

## **BOARD OF SELECTMEN**

### **Public Meeting**

**December 5, 2014**

**Present:**

Chairman David Swenson

Terry Jarvis, Selectman

David Bickford, Selectman

**Also Present:**

Jeremy Bourgeois, Town Administrator

Kevin MacCaffrie, Fire Chief

Greg Anthes, Resident

Amy Smith, Land Use Clerk

The meeting was called to order by Chair Swenson at 1:00 PM.

Chair Swenson said the reason for the meeting was mainly to discuss Account 4903 Buildings and to revisit Account 4312 Highways & Streets. Selectman Bickford said he would like to look at Account 4191 Planning Board. He said he would also like to have a discussion about Account 4901 involving the RSMS (Road Surface Management System). He said he believed there were two CRF's (Capital Reserve Funds) that need to be dissolved and would like to take a look at those.

#### **Account 4903 Buildings**

Chair Swenson said this account was not funded in 2014 but there are three items for the Fire Department to be considered for the 2015 budget. They are:

- 1) Furnace at \$16,000
- 2) Renovations at \$18,000
- 3) Replacement of carpet in Community Room at \$7,000

Chair Swenson said he felt there was sufficient rationale for the furnace and the carpet, but he is uncertain about the renovations. Chief MacCaffrie said he had a chance to get some quotes for the renovations and the flooring. He explained that the renovations were originally going to be done mostly by volunteer help. There was a leak in the back wall that caused them to have to tear out the wall and part of the ceiling to remove any mold. When the previous Building Inspector came over to the station, he told the Chief that the roof was not up to code and needed to be fixed before renovations could continue. The renovations were to move the offices downstairs for ADA compliant access.

The Selectmen left the meeting room to do a site walk of the area in question. The Selectmen returned to the meeting at 1:22 PM.

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The Chief said he had a meeting with the current Building Inspector scheduled for later in the day. Selectman Bickford asked the Chief to prioritize the three items. The Chief said the Dept. of Labor requires the flooring in the Community Room be taken care of so that would be the first priority. He said he believed there would be enough money in his 2014 budget to cover the cost of the flooring. Of the two items left, he would put the renovations first and the furnace second. Selectman Bickford asked which items could be put off. Chief MacCaffrie said the furnace could be but the technician that replaced the blower this past year said it could go any time. Selectman Jarvis said that if it went during cold weather, it would have to be fixed or replaced because the building could not be without heat. She said the money for these items could come out of the Public Safety Building CRF. There is currently \$87,022 in the CRF. The Chief said he had a rough estimate of \$15,000 including the removal of the oil tank currently underground. Selectman Bickford asked about the duct work. Chief MacCaffrie said the ducts were fine unless they zoned it to make it more energy efficient.

Selectman Jarvis asked the Chief for an estimate of the amount for bills turned in for the past month. The Chief said approximately \$6,000. Selectman Jarvis said by her calculations, there was enough left in the budget to cover both the furnace and the flooring. Selectman Bickford said his preference would be to use the CRF instead of the 2014 budgeted money. Chair Swenson summed up with the flooring at \$6,000, the furnace at \$15,000, and the renovations at \$20,000. There may be the option to take the flooring out of the 2014 budget, fund \$35,000 into the CRF and have it cover the cost of the furnace and renovations. The Selectmen were in agreement to use the 2014 budget to cover the cost of the flooring. Selectman Bickford said he thought it was better to use the CRF to fund the furnace and the renovations because that is what it was set up for and voted on by the residents. He said it does not always look clear to the residents when the BOS decide to move money around in an account. Chair Swenson said he thought the furnace fell under the building maintenance line and because of the mold issue, the renovations would too. Selectman Jarvis said she was in favor of encumbering as much of the money as possible from the 2014 budget and have the remainder of the cost come from the CRF. Chair Swenson said he understands the need for the renovations more clearly. He said he favors funding it through the CRF.

**Selectman Bickford made a motion to fund Account 4903 Capital Outlay Buildings in the amount of \$35,000 for the purpose of the Fire Dept. furnace and renovations. Chair Swenson seconded the motion. The motion passed 3-0.**

**Account 4915 Capital Reserve Funds Revisit**

The CIP (Capital Improvement Plan) did not add any additional funds to the Public Safety Buildings fund because they felt there were sufficient funds already in the account. After reviewing the numbers, the Board was in agreement that no more funds needed to be added to the Public Safety Buildings account.

**Account 4312 Highways & Streets Revisit**

The Budget Committee reduced Line 341 Telephone by \$500.

**Selectman Jarvis made a motion relative to Acct 4312 Highways & Streets that the BOS approve the 2015 proposed budget in the amount of \$781,538 which is a reduction of \$500 and the 2015 default budget remain the same at \$796,840. Chair Swenson seconded the motion. The motion passed 3-0.**

Selectman Bickford said there should be a discussion about having a PT worker who is brought in on an as needed basis instead of a seasonal PT worker.

**Account 4191 Planning Board Revisit**

The BOS had previously voted to approve the account in the amount of \$10,286 with a default of \$12,756. There was a discussion about Line 560 Dues and Fees which are paid to Strafford County Regional Planning Commission. The Planning Board, the Land Use Clerk, and Highway Department were asked how much they use their services. All indicated not very much at this time. The total for this line is \$3,026 with \$1,550 for books. Chair Swenson asked if the dues were already paid for 2015. TA Bourgeois left to check with the Finance Officer.

**Chair Swenson made a motion to delete the membership in Line 4191-10-560 removing \$3,026 so the new total would be \$7,260 2015 proposed budget with a default of \$9,760. Selectman Jarvis seconded the motion. The motion passed 3-0.**

**Account 4901 Land & Improvements Revisit**

The BOS approved the account on Oct. 28<sup>th</sup> in the amount of \$256,050 and the Budget Committee approved it on December 3<sup>rd</sup> for the same amount.

Selectman Bickford said he wanted to revisit this account because they need to be looking toward next year's budget to make sure they are budgeting the right amount. Selectman Jarvis said it looks like \$158,364 of town funds will be spent. She said they currently have \$177,098 and they are adding \$80,000 to that for a total of \$257,098. If it is all funded from the CRF, there would be \$98,786 remaining. She said last year a large portion was funded from the unassigned fund balance. Selectman Bickford said he wanted to review to make sure they will have enough.

The Land Use Clerk Amy Smith later spoke to the Board about the Strafford County Regional Planning Commission membership. She said their fiscal year runs from July to June and the dues are paid until June of 2015. She said she spoke with the Road Agent and the Planning Board and neither indicated they use the services very often. Chair Swenson told Ms. Smith that they had voted to remove the dues from the budget.

Chair Swenson said they need to discuss the CRF's that can be dissolved. They are Construction Expansion Highway Garage, Satellite Fire station, and Fuel Pump. The Board discussed which account to roll the money over to from the Satellite Fire Station

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Account. They discussed taking the money from the Satellite Fire Station and rolling it into Public Safety Facilities to cover the cost of renovations and furnace for the Fire Dept. The Satellite account currently has \$35,912 and the Public Safety Facilities has \$87,022 for a total of \$122,934. The Construction Expansion Highway Garage and the Fuel Depot would roll into the Town Buildings ETF. Chair Swenson said he would rather not roll it into an ETF. Selectman Bickford said it could be dissolved into the General Fund. Chair Swenson said he would agree with that. The amount of the two combined would be approximately \$20,000. Selectman Jarvis asked if they wanted to establish a new CRF to cover the replacement cost of thermal cameras at \$8,000 each, SCBA's (self-contained breathing apparatus) at \$7,800 each, and Portable Radios at \$2,500 each. The cost just in the next two years would be approximately \$77,000. Chair Swenson stated they could dissolve the Satellite Fire Station and create a new line for the Fire Department Equipment. Selectman Jarvis suggested dissolving the Highway Garage and the Fuel Depot and instead of rolling it into the General Fund roll it into the RSMS. The other members were in favor of doing that.

The next meeting will be held on December 15<sup>th</sup>, 2014 at 1:00 PM at the Fire Station Community Room.

There will be a special meeting held on December 22<sup>nd</sup>, 2014 at 4:00 PM. to review Fire Department RFP bids.

**Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. The motion passed 3-0.**

The meeting was adjourned at 2:52 PM.

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.