
INTEROFFICE MEMORANDUM

TO: BUDGET COMMITTEE
FROM: APRIL WHITTAKER, TOWN ADMINISTRATOR
SUBJECT: TA REPORT 1ST QUARTER
DATE: 10/17/2008
CC: PETER RHOADES, BUDGET COMMITTEE BOARD REPRESENTATIVE

First Quarter Report:

- ❑ Without question, the biggest challenge within all the budgets is the price of gas. You will recall that we budgeted \$2.75 per gallon, and it appears that we will be facing a possible \$4 per gallon this summer. Department Heads will be brainstorming on May 6 regarding how savings might be accomplished or what other items can be “put on the back burner” to make up the fuel dollar differential.
- ❑ Town Audit has been rescheduled to June. Greater demands now being placed on communities in terms of internal controls. A full day and a half over and above our normal audit time will be dedicated to reviewing ND’s internal controls that we must now comply with. We have managed to take away any cash transactions at the Transfer Station. Obviously in an ideal situation, we would like to see no cash handling at all, but we do recognize the need to centralize one cash handling station. The challenges are obvious from the perspective of change and convincing the employee that this is not an accusation, but compliance issue. Please see handout.

Marchs Pond Dam:

- ❑ On April 22nd 3 sets of construction drawings and contract documents for the Dam Improvements were forwarded to Bob Gates of DBU Construction, North Hampton, successful qualified bidder.
- ❑ During April, Bond Counsel has been contacted (David Barnes of Devine Millimet) and bond package materials prepared and sent out. Bond counsel is necessary irrespective of where the loan “lands” At this juncture the bond bank has the lowest rate of interest ~ banks are quoting 4.9% and 5.25% ~ last bond sale quoted at 4.2% and 4.55%

Fire Truck Acquisition:

- ❑ Due to market economic conditions, the department secured bid quotes for a new acquisition and used acquisition, not just used as originally envisioned. The bid sheets and specs sheet are a part of the board minutes of April 21 ~ see attached for details. The bottom line is that the Fire Truck Ctte was able to secure a new Ferrara Pumper Rescue truck for \$249,413 ~ with a lease/purchase 5-year term rate of 3.99%.

Fire House Addition:

- ❑ Draft Bid specs are drawn up together with detail drawings for a 1624 sq ft addition encompassing a training room, kitchen, 2 bathrooms with an unfinished attic for storage. Also included will be the generator hook up pad site ~ see attached plans.

Highway Department Truck

- ❑ Has been ordered with expected delivery of July 2008. The replaced vehicle will be sold as surplus equipment.

Highway Department External Fuel Pump Lines:

- ❑ Work has commenced re planning for compliance re our fuel pump lines at the highway department. Ron Gehl has secured more information as to compliance standards from DES and he believes and is hopeful that compliance can be accomplished with less \$\$\$'s than originally thought.

Police Department

- ❑ New Cruiser has been ordered and expected date for delivery ~ mid May.
- ❑ Interviews scheduled for hiring of replacement officer on May 7th, 2008 ~ budget cut back to only have officer budgeted for 6 months –v- 12 months.

General Administration

- ❑ New Web Site up and running
- ❑ Job Descriptions on-going for salary review
- ❑ Alternate pricing sought for Property Liability Insurance
- ❑ Welfare Administration not as busy as expected given the economic downturn and fuel pricing. The policy of making folks sign up with the State first continues to make a difference.
- ❑ BOS has been approached about Senate Bill 2 Australian Ballot vote ~ if signatures mustered and passed, the budget cycle for 2010 would have to begin probably in July or August to make the new deadlines.
- ❑ Tax Billing now being prepared. Tax billing receipts from 2nd billing 2007 a little down, 1st billing 2008 will probably be a better indicator of financial distress.
- ❑ EMT classes now being undertaken at the Fire Station. ND has the potential of 6 new trained EMT's. Our current EMT pool is being called out to other communities ~ recognition of their expertise and professionalism.
- ❑ Street lighting being reviewed by PD for any redundancies

- ❑ New contract to be signed with Cocheco re stray dogs ~ not certain as to what \$\$\$'s will be involved as we have no past audit trail for review with the new levels of fees.
- ❑ Paper and cardboard recycling reimbursements at all time high ~ need to maximize on this recycling. Another brainstorming session for town departments.