

Minutes
Nottingham Selectmen's Workshop
November 5, 2014

8:00 AM Chair Carpenter opened the meeting.

Members Present: Mark Carpenter, Mary Bonser and Donna Danis

Others: Chris Sterndale – Town Administrator, Dawn Wirkkala – Secretary, Chief Gunnar Foss, Janet Horvath – Recreation Director, Paul Colby – Building Inspector

Budget Workshop:

Police Department: Chief Foss reviewed his methodology for salaries, as he is beginning to set up the department staff for any possible succession and planning will require additional education and training for current staff. Discussion took place about planning for an eventual successor for the Chief, what is required from officers during different situations in the field, what might be needed for existing staff to run the department, what the department might need in a new chief, and how current staff is being trained and guided for promotions within the department.

Chief Foss stated he will provide the requested documentation and information about vehicle maintenance soon and he reviewed his procedures and policies for vehicle maintenance, making it work with how the vehicles are used.

Chair Carpenter stated he wants to review maintenance information with the goal to help provide additional guidance of when to purchase replacement vehicles. Gathering this information will provide backup data that could justify current purchasing policies, such as new vehicles every four years for the Police Department, is the correct methodology to use, or determine when/if an alternative method should be reviewed; it may be a different process for each department.

The Chief reviewed his request for additional hours for the new part-time officer; the part-time salary line includes two staff members, the detective and new officer and includes an increase in hourly salary for the new part-time officer. The department full staffed is six full time officers, one part-time detective and one part-time officer to help when coverage is needed.

Chief Foss stated he is requesting a new computer server, which is currently 7 years old. Mr. Sterndale stated he included four additional new PC, which are older with Windows XP operating system and should be replaced.

Chief Foss stated he has increased the (vehicle) equipment line because of a required change vendor, which is used to install the operating vehicle equipment.

Chief Foss stated the department isn't changing legal services back to the county and will retain private coverage; the account name should change.

Recreation Department: Ms. Horvath stated she is working with Mr. Sterndale on the best method of how to change budgeting using different philosophy of how department programs are operating and funded. Ms. Horvath would like to move the majority of programs to the revolving fund, removing them from the Town general fund, without depleting the revolving fund, keeping salary for the year round staff as an administrative cost, however, establishing where the salary for the Recreation Assistant comes from is proving harder to determine. Ms. Horvath stated while the assistant uses a number of hours during the summer for the summer program, she is also working on regular administrative duties for the department and programs. Ms. Horvath stated she wants to have the Assistant salary come from the Recreation Department account and not the revolving fund, Mr. Sterndale is suggesting salary to come from both.

Ms. Horvath explained that currently the only programs in the revolving fund are those programs that charge a fee and all other programs are funded in the regular recreation accounts. The revolving fund does not earn enough income to support all the programs and staff on a annual basis and doing so will depleting the revolving fund completely within a couple of years.

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Discussion took place about the proposal to move all the programs to the revolving fund and if there is enough money being generated from the fee programs to sustain the non-fee programs, and what if anything the revolving fund should retain as a starting balance, what should or could happen with excess funds and how other towns operate their recreation departments.

Chair Carpenter stated part of this discussion and analysis should include the amount being charged for program participation. Ms. Horvath stated raising the amount for some of the programs may reduce the participation.

Discussion took place about the mission and uses of the revolving fund to try and maintain a steady level of funds in the revolving account, providing the ability to support the programs, bring in new programs, while maintaining a high enough balance. Mr. Sterndale stated 2015 will provide more specifics about the income and expenses for recreation programs and estimates that \$40,000.00 to \$50,000 might be a reasonable amount to retain to support the programs; the outlier is the possible purchase of a new Recreation Van.

Ms. Danis stated the Budget Committee will not support the operation of the revolving fund in a deficit and a plan will need to be presented showing them how it will work.

The Selectmen wanted an answer about the need for a new van in the Recreation Department.

Building Department:

Paul Colby reviewed the proposed budget items for Building Inspection and Planning. A small increase in printing is necessary for increased printing costs, other Inspection items remain the same. The Planning Board has requested \$5,000 for planning services. Selectmen asked for a more detailed explanation and justification of this amount, and Mary Bonser and Paul Colby agreed to bring this topic back to the Planning Board for further discussion, including the line item for Strafford Regional Planning.

Mr. Colby raised the issue of the Building Inspector's position and compensation. He reported several changes in the job description over the years, and Selectmen reviewed the salary history of the position. Extended discussion took place regarding compensation and responsibilities and similar positions in other towns. It was agreed that discussion would continue between Mr. Sterndale and board members, and decisions would be made at the November 10, 2014 workshop.

ADJOURNMENT: Having no further business,

9:25 AM Motion: by Mary Bonser, second by Donna Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala