

this action but would show the Town is working in that direction. Selectman Kratovil asked if there is a timeline to come into compliance. Cathy Orlowicz said that no there is no timeline for compliance. Selectman Swenson is not in favor of funding this line at this time and Selectman Kratovil agreed.

- Line 341 Telephone has decreased due to bundling from \$600 to \$500.
- Foreman Bloskey receives a monthly stipend for his cell phone.
- Line 420 Demo & Debris Removal decreased from \$14,060 to \$13,300
- Line 421 Solid Waste Disposal level funded.
- Line 422 Landfill Monitoring decreased from \$6,045 to \$4,600.
- Line 425 Hauling of Recyclables increased from \$5,500 to \$6,314 due to number of hauls e-waste, cardboard/newspapers, and tires has increased because of the number of hauls and the cost of the hauls by the different haulers. There is offset revenue to cover the increase.
- Line 426 Recycling Disposal Fees decreased from \$8,661 to \$4,050.
- Line 430 Equipment Maintenance decreased from \$4,575 to \$1,283 due to annual service of compactors. Selectman Swenson commented that he felt it might be too low. He stated he would increase this line to \$1,500. Chair Jarvis stated she would support the increase to allow the Department to have a cushion for any unforeseen maintenance issues. Selectman Swenson asked if Solid Waste had a CRF. Cathy Orlowicz stated yes there is for replacement of equipment. Chair Jarvis said they would have to get approval of the Trustees of the Trust Fund.
- Line 440 Equipment Rental level funded at \$3,700. The brush pile was not big enough for the man who grinds to come and do it and he suggested putting it off until next year, which is why this line has not been spent this year. Can the money be encumbered? No there is no bill. TA Bourgeois asked to check into what the time delay would be to encumber funds and how long they have. Selectman Kratovil stated the only problem he could see was the vendor not holding the price. Cathy Orlowicz stated this vendor has never charged more than he quoted. He charges for fuel and one laborer.
- Line 551 Advertising decreased from \$500 to \$200. This year they had to go out to bid on a couple of items and will not be in 2014.
- Line 560 Dues & Fees increased from \$470 to \$500 due to an increase on fees for Hazardous Waste Day. Chair Jarvis asked if they are mandated to take part in this. Cathy Orlowicz said no they are not mandated but for small town like us it would be more expensive to pay for our own disposal and hauling.
- Line 561 Hauling of C & D & MSW increased from \$15,310 to \$19,455. This is because of a different contract at higher prices. Selectman Swenson asked if the number of trips was the same. Cathy Orlowicz stated they added a couple more hauls for MSW because they are running tight this year. Selectman Kratovil asked if they would be more comfortable upping this number. Foreman Bloskey stated that no they felt safe with the number they presented. Chair Jarvis stated some of the cost of C & D hauling and disposal is covered by the fees paid at

Board of Selectmen Budget Work Session

November 4th, 2013

DRAFT

Town Hall for user slips. Cathy Orlowicz presented the Board with a print out showing the activity of fees paid and hauling. She provided them with a comparison chart. She also explained that two years ago an extensive study showed that a charge of \$0.06 per lb. the cost of disposing and hauling would be covered. However the Town charges by volume not weight, Selectman Kratovil asked if the only way they would be able to charge by pound would be to have a drive on scale. Foreman Bloskey explained that he felt it would be very expensive to put in a drive on scale.

- Line 580 Training & Safety decreased from \$1,717 to \$1,055. Chair Jarvis asked how much do they pay for gloves & vests. What is the other \$480 for? Cathy asked if the LGC bill had been paid for this year and the Foreman has to take a make up class. Chair Jarvis asked TA Bourgeois to check with the Finance Officer to see if the LGC bills had been taken out and if there is a charge for the makeup class. IF those items have already been deducted, she cannot justify that high an amount of money or the department can come back with justification.
- Line 610 Supplies decreased from \$4,000 to \$3,500. Year to date they have only spent \$864. Chair Jarvis asked how do they justify the amount asked for. Foreman Bloskey explained that he is looking to replace supplies and tools that he has borrowed from the Highway Department. Chair Jarvis & Selectman Swenson stated he needs to use this year's budget to replace these items and lower the budget for next year.
- Line 615 Uniforms decreased from \$416 to \$0. Foreman Bloskey explained he does not wear them and he is canceling the service. TA Bourgeois is to look into if there is a penalty for canceling the service.
- Line 620 Office Supplies increased from \$675 to \$1,000. Foreman Bloskey explained this line increased because of the number of printouts provided to the TA and the Board has increased. Chair Jarvis asked if there were any outstanding bills. Cathy Orlowicz said she believes there is an outstanding bill because she is showing she only has about 8% left. She stated that she has been using more ink and DES has said they have to start labeling material so she needs to purchase sticky labels, and they need to purchase decals for vehicles.
- Line 635 Vehicle Fuel decreased from \$2,800 to \$2,752 due to lower locked in prices.
- Line 820 Mileage decreased from \$684 to \$475 due to Foreman will not be traveling to classes.
- Line 430 Building Maintenance decreased from \$1,000 to \$480. This line is for cleaning of the furnace and the containment system for waste oil.
- Selectman Swenson asked if they had all the information from the Board's inputs they need to do the reconsideration. Cathy Orlowicz said yes she thought she did.

Acct 4550 Library

- Budget presented by Library Director, Max Wirestone and Library Trustee Fred Quimby.
- Line 110 Librarian increased from \$41,308 to \$42,960 because the Trustees are recommending a raise for the Director based on evaluations and asking for a 4% increase
- Line 115 Library Assistant increased from \$15,664 to \$21,730 because the Trustees are recommending a raise based on the evaluation there be a 5% increase because they feel she is not getting the minimum as it took three years to bring the Assistant up to the recommended minimum per the Town's survey.
- Line 116 Custodial increase from \$1,820 to \$2,470. This is given by the Town for the contractual cleaning service. The Librarian stated he is very pleased with the service.
- Line 120 Library Substitute increased from \$3,107 to \$3,271. Max Wirestone explained these are the people who cover when both the Librarian and the Assistant Librarian are unavailable. The Trustees are recommending a 4% increase raise.
- Selectman Kratovil stated he understands that the Town signs the checks for the operating budget. His question is whatever they don't spend; does it lapse the following year? Fred Quimby explained that whatever is left at the end of the year is continued to be spent until the Town meeting and if it lapses before this, they ask for a transfer from the Town account to keep them operating. By state law the Library has a second account for fund raising and donations, which is spent for programs. Max Wirestone to check the numbers as they seem to be incorrect.
- Line 341 Telephone decreased from \$960 to \$750 due to bundling with the Town.
- Line 410 Electricity decreased from \$2,125 to \$2,000. Selectman Swenson felt this was a high estimate based on what has been spent this year.
- Line 680 Operating Funds increased from \$21,470 to \$22,315. This is due to an increase for the Internet Library System. The five year contract ended this year and has an increase of 140%. This happened late and did not have time to shop for a better program. He will continue to plan to migrate to another company. . Selectman Kratovil asked for a breakdown of expenses for each program run by the Library. Also there is an increase to dues and fees to cover the cost for public notices whenever they expend from the CRF accounts.
- Chair Jarvis explained that the budget will reflect the 2013 wages when it is approved.
- CRF account for Technology is funded at a level where they could afford to replace all the equipment if it was needed. Max Wirestone asked what the number has to be? He expends about \$1,000 a year. This year the Library needs to replace the chairs.

- Fred Quimby brought attention to the fact that the Library needs wood replacement on the outside. The Board said to meet with the Building Inspector to come up with a list of what needs to be done.
- Max Wirestone will get the information in by November 13th.

Acct 4909-40 Milfoil

- Budget presented by Fred Quimby.
- Milfoil Treatment increase from \$11,845 to \$12,000.
- Two areas identified to be infested Jone's Pond and Shaw's Pond.
- The areas are slowly getting under control
- Plan to treat portion of Jone's Pond. Downing Pond area will receive first treatment.
- Budget covers both areas.
- Chair Jarvis asked if they had to get permission from the Fish and Game to lower the dam. Fred Quimby explained that they have to get permission from three agencies. The Fish Hatchery controls the Merrymeeting dam, the Bureau of Dams controls the Jone's Pond dam, and the Town controls the Downing Pond dam. They have spoken with all three.
- Did not include in budget but would like to ask the Town to hire a dash machine and divers to do the hand pulling. He does not know how much money they could possibly get from the State.

Selectman Swenson made a motion to approve Acct 4909-40 Milfoil in the amount of \$12,000. Selectman Kratovil seconded the motion for discussion. The vote was unanimous. Discussion Selectman Kratovil asked if it was a full matching grant. Fred Quimby stated it was a 30% grant. **The vote was unanimous.**

Chair Jarvis made a motion to recess for lunch purposes until 1:00 PM. Selectman Swenson seconded the motion. The vote was unanimous.

The Board recessed for lunch at 12:38.

The meeting reconvened at 1:04 PM

Chair Jarvis made a motion to go into non-public pursuant to RSA 91 III C & A

The Board of Selectmen returned from non-public session. The Board met with a Department head and Assistant that will have an impact on the budget that they will be considering **Chair Jarvis made a motion that effective July 1st, 2014 the Police Department Executive Assistant receive 6 days sick leave, 96 hrs of annual leave and 1 personal day per year and this is as she would be working 32 hrs instead of 40 hrs. Selectman Swenson continued the motion that the Board of Selectman would look at the Personnel Policy to have this kind of situation covered in the future given that it is not currently covered and to make sure these numbers will be consistent with that.**

Chair Jarvis made this part of the motion. Selectman Swenson seconded the motion.

Chair Jarvis explained that the Chief of Police has brought forward a proposal to decrease the number of hours worked per week of the Executive Assistant. She would be going from 40 hrs a week to 32 hrs a week making it PT. When the Personnel Manual was revised it did not address benefits for going from FT to PT which is why it needs to be revised. The savings for FY 2014 could be \$16,631 for a six month period. The savings for FY 2015 if the wages stay the same could be a little over \$33,000. Selectman Kratovil stated he will be voting in the opposition. The selectmen will be reducing the Executive Assistant hours but maintaining traditional PT leave and personal day hours and it will be contingent on making an amendment to the personnel manual. He stated his opposition is because currently it is not in the personnel manual and feels that should be done first and then make the Office Assistant a benefits offer. He feels if he is dissatisfied with the language the Board approves for the manual he has no recourse. Until the manual gets revised there is an opportunity for the Board to impartially grant another employee a different benefits package. Selectman Swenson stated that is why he included in the motion that they verify that any changes made to the manual would be reconfirmed that what they had done to this budget line item would be consistent with any Personnel Policy modifications. Selectman Kratovil also recommended prior to approving the change that they go through the manual and get legal counsel for clarification. **Vote was 2 in favor (Jarvis, Swenson) and 1 against (Kratovil).**

Part of the discussion was to make sure productivity of work and quality of work could be maintained with the change in hours and it was the belief of the Chief and as well as others involved that the level of productivity and quality could be maintained with this change for the department. The change is effective July 1st 2014. The Board will determine if this change is effective and if there are complaints they will revisit the decision. Selectman Kratovil asked if the office is closed Friday, Saturday and Sunday id there any one who will be occupying the office. The Chief said no. The police will still be out in the cruiser and people can use the call box.

Acct 4210 Police

- Line 110 FT increase from \$228,301 to \$231,200 which reflects the pay increases from the evaluations from the year before.
- Line PT, OT, On Call decreased from \$37,168 to \$27,120. The PT hours have been cut from 500 hrs to 300 hrs. The OT hours have been cut from 500 hrs to 300 hrs. The court hours will remain the same and the holiday pay will remain the same.
- Line 330 Towing is level funded. The cost is to cover the of two vehicles to be towed. The reason for towing would be fatally or search warrant.
- Line 338 Drug & Alcohol Testing is level funded.
- Line 341 Telephone decreased from \$5,800 to \$4,000 due to bundling with the Town.
- Line 342 Cell Phone is level funded.

Board of Selectmen Budget Work Session

November 4th, 2013

DRAFT

- Line 352 Car Wash decreased from \$1,500 to \$800. This covers the washing of the undercarriage in the winter. The Chief stated that during the other seasons the officer can wash the cruisers.
- Line 429 Radio Maintenance is level funded.
- Line 550 Printing is level funded.
- Line 551 Hiring/Advertising decreased from \$700 to \$400 because the last several officers have come from the Police Alliance Testing and there is no need to advertise.
- Line 560 Dues/Fees is level funded.
- Line 580 Training is level funded. This is to cover specialized training. All officers must have a minimum of 8 hours of training a year.
- Line 613 Digital Media Supplies is level funded.
- Line 614 Weapon/Ammo is level funded
- Line 615 Uniforms/Equipment increased from \$3,500 to \$3,700. This is for all the uniforms and equipment.
- Line 618 Dry Cleaning decreased from \$2,373 to \$0. Only have two officers that use this and the Chief feels that the Town should not be paying for a service unless all the officers are using it.
- Line 620 is level funded.
- Line 621 Water is level funded.
- Line 625 Postage is level funded.
- Line 630 Computers/ Office Machines is level funded. A lot of work done on the copier. Chief explained they are in the process of having the County take over the server. He stated they will be one of the last to transition as New Durham is the most northerly town in the County.
- Line 635 Gasoline decreased from \$18,700 to \$16,500. This is calculated at the locked in prices.
- Line 670 Books/Subscriptions is level funded.
- Line 820 Mileage is level funded.
- Line 20-110 Clerical decreased from \$39,792 to \$35,999 which reflects the office manager at FT for the first six months and PT for the last six months
- Chair Jarvis stated that for the Chiefs portion of the budget there is a reduction of \$18,118.
- Line 90-410 Electricity decreased from \$3,760 to \$2,900.
- Chief stated there is a reduction of \$31,898 and a total budget of \$501,419.

Public Input: David Bickford requested justification for the reduction. The County attorney's office is taking over more of the associated clerical documentation requirements resulting in a slightly lower work load. Mr. Bickford asked who made the decision to start PT on July 1st, 2014. Kathryn Woods stated it was her decision.

Acct 4299 Other Public Safety

Board of Selectmen Budget Work Session

November 4th, 2013

DRAFT

- Line 306 Dispatch Services total amount of dispatch services for PD, FD, & EMS. Police portion is \$4,381.
- Line 307 CHANCES no information received at this time. The Board decided to fund this line in the amount of \$0.
- Line 20-145 Outside Details decreased from \$3,000 to \$1 as a place holder until a decision is made about the revolving fund.
- Line 20-146 Grant Details decreased from \$6,000 to \$1 as a place holder until a decision is reached on the revolving fund.

Chair Jarvis made a motion to approve Acct 4299 Other Public Safety in the amount of \$6,716. Selectman Kratovil seconded the motion. Vote was unanimous.

Acct 4414 Pest Control/ACO

- Line 811 ACO care & service is level funded. Ms. Woods explained that the dogs are placed in the kennel at the station and she tries to figure out what type of dog it is and where it was found. She tries to locate the owner through the dog tags.

Selectman Swenson made a motion to approve Acct 4414 Pest Control/ACO in the amount of \$1,600. Selectman Kratovil seconded the motion. The vote was unanimous.

Acct 4140 Elections

- Carole Ingham presented the budget.
- Line 110 Town Clerk Wages increased from \$33,212 to \$33,372 which reflects the evaluation based raises.
- Line 111 increased from \$26,836 to \$27,027 which reflects the evaluation based raises.
- Line 140 Overtime Wages decreased from \$560 to \$357.
- Line 550 decreased from \$230 to \$200.
- Line 560 Dues/Fees decreased from \$120 to \$20 due to JP and Notary do not need to be renewed.
- Line 580 Meetings/Conferences decreased from \$775 to \$565.
- Line 620 Office Supplies increased from \$700 to \$835. This is for supplies specific to the Town Clerk i.e. dog license, red book, and toner for the motor vehicle printer
- Line 622 Software Licenses increased from \$982 to \$1,002.
- Line 625 Postage is level funded.
- Line 630 EB2GOV decreased from \$155 to \$120.
- Line 820 Mileage is level funded.
- Election lines all increased due to there being three elections in 2014.
- Line 40-610 Election Booths decreased from \$200 to \$0. No election booths are needed for 2014.

Board of Selectmen Budget Work Session

November 4th, 2013

DRAFT

Acct 4150 Financial Administration

- Line 40=110 need the numbers verified
- Line 40-550 Tax Deed/Liens is level funded.
- Line 40-550 Tax Bills Printing is level funded
- Line 40-560 Dues/Fees is level funded
- Line 40-622 Tax Software Licenses decreased from \$2,100 to \$1,993.
- Line 40-625 Postage is level funded.
- Line 40-820 Mileage increased from \$175 to \$220

Carole Ingham asked about the PC compliance issue of \$50. Should it be taken out of the computer line?

The regular business meeting will be tonight at 7:00 PM at the Town Hall.

November 18th at 9:00 AM will be a budget meeting

November 18th at 7:00 PM will be the regular business meeting.

TA Jeremy Bourgeois explained that the Financial Officer is on the phone with DRA waiting for the tax rate.

Chair Jarvis made a motion to enter into non-public.

Chair Jarvis made a motion to go into non-public pursuant to RSA 91 A III C matters which could jeopardize the reputation of somebody other than a member of the Board. Selectman Kratovil – Aye, Selectman Swenson – Aye, Selectman Jarvis – Aye.

Respectfully Submitted

Laura Zuzgo

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.