

**BOARD OF SELECTMEN  
BUDGET WORK SESSION MINUTES  
November 5<sup>th</sup> 2007**

\*\*\*\*\*

Chairman Gehl called a work session budget meeting to order at 8:45 AM on Monday, November 5<sup>th</sup>, 2007 in the upstairs conference room at the Town Hall.

**Present:**

Ron Gehl, Chairman  
Peter Rhoades, Selectman  
David Bickford, Selectman

April Whittaker, Town Administrator  
Vickie Blackden, Financial Assistant

□ **Account 4130 ~ Executive**

The Board reviewed Account 4130 with the Town Administrator. She noted that monetary amounts for personnel lines had been left blank pending the board's cost of living raise decision.

The board requested the Town Administrator to review the town's long distance telephone contract with BCN and to review calling charges for local calls with Union Telephone.

Chair Gehl explained the franchise fee revenue offset for the Community Channel charges to new board member Bickford. Noted that Wolfboro Community TV requested \$14,400 for fiscal 2008 ~ revenue received in 2007 was in fact \$16,116. Suggestion to use the small excess dollars to purchase better camera recording equipment.

Mrs. Whittaker will meet at the LGC Conference with the town's web site vendors to seek out a progress plan in the coming months

Mrs. Whittaker asked the Board to take under advisement the printing appropriation request pending review of the Town Report bids. The board did so note that they would be very interested to seek out costing for an 8.5" x 11" format for the Town Report.

Vickie Blackden produced a report of the office supply cost accounting and note was made that much of the costs were due to printing cartridges and copier paper.

□ **Account 4150 ~ Financial Administration**

Noted that account shared with Tax Collector and that much of the account dealt with stipends for treasurer, audit costs which were noted to have gone down in part to Mrs. Blackden's excellent bookkeeping, and budget committee administration costs.

□ **Account 4152 ~ Assessing**

Noted for Mr. Bickford's benefit that Mr. Estey's salary contract was in this account and that much of the costs were fixed for software licensing and web hosting.

Under "Dues & Fees" ~ line reduced by \$30 to \$20.

□ **Account 4153 ~ Legal Expenses**

The board determined to level fund at this point per the 2007 figures, but noted that this account could be subject to change given the recently received subdivision proposal for 157 lots.

□ **Account 4155 ~ Personnel Administration**

Noted to the board that this account could not be completed until the board determined pay raises for fiscal 2008

□ **Account 4191 ~ Planning**

The Board met with Chairman Cathy Orlowicz and Land Use Administrator David Allen. It was again noted that no personnel lines were completed pending the board's COL raise decision.

Under "Contracted Services" ~ Total requested \$10,000. Noted that a portion of the contract price for consultation services per Mr. Mayberry (Impact fee consultant) had been paid in 2007 therefore able to encumber \$2000 from the '07 budget, thus producing a \$2000 deduct on the original requested amount to \$8000. Said appropriation to also cover Strafford Regional Planning Commission's assistance for consultation and assistance with a Conservation District Overlay Ordinance and Development of a Commercial Zoning District/

Noted for the record that confirmation of the Planning Commission's dues amounted to \$2,825 for fiscal 2008 ~ figure based on town population.

There were no other figure alterations to the planner's proposed budget other than the contracted services line.

□ **Account 4192 ~ Zoning Board**

Per David Allen, 2007 budget figures were duplicated for fiscal 2008 pending review by the ZBA chair.

□ **Account 4312 ~ Conservation Commission**

The Board met with Bill Malay and David Allen representing the conservation commission, and the essence of the budget discussions focused on the costs associated with proposed land and easement acquisition. Mr. Malay indicated that there was a very high probability of two individual easement acquisitions coming to fruition in 2008 and there may be two more which were very conceptual at this juncture in time. It was unclear from the original warrant article re the capital reserve for land acquisition if that could be interpreted as to include such items such as legal title research, surveying, deed formatting etc. The board felt clearly that legal interpretation would be necessary to ensure proper use of appropriated monies. In the interim, it was determined by

the board to place \$10,000 in the Conservation budget for aforementioned land acquisition costs pending town counsel's opinion. There was also discussion regarding endowment contributions to ensure future land monitoring and court violation pursuit especially in the case of conservation easements, if needed, once the land was purchased

The board felt that the remaining operational items were appropriate as budget requests

□ **Account 4520 ~ Parks & Recreation**

The Board met with Commissioners Berry & Joy. The board was apprised as to the knee injury sustained by the Director Bailey, and wished her a speedy recovery.

The board reviewed the ball field maintenance line and reduced the request from \$11,875 to \$6,300 noting the newly proposed Capital Reserve fund in account 4915 for ball field maintenance. It was also discussed that due to the large number of maintenance items proposed that long term planning be undertaken over a 2 or 3 year period and prioritization be placed on the various repair topics. It was determined that the retaining wall refurbishment could wait until fiscal 2009 hence the \$5,575 reduction to the maintenance line.

Noted \$1,000 reduction to office supplies by moving the proposed computer acquisition to the Business machine expendable trust line.

The commissioner's reiterated to the board their overall goal of having the program fees essentially neutralizing 100% of the program costs i.e. users to bear the costs -v- taxpayers. The commissioners confirmed that this would be phased in so as to not induce sticker shock to the program users and expected to be revenue neutral in 2009 or 2010.

□ **Account 4583 ~ Town Historian**

The board met with Cathy Orlowicz who presented a budget request for 2008 less than the 2007 budget for a total bottom line amount of \$2,500.

Questions regarding pursuit of the abandoned graveyards and their administration were left pending the decisions by the Cemetery Trustees, but money left in the budget for the required public notice i.e. advertising abandonment of uncared for graves.

Questions were raised regarding a dehumidifier ~ Mrs. Whittaker will consult with Carole Ingham re any proposed acquisitions per her town clerk grant monies.

□ **Account 4290 ~ Emergency Management**

The board met with Police Sergeant and Director Jason Lamontagne. Much of the focus of the discussion involved the utilization of a computer for the emergency management administration and organization. Sergeant Lamontagne advised of the technical difficulties of having connection to the internet on only one computer at the police station due to security reasons.

Sergeant Lamontagne will discuss further with the department's technology person to see if there could be better facilitation between the PD and Emergency Management needs.

In the interim pending further technology advises, \$400 deducted from Supplies & Food, and Communication reduced to -0- from \$480 request.

❑ **Account 4550 ~ Library**

The Board met with Library Trustees Lee Lilljedahl, Richard McCormack, and Library Director Max Crowe.

The budget was reviewed noting that much of the proposed increase focused on personnel items, and operating funds which includes book purchases, subscriptions, building maintenance, equipment maintenance, patron programming, conferences, professional development & mileage, dues, fees, & memberships, telephone, postage and office supplies.

An error was noted under the alarm costs and was reduced from \$550 to \$260.

A question was posed to the trustees to ask that they consider bringing the accounting of the budget under the town's financial assistant, thereby alleviating much work on one trustee who acts as the treasurer and assurances that financial reports from the town's fund accounting would be easily obtainable at all times.

❑ **Account 4324 ~ Solid Waste**

The Board met with Solid Waste Manager, Joe Bloskey. With the presentation of new haulage rates, tonnage rates, and historical review of tonnage disposed and hauled, the following deductions were made:

<b>Line Item</b>	<b>Requested Amount</b>	<b>With Deduction</b>
4324-10-115 Part time	\$11542	\$10552
4324-10-140 Overtime	\$ 2000	\$ 1500
4324-10-420 Demo Removal	\$36902	\$32616
4324-10-421 Solid Waste Removal	\$86362	\$86494 (+)
4324-10-561 Hauling	\$42400	39210

Mrs. Whittaker expressed concern that the demolition revenue fees were not defraying 100% of the cost of demo haulage, expressing that numbers will need further review for the board.

❑ **Account 4220 Fire Department**

The board met with the Chief and Assistant Russ Samples, but due to the lateness of the day, the board requested that the operating budget be reviewed at another time and date. However, the board did discuss at length the proposal to incorporate part-time daytime assistance at the Fire Station. The Chief advised that an ultimate goal would be to employ an individual with EMT

capability and data entry expertise. This would provide needed ambulance coverage upon arrival of a second individual at the tone, and needed secretarial assistance. Compensation rates and how they might be applied was discussed but with no conclusion as there needed to be clarification of pay status per the Department of Labor when two different jobs are proposed to be undertaken. This matter was taken under advisement pending the next meeting still to be set.

At 5:45 PM the Chairman adjourned the work session in order to prepare for the board's business meeting scheduled for 7:00 PM

*Respectfully submitted*  
*April Whittaker, Recording Secretary.*