

BOARD OF SELECTMEN
Budget Presentation
MEETING MINUTES
October 12, 2011

PRESENT: RICHARD H. HARTUNG, CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SEAN P. MURPHY, SELECTMAN; AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

BUDGET COMMITTEE: P. Wentworth, B. O'Brien

GUESTS: P. Williams, (Tri Town News) and the various department heads

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel.

Chairman Hartung called the meeting to order at 6:30 pm

This meeting represents the first presentation of the department budgets to the Selectmen and Budget Committee. The departments are in order, not the order presented.

Animal Control-

Chief Beaudoin presented the budget for the Animal Control Officer and explained that the 2012 funding is the same as 2011. This is the first submission with the new ACO. The Selectmen anticipated seeing cuts in the budget with the new ACO and have asked that the budget be looked at again.

Board of Adjustment-

The Chairman of the Board of Adjustment submitted the budget to the office for 2012 at \$9225.53 which is down \$350.00 or 3.66% from 2011. The reductions were in the legal expense and legal ad lines.

Code Enforcement/Building Department- presented by Kris Emerson

Mr. Kris Emerson presented his budget for Code Enforcement which is down from the 2011 budget by 3.44%. He included the COLA from 2011 of 1.14% plus and increases due his employees in the salary lines. He reviewed the clerical hours and made a reduction based on the actual time being put into the position. He noted that he reduced the inspector's line item, but it is difficult to determine what 2012 will bring. The inspections are reimbursed by the applicant. He is only reducing the legal by \$500 because he anticipates that with some of the foreclosures, there are code issues. He is looking to update the three computers in his office. They are currently 8 years old and need to be updated. He is looking to get two done this year with what he has in his budget and one in 2012. He emphasized that he really scrutinized his budget and made responsible cuts where he could. The budget is at \$131,762, down \$4,696.16 or 3.44% from 2011. Selectman Lindquist asked Mr. Emerson how he was handling the work load this year whereas the 2011 budget eliminated one position from his office. He explained that with the economy the way it is, the inspections are down, which has allowed him more time to do the code enforcement work. So far he has been able to handle the work. Chairman Hartung asked if it was possible for Mr. Emerson to find two or three thousand more to cut. Mr. Emerson stated that he would look at it.

Cable Committee-

The Cable Committee is asking for level funding for 2012. Their budget is reimbursed by the Cable Committee at the end of the year so is no cost to the town in the tax rate.

Cemetery Trustee-

The budget for the cemetery was submitted to the town office prior to the meeting. The 2012 proposed budget is at \$57,305, which is down \$2,000 or 3.3% from the 2011 budget. The decrease came in the equipment line, which is down \$2,000. There was a new mower purchased in 2011, in which the cost was split with Buildings and Grounds.

Conservation- Tim Lovell, Chairman

Mr. Lovell presented the Conservation budget for 2012 which is at \$4,303.00. He decreased supplies by \$100 which is a decrease of 2.27% from the 2011 budget.

He explained that they might be looking at doing land acquisition in 2012 whereas property values are down. There are expenses that they incur during the year, but not all expenses go through the general fund.

Selectman Lindquist asked if the Commission was looking into the issue with Shop Pond. Mr. Lovell explained that they are looking into the options available to them to get rid of the weeds. The herbicide treatment would cost about \$4,500.00. They might be looking to take some money from the Land Trust or Forest Account to do the work. Selectman Lindquist said that they could use the land fund that somewhere along the way the name was changed from conservation fund to land purchase fund. They would need to have a public meeting and a vote of the Conservation Commission to expend the funds if land is purchased. Mr. Lovell also said that there was \$5,000 in expenses for trails funds that he wants to replenish for a total of \$9,350 from the fund. Selectman Lindquist looked and there seems to be about \$350,000 in the fund.

Mr. Lovell explained that they have improved some of the systems along the trails and rebuilt two bridges. They will be looking to do a culvert in the woods, which they may need to have help from Mr. Worthen, next year.

Chairman Hartung mentioned that there was land taken for tax title recently and asked Mr. Lovell to see if the Conservation Commission was interested in the land, if it has conservation value, if not, the town could look into liquidating it. Mr. Lovell stated that he was aware of the parcel and had walked it. It is unbuildable and swampy. He will ask the committee to walk the area as well.

Election- Presented by Town Clerk, Tricia Curran

Mrs. Curran, working with the Chairman of the Supervisors of the Checklist prepared the 2012 budget. The budget is proposed at \$11,789 for 2012, which is an increase of \$2,459 or 25.36% from 2011. 2012 is expected to have at least 4 elections, compared to 1 in 2011. There is the town election, state primary, Presidential primary and then the November elections. The state and federal elections pay for the printing of their ballots. The town is responsible for the programming of the computer for each election to tally the votes. In order to try to keep the budget from jumping to much, the line for printing was reduced by \$1,274. This would eliminate the sample ballot that is made available to the residents in the paper. Mrs. Curran stated that the copies could be made available on the website and at the Town Office and Library. She offered a potential alternative and that was to take a full page ad in the local paper. That would be less costly than the insert. She was asked to get the estimated cost, based on the 2011 ballot. Without knowing how many articles are to be on the warrant makes it difficult to see how many pages it would take.

Emergency Management – presented by Sally Theriault

The request is for level funding at this time. There was some discussion and it was agreed that communications could be reduced from \$4,300 to \$3,600 which is a total budget decrease of 5.89% and a total of \$11,176.

Fire Department- Chief Michael Carrier

Chief Carrier presented his 2012 budget, which is up .79% from the 2011 budget. He explained that the level funded or reduced his line items to absorb the increases for personnel cost such as raises, insurance, NHRET and Derry Dispatch. He underfunded his Dues and Subscriptions for 2011 so there is an increase in that line. He explained that he has gone up ½% since 2009 and has no more room to cut, but did the best he could to meet the directive from the Selectmen. He explained that there will be two warrant articles for 2012. The first is to ask for \$39,000 from the Capital Reserve Fund for communication equipment. The second article will be similar to the one for the Quint. He has submitted a grant for another fire truck and if awarded, they would need to have the money approved in the budget. He applied for other grants as well to replace equipment such as the 25 year old jaws of life, automatic sprinkler system and general equipment.

Highway Department- Jon Worthen, Road Agent

Mr. Worthen presented his 2012 budget at \$789,976, which is down from the 2011 budget by \$43,722 or 5.24%. The largest decrease is in the winter contract labor. It is down the \$30,000 that was added at deliberative session. He also reduced the salt budget by \$20,000. He will need to fill the propane heater in 2012. Selectman Murphy asked if using the new chipper has reduced the costs. He said that it has, but he did not reduce the budget because he is looking to have bigger trees removed. He will look again to see if there is room to cut. There was a question about the repairs and maintenance to the building and that he has only spent about \$2,000 per year and is asking for \$4,000. Mr. Worthen responded that he is looking to do some repairs on the salt shed. If he is able to get it done this year he will adjust the 2012 budget. Mr. O'Brien asked if the town had a fueling station for the vehicles. He wondered if it was cost effective to have our own tank. Mr. Worthen explained that there is a diesel tank at the garage, but not regular gasoline. There had been one at the Fire Station, but there were issues with it tracking the usage, and the State changed regulations on below ground gas tank, so it was removed recently.

Human Services-presented by Sally Theriault

Mrs. Theriault presented the draft for Human Services. She began with the agencies and which ones we have heard from. She needs to confirm with Rockingham Visiting Nurses whether or not they are asking for funding. There was funding for 2011, but they are not requesting it in 2012. There was discussion as to which ones were due to go on the warrant this year. Mrs. Theriault asked the Selectmen to review the Family Mediation and the usage by residents. Mr. O'Brien received a letter from Family Mediation that he will forward to Mrs. Theriault regarding the funding. Chairman Hartung asked Mrs. Theriault to go over the budget with Danielle. He also explained that he was working with some of the area churches and had a good supply of bread for those families in need. Mrs. Williams mentioned that the Calvery Christian Church has a program called Renew for clothing.

Library – Emily Reschberger, Library Trustees

Mrs. Reschberger presented the library budget for 2012 which is at \$423,197.41 up \$24,349.41 or 6.10% from 2011. She went over the library trustee line It showed where there were increases such as the equipment line and supplies. Building maintenance is down and they hope that in the future they can reduce the heating line with all the new windows in. The trustee line is up \$1,993 from the 2011 budget. There were items that were prepaid in 2010 and the 2011 budget

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was reduced to show that prepayment, but now they need to budget for the actual cost in 2012. There were questions about the actual book usage and newspaper usage of the patrons. Mrs. Reschberger will bring in the statistics to show the usage and the number of people using the newspapers. When the economy is tough, the library gets more usage where you can borrow books, movies etc instead of purchasing.

On the salary lines, they have hired a new director and the salary line is her actual salary. All the salaries are adjusted by the COLA of 1.14% (2011 rate) and the merit increases anticipated. There are currently 3 full time employees, 9 assistants and 2 custodians. The Children's librarian is in a Master's Degree program and expected to pass this fall. They have built in her merit increase as well as an increase for reaching the Master's level. She has applied for and received grants for the library, brought reading programs to the recreation program etc. Based on the qualifications of the position, the requirements and the community outreach they used to determine where the position held will fall on the salary.

Selectman Hartung asked if the money saved by the director position being unfilled could be used to prepay some items. Mrs. Reschberger said that she would look into it. The trustees will be meeting on October 19th and they will discuss it.

Ordway Park- Presented by Julia Forbes and Nancy Fulmore, Co Chairmen

Mrs. Forbes explained that they have had level funding for the last few years. She explained how they do as much work as they can with the donated time to supplement the town budget. She recapped the work done this year with donated time such as the stonewall opening for the Depot Road parking area, brush cutting, Eagle Scout project, moving of debris etc. Mrs. Forbes will have a breakdown at the end of the year of the donated time and materials for the Selectmen to see. They are asking for level funding for 2012 and anticipate an increase in the use area. Selectman Lindquist mentioned that the park looks very nice and they have done a good job, especially with the 911 memorial.

Chairman Hartung told Ms. Fulmore and Mrs. Forbes about the request for Hampstead to submit an application to have Route 121 through Hampstead noted as a scenic by-way. Scott Bogle will be coming back for a future meeting to go over the process again and would like to see Ordway Park present whereas the park could be noted on the way

Patriotic Purposes Committee-

Chairman Hartung explained that the budget is level funded, but that money moved around. \$500 was moved from the fireworks to the misc line so that they could cover more costs, such as Veteran's Flags and meals for the firework crew.

Planning Board- Presented by Randy Clark, Chairman

Mr. Clark presented the Planning Board budget for 2012 at \$47,401, which is down by \$1,799 or 3.66% from 2011. The equipment line, recording fees, legal ads and engineering were reduced. With construction down, there are no plans coming before them. His legal expenses are up based on the 2011 year to date expenses. He can look at this later to see if it needs to be changed.

Police Department - Chief Joe Beaudoin

Chief Beaudoin stated that his budget is up 7.18% or \$67,529.92 more than 2011. He explained that in 2011 the town approved a new police union contract which accounts for \$18,358 and that the NHRET increased the rates for Group II to 19.95%, which he estimates is \$32,000 more. He also included step increases for himself and Lt. Frazier. He stated that of the \$67,529.92 increase, he can't control \$52,548. He explained that his uniform budget is up \$600 whereas now each full time officer receives \$850 plus he needs about \$900 for part time officers and dispatchers. Chairman Hartung asked if the cruisers could run less per shift to save on the gas as well as wear and tear. His maintenance line for the cruisers is up \$1,000 and Chief Beaudoin explained that the cost of oil is up and the cars are now at \$40 per oil change. They have the oil

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changed about every 4,500 to 5,000 miles. The next car to change out is expected to be the Expedition, which is rusting out and is a 2003 car. Additional costs for the new cruiser are the equipment going from a Crown Victoria to Dodge Charger. There is one Crown Victoria left to change out and that is a 2005 one, Chief Beaudoin wasn't sure which car was going to go yet. If he does get rid of the Expedition, he would like permission to trade it in, which would help reduce the cost of a new vehicle rather than selling it outright.

Mr. Wentworth of the Budget Committee asked if the \$26,000 for gasoline was going to be enough. Chief Beaudoin replied that he could ask for money from the detail fund. Selectmen Murphy if he could have a breakdown of what the overtime is, such as coverage. Chief Beaudoin stated that per the contract, when an officer is out, the shift must be filled and must be filled by a full time officer first. If one chooses to not take the shift, then it can go to a part time officer. The only shift not required to be filled is for Detective Kelley. Chief Beaudoin told Selectman Murphy that he would gather the information on the overtime for him.

Recreation Commission- The budget will be presented at the next Selectmen's meeting

Solid Waste Committee - The budget will be presented at the next Selectmen's meeting

Town Clerk-Tax Collector - Presented by Tricia Curran

The Town Clerk budget was presented by Town Clerk/Tax Collector, Tricia Curran. Her 2012 budget is at \$129,695.40 which is up from the 2011 budget by \$591.12 or .46%. She stated that she cut wherever she could. The largest cut she made was in the preservation of records. She stated that the 10 year project is complete. The data processing is up slightly as well as the salaries (cola and merit). The postage line is up and she explained that more people are doing registrations online, which requires the receipts to be mailed. There is a fee charged to the resident for the e-reg, which should also offset the cost of the postage. She is looking to change out a computer a year until the four are updated. She did one last year and is doing another one this year. The budget will have one for 2012.

Tax Collector- The 2012 budget request is for \$44,574 down \$631.18 or 1.4%. The general supply line is up because in 2010 they bought supplies at year end to keep the 2011 budget down. In 2011 there were a lot of tax liens placed which required a higher registry cost. That is now reduced for 2012. She is still working on getting the data processing cost for the kiosk finalized.

Treasurer- Presented by Harold Williams

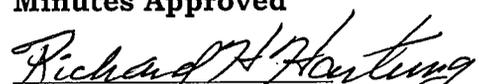
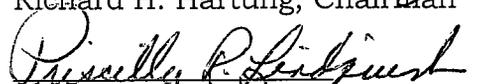
Mr. Williams came in with a budget of \$14,600 for 2012, which is \$300 less than 2011 or 2.01%. He reduced the data processing line by \$300, added a new line for workshops/seminars for \$300, and decreased mileage by \$300.

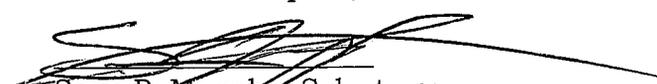
The Selectmen agree that over all the departments did a good job. There are some that are up and the library needs to be looked at again. If the newspaper line is up, it is necessary to see how many people are reading those papers, if only 1 or 2 and it costs \$100 per subscription, then is it worth it.

Selectman Lindquist moved to adjourn the meeting at 9:12 pm. Selectman Murphy seconded the motion and the motion passed unanimously.

A True Record

Tina Harrington
Recording Secretary

Minutes Approved

Richard H. Hartung, Chairman

Priscilla R. Lindquist, Selectman


Sean P. Murphy, Selectman