

NEW DURHAM BOARD OF SELECTMEN
Budget Meeting
New Durham Fire Department Community Room
November 14, 2014, 9:00 a.m.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present:

Chairman David Swenson
Selectman David Bickford
Selectman Theresa Jarvis

Also Present:

Corky Mork, Videographer
Judith Crouse, Finance Officer
Kevin MacCaffrie, Interim Fire Chief
Rudy Rosiello, Resident
Greg Anthes, Resident

Call to Order

Chair Swenson called the meeting to order at 9:01a.m.

Account Review

Account 4290-40 – Forestry

Chair Swenson stated the 2014 Budget was \$9,325, the 2015 Proposed Budget is \$9,467 and 2015 Default Budget is \$9,325.

Chair Swenson noted the primary difference is in the fire permit issuance line. Interim Fire Chief MacCaffrie explained the permit process and stated costs could vary depending on who is on call. Selectman Bickford asked if there was some way they could issue permits online. Interim Fire Chief MacCaffrie replied the permits are issued through the State system but they issue one paper copy to the individual and another copy is sent to the State. He stated it might be good to have online permits particularly for seasonal permits, which make up about 90% of the permits issued. Selectman Jarvis agreed it would be good for renewals. Selectman Bickford asked if there was anyways to reduce the line. Interim Fire Chief MacCaffrie stated they could but it's hard to know what will be used. Selectman Jarvis noted it could take just one call to wipe out the full line. After discussion, it was agreed to reduce the line by \$1,000.

Selectman Bickford made a motion to approve account 4290-40, Forestry, for the 2015 Proposed Budget in the amount of \$8,467. Selectman Jarvis seconded the motion. Chair Swenson made a motion to amend the motion to include the 2015

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Default Budget in the amount of \$9,325. Selectman Jarvis seconded the amendment. Amendment passed, 3-0.

Amended motion passed, 3-0.

Account 4220- Fire Department

Chair Swenson stated the 2014 Budget was \$186,200, the 2015 Proposed Budget is \$204,978 and the 2015 Default Budget is \$199,868. He noted the main reason for the increase in the Default Budget amount is the obligated raises.

Selectman Jarvis noted there is no line for FICA and Medicare and it was agreed it needs to be reflected within the budget. Chair Swenson stated Ms. Crouse needs to go back and redistribute the totals.

Selectman Bickford stated he would like to see the Forestry line separate from the Fire Department budget. Interim Fire Chief MacCaffrie explained other fire departments do their budgets in various ways and noted there are many ways to break out the budgets. It was noted the Fire Warden is responsible for the Forestry budget and Selectman Bickford stated that is a good reason why it should be separated out. After discussion, it was agreed to change account 4290-40 to another number.

Selectman Jarvis made a motion that the current account 4290-40, Forestry, be removed from Emergency Management and be set up as its own account. Selectman Bickford seconded the motion. Motion passed, 3-0.

Chair Swenson noted that in line 110 the original budget was for 16 hours per week and Interim Fire Chief MacCaffrie was now suggesting changing that to 24 hours per week. It was clarified this is for the Chief and the Deputy Chief administration duties. Selectman Bickford clarified that right now they are using 30 hours and the suggestion is to reduce to 24 hours per week. Interim Fire Chief MacCaffrie replied that is correct and he is working to reduce his hours.

Greg Anthes, resident, stated that for 2013, line 110 was \$13,817 and questioned the increase. Interim Fire Chief MacCaffrie replied the pay for the Deputy Chief was not in that figure and even though he was doing administrative work, it was coming from the compensation line. Chair Swenson clarified Interim Fire Chief MacCaffrie is moving the money to more accurately reflect what the activity is for.

Selectman Jarvis questioned line 115, secretarial work, and asked if this is set or based on an average. Interim Fire Chief MacCaffrie replied it is based on an average and it has been reduced. He stated his extra hours have been used doing it. Chair Swenson asked if the \$6,000 is really needed. Interim Fire Chief MacCaffrie replied if they keep the number of hours for the Chief they might not need it. He noted he would be comfortable reducing the line to \$4,500.

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Interim Fire Chief MacCaffrie reiterated the significant overall increase is due to the increase in the Chief's hours. It was noted the increase is about \$18,000.

Mr. Anthes asked for clarification, stating the increase is sizable. Chair Swenson replied the lines had different definitions for the 2012, 2013 and 2014 budgets. They are trying to be similar to 2013 for the 2015 Budget.

Selectman Jarvis asked Interim Fire Chief MacCaffrie if the Firehouse software is going to be compatible with what they are doing with the IT upgrades in Town. Interim Fire Chief MacCaffrie replied yes and he has spoken with the IT company.

Interim Fire Chief MacCaffrie explained that line 631 for radios is higher as there have been increases in maintenance costs. He stated since the radios are older, they are costing more to repair. Selectman Jarvis asked if there is a replacement plan for the older radios. Interim Fire Chief MacCaffrie replied they were all initially purchased through a State grant and as of January the mobile radios will no longer be supported by Motorola so a replacement plan will be needed. He stated they hope to be putting applications in to the State for grants for new radios. If that doesn't happen, they will need to start putting into the budget for replacement of the mobile radios.

Line 190 was discussed. Interim Fire Chief MacCaffrie stated this line could be reduced based on the fact that they are using the administration line. Selectman Jarvis clarified that he is proposing reducing the line to \$70,000 but in 2013 the actual expenditure was almost \$73,000. Chair Swenson noted they need to look at line 110 and 190 together. Interim Fire Chief MacCaffrie stated about \$4,200 of line 190 was spent on administration. He explained it is based on the average number of calls and the average rate of pay for those who respond. Selectman Jarvis stated when she adds up all the salary lines including 110, 190, 111, 115, for 2013, it came to \$106,150. She confirmed Interim Fire Chief MacCaffrie is proposing \$104,500 for 2015. It was suggested to reduce the line to \$65,000. Selectman Jarvis stated she is concerned with dropping the line to \$65,000.

Mr. Anthes stated the 2013 actual budget for line 110 and 190 was approximately \$86,785; the 2014, which is not finalized yet is looking to be \$88,550, but now they are looking at over \$100,000 for a total between the two lines. Interim Fire Chief MacCaffrie replied the administrative time was added along with the increase in hours for the Fire Chief. Mr. Anthes asked if they know how many calls were made in 2013 for fire emergency versus how many calls have been done to date in 2014. Interim Fire Chief MacCaffrie replied they are about 40 calls less than they were at this time in 2013. Mr. Anthes clarified they are looking at less calls but paying a considerable amount of money more. It was noted they don't have the same people on the roster and they don't know how many calls will come in.

Chair Swenson summarized the 2013 Proposed Budget for the four line items was \$106,050 and the 2013 Actual Budget was \$93,041. The 2014 Budget was \$92,042 but

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the actual will be less than that because of the compensation line. The 2015 Proposed is now \$99,500 mainly due to increases given. It was noted there are also changes in personnel and certifications. Selectman Bickford stated he wants to get a current roster along with certifications.

Chair Swenson stated that in regards to line 580, training, it needs to be well defined and he noted an increase is being proposed from 2014. He stated it was his opinion this line does get scrutiny by the Budget Committee and asked Interim Fire Chief MacCaffrie why he is increasing it by \$1,500. Interim Fire Chief MacCaffrie replied the costs for required training of many of the individuals have changed considerably. He stated he wants to see more people given the opportunity to get advanced training. Interim Fire Chief MacCaffrie stated there are five or six individuals now who could go on to EMT and firefighter II training, with costs ranging from \$850 to \$1,200 per class. He stated he wants to always try to upgrade training for personnel. Chair Swenson suggested Interim Fire Chief MacCaffrie outline the number of individuals and the costs per class for the Budget Committee. Selectman Jarvis suggested including the refreshers that are due next year as well.

Mr. Anthes asked if anyone went to a meeting of fire chiefs yesterday. Selectman Jarvis replied she went to the Fire Chief Symposium and there was no cost to the Town, as she is not a member of the Fire Department.

Line 630, equipment maintenance was discussed. Selectman Bickford noted there is an increase in funds for pump replacement on engine 1. Interim Fire Chief MacCaffrie explained it failed the vacuum test. He stated part of the problem is the water they get from ponds and hydrants is not great and it tends to wear on the parts.

Selectman Bickford asked if they are falling behind with equipment. Interim Fire Chief MacCaffrie replied no with the exception of the thermal imaging cameras. He stated he could put in grants for those. Interim Fire Chief MacCaffrie noted some hoses are going to be replaced this year but they are about \$5.00 per foot. He clarified they are only replacing what is on its way out and they are not buying any real new equipment.

Chair Swenson noted line 115 should be increased to \$1,200 because of the obligated increases.

Selectman Jarvis noted line 430 is \$6,900 and confirmed this was because of the water system. Interim Fire Chief MacCaffrie replied the water heater and blower in the furnace were replaced, electrical work was done, door work was done, and work was done on the exhaust system.

Selectman Jarvis asked about the underground oil tank that she stated to her knowledge is well past its time. Interim Fire Chief MacCaffrie replied they are looking to put out an RFP to replace the burner with a gas burner and remove the tank. Selectman Jarvis asked if there is any estimate as to the costs of that. Interim Fire Chief MacCaffrie replied it

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could be around \$16,000 for a new furnace. Selectman Jarvis noted that when going back over the draft capital improvement plan and there are no plans to put money into the public safety building.

Chair Swenson summarized the changes of account 4220 and stated the 2015 Proposed Budget is now in the amount of \$198,478 with the 2015 Default Budget in the amount of \$201,780.

Chair Swenson asked Ms. Crouse to have the numbers finalized for approval at the next Board of Selectmen budget review meeting.

Account 4199 – Other General Government

Chair Swenson stated the 2014 Budget was \$2,800, the 2015 Proposed Budget is \$2,800 and the 2015 Proposed Budget is \$2,800. He explained these are for the repeater lease and dam monitoring.

Selectman Bickford made a motion to approve account 4199, Other General Government, in the amount of \$2,800 for the 2015 Proposed Budget and the 2015 Default Budget. Chair Swenson seconded the motion. Motion passed, 3-0.

Account 4902 – Capital Outlay & Equipment

The proposal for the purchase of a truck for the highway department as submitted by the Road Agent was discussed. It was agreed to ask Mr. Clarke attend the next Board of Selectmen to explain the expenditure of \$41,000 for additional equipment. Selectman Bickford stated he spoke with the Strafford Road Agent and asked how long the plows and frames last. The response was 27 years and Selectman Bickford stated Mr. Bonanno received a similar answer after talking to the State. He stated he wants to know how old the current equipment is. Selectman Bickford stated there are two proposals for a 550 Ford with a gasoline engine, along with a sander, wing and plow. Selectman Jarvis stated there are two proposals, one from Fairfield and one from Grappone Ford for the truck and equipment, both add up to less than \$88,000.

It was agreed additional information and input from the Road Agent is needed. It will be added to agenda for the next Board of Selectmen meeting.

Other Business

Chair Swenson stated unofficial input from the Department of Revenue Administration was received today but it has not been reviewed. Chair Swenson suggested adding it to the agenda for the next Board of Selectmen meeting.

The document was briefly reviewed and discussed. It was noted the rate will be applied to the next tax bills and it was questioned whether the school rate is net the impact fee the Board of Selectmen voted to apply.

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Selectman Bickford stated his priority is to give money back to the taxpayers, more so than putting it towards the warrant articles. He stated he would like to see more paving done as discussed previously.

Chair Swenson noted accounts 4130, 4155 and 4194 need to be revisited at the next Board of Selectmen budget review meeting. Selectman Jarvis added that accounts 4152, 4195 and several others need to be reviewed as well.

Chair Swenson noted Ms. Crouse recently received information that the costs for dental insurance is up 7% so they need to go back and slightly change some of the accounts. Selectman Bickford suggested just having a vote to have Ms. Crouse make the change on all the accounts. Selectman Jarvis noted that for at least two of the accounts the dental figure was included when the Budget Committee reviewed them so not all the accounts will need to be reviewed again.

Future Meetings

The next Board of Selectmen budget review meeting was rescheduled from Friday, November 18 to Monday, November 24 at 1:00p.m.

November 17, 2014, 1:00p.m. – Board of Selectmen Meeting, Fire Community Room.

November 19, 2014, 1:00p.m. – Board of Selectmen Meeting with assessing bidders, Fire Community Room.

November 20, 2014, 1:00p.m. – Board of Selectmen Meeting with assessing bidders, Fire Community Room.

Approval of Minutes

Meeting of October 31, 2014 – Board of Selectmen Budget Review: Edits were made.

Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.

Adjourn

Selectman Jarvis made a motion to adjourn the meeting. Selectman Bickford seconded the motion. Motion passed, 3-0.

The meeting was adjourned at 11:07p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary