

BOARD OF SELECTMEN
Budget Presentation
MEETING MINUTES
October 7, 2015

PRESENT: SEAN P. MURPHY CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; CHAD R. BENNETT, SELECTMAN (arrived at 8:17 pm); AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

BUDGET COMMITTEE:J. Mesa-Tejada, J. Skidmore, E. Reschberger and S. Londrigan
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 Murphy called the meeting to order at 7:00 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.

Public Notice-

The Selectmen's meeting for October 12th has been cancelled.

The Supervisors of the Checklist will be in session for corrections on October 30th.

Animal Control-*Presented by Sheila Johanneson, ACO*

The ACO budget is level funded from 2015. The proposed 2016 budget is at \$23,770.. Mrs. Johanneson mentioned that she has some bills that have come in recently that will be applied to some of the budget lines that are showing low expenses for 2015. She noted that she had recently painted the roof of the ACO car which resulted in the budget line being overspent. The revenue brought in year to date is \$14,087 in fines and licenses and that currently there were 1532 dogs licensed and as of the June list, only 10 dogs are not licensed. Her goal is to have all dogs licensed.

Board of Adjustment- *Submitted by Kristin Yassenka, Chairman- no one present at meeting*

The budget for Board of Adjustment is up \$35 compared to 2015. The proposed budget for 2016 is \$8,480. There was a reduction in general supplies and an increase in legal ads. The clerk salary was also adjusted for the proposed COLA increase.

Cable Committee-

There was no budget submitted.

Cemetery Trustee-

The Cemetery Trustees asked that the 2016 budget be level funded from the 2015 budget. The proposed 2016 budget is at \$49,500.

Code Enforcement/Building Department- *Submitted by Kris Emerson*

Mrs. Theriault presented the budget for the Building Department. The proposed budget for 2016 is at \$136,739. This is an increase of \$5,949 from the 2015 budget. The salary line for the Chief Building Official is up due to the merit increase and COLA. The clerical line is up as well due to the COLA due the staff. There is an increase in the inspection line to cover for a potential increase in the rate paid to the inspectors. There are some other changes such as a decrease in

commercial plan review and general supplies and an increase in computer equipment and machine maintenance.

Conservation- *Submitted by Tim Lovell, Chairman*

Mrs. Theriault presented the Conservation budget for 2016. The proposed budget is at \$6,391 which is an increase of \$3,574. The increases are in dues and subscriptions and lawn care for the fields. The larger increase is in town forest maintenance due to the growth of weeds at Shop Pond. There was maintenance done a few years ago, but it only lasts for so long. The Commission has noticed that the weeds are starting to grow again. The estimate is \$3,000 for the treatment.

Emergency Management *–Presented by Interim EMD, Chief Carrier*

The proposed budget for Emergency Management is currently level funded for 2016 at \$1,950. The Emergency Operations Plan (EOP) is required to be updated which will have a \$3,000 grant. The grant is a 50/50 grant and they are looking to complete it in 2015 with any remaining funds.

Fire Department- *Presented by Chief Michael Carrier*

The proposed budget for 2016 is at \$958,059 which is an increase of \$76,752 from the 2015 budget. Chief Carrier explained that the primary increase is due to the funding for the per diem shifts for the year. In 2015 the budget included only 6 months cost. He also noted that the dispatch contract is increasing by \$5,000 but they are still paying less than they were in 2013. He also noted that there is a 10% increase in the health insurance line for budgeting purposes. The majority of the lines are level funded.

Highway Department- *Presented by Jon Worthen, Road Agent*

Mr. Worthen presented the 2016 budget at \$ 862,652. This is an increase of \$23,847 from the 2015 budget. The majority of the increase is in the salary lines. The 2016 budget includes the hours needed to take the Road Agent position from part time to full time as approved by Town Meeting. There are also changes in the labor lines along with decreases in contract labor summer and winter. The increase in the labor is due to the fact that the Road Agent will no longer supply a truck with a laborer so the budget will need to cover that cost. He noted that he decreased the engineering line whereas the 2015 increase was to cover work to be done at Shop Pond and that has been done in 2015. He increased Paving and Reconstruction by \$100,000 to do work in 2016. He is looking to do Emerson Avenue (grind and pave-binder). The estimated cost is \$360,000. He stated that it has been about 13 years since the road was done. Mr. Worthen also pointed out that when he did Emerson Avenue 13 years ago the cost of paving per ton was \$23 and now it is at \$70 per ton. Communications is up due to the cost of the fire alarm system being allocated to the individual buildings. Leased equipment is up to cover the cost of leasing a new truck for the highway department. The line for winter contract labor is down \$75,000. Some of it is the decrease in the use of the Road Agent's equipment and there is a \$30,000 reduction for the amendment done at deliberative session.

Mr. Worthen said that his heat line is down \$2,000 but that it may need to increase later if he doesn't get the waste oil he needs. He also stated that there is an increase of \$1,600 in the repairs and maintenance line for a new propane heater for inside the garage. Mr. Mesa-Tejada asked if it was large enough to do the whole building and was told it was. Chief Beaudoin asked where the costs for the benefits for the Road Agent were such as the health insurance. He was told that the costs are in the Administration budget under personnel costs. Whereas it is not public information as to what a specific individual has for insurance, those departments with only one employee are grouped into the administration budget.

Mr. Worthen pointed out that the roof at the highway department has been leaking and they have been patching the holes the best they can but that they may be looking at having to replace the roof soon. The current roof is metal and he has two estimates on the repair. The first is to

insulate it and put a rubber membrane over the existing roof for \$25,000. The other estimate is at \$50,000. Chairman Murphy suggested that they continue to patch until it is no longer viable. If given the choice he would prefer the rubber membrane and that it is better for rain and water. Mr. Worthen said that he will have better information later.

The estimates for the work to be done at Shop Pond are at \$120,000 to \$150,000. He will get final numbers and is looking to do the work over two years.

There was a request to look into the cost of a new loader and he stated that the purchase cost is about \$129,000 and a lease for 7 years would be \$18,000- to \$20,000. He also noted another option is to rent per month at \$4,200. If they rent it and then lease it, 80% of the rent cost would be applied towards the lease price. He will put the proposal together for the Selectmen to review. The last big ticket item is the new truck. Previously the Selectmen approved going forward with lease to own a Chevy truck because it was about \$3,000 lower than the other two. The prices for the 2016 Chevy trucks have finally come out and they are \$4,000 higher than the 2015 prices and currently the red color will not be available. The current prices he has are:

Chevy 3500 V8 gas model \$47,536, Ford F350 gas model \$45,072, and Dodge gas model at \$43,637. He said that the cost includes plow and dump body. The Dodge diesel truck is \$10,000 higher than the gas models. The Selectmen tabled the discussion until Selectman Bennett was present. The time table is 8 weeks on the Dodge, 14 weeks estimated on the Chevy.

Human Services-

Mrs. Theriault went through the health agencies that she has already heard from. A Safe Place and Sexual Assault Services merged and their request has been combined for \$3,070. This will be placed as a separate warrant article. CLM has asked for an increase in the amount of \$1,200 based on the participants it has been seeing. Community Caregivers has asked for funding in the amount of \$7,000 which is the same as 2015 but they are due to go on as a separate warrant article as part of the cycle started by the Selectmen so that each organization is approved by town vote every 5 years or so. CHS (Community Health Services) has been receiving \$3,500 for funding the last few years and they also handle the human services for the town at a contractual price of \$8,100. They would like to combine the two into one request and would reduce the cost from \$11,600 to \$10,200, a reduction of \$2,100. The services they provide overlap in some cases. There is a new request for funding from CASA for \$500 and this will be placed on as a separate warrant article as per the policy for first time funding requests. In total there are funding requests for \$75,756 in the budget with \$10,570 of that amount as separate warrant articles. Mr. Mesa-Tejada questioned the overlapping of the various services and questioned how much the town could continue to support. Mrs. Theriault responded that over the years the town has been continuing to support those that offer various services and that it helps to keep the welfare budget down by using these services. Chairman Murphy asked for Mrs. Theriault to write up a summary of what each agency does and have available for the next meeting.

Library – Presented by Emily Reschberger, Library Trustee and Rosemary Krol, Library Director

Mrs. Reschberger stepped away from the Budget Committee table to present the library budget. The proposed Trustee line is at \$92,465 which is an increase of \$58 compared to the 2015 budget. The Library functions which are the salaries and benefits is budgeted for \$423,498 which is an increase of \$42,799. In the Library functions, Mrs. Reschberger explained some of the changes. There is a new Librarian and it will be a whole year on her salary. There are merit increases along with the COLA added to the salary lines. They estimated a 10% increase in the health insurance, to be consistent with the rest of the departments. There was a reduction in the salary line for custodians. They realized that with the three custodians working now they was more efficiency in the work with a set schedule so that they were able to bring the budget down. She also reported that with the adding of benefit time for part time employees, she has to budget for covering the positions that are out. Chairman Murphy asked how much of the \$12,039 increase in the library assistants was for the benefit time coverage. The response was \$2,669.

The bulk of the increase in that line is to increase the hours of three employees due to the increase of use at the library. Customer service is always first and when busy times people have been drawn away from their normal work to cover the desk. It is hoped with the additional hours during peak periods this will help. It is estimated that the number of additional hours are 390 but the library will not be open any more hours than they already are. Selectman Lindquist asked if this would cover evening use of the meeting room and was told that a custodian would be in the building, but that there would be no other staff available during the hours after closing when the meeting room is in use. The total hours the library is currently open a week is 54. Mrs. Reschberger was asked if they could get a report on the peak hours for the meeting on October 26th. Chairman suggested that with the additional staffing they measure the effect to see the need. Mrs. Reschberger said that they would do just like they did with the custodian position.

On the Trustee budget, Mrs. Reschberger showed that the circulation use has gone up over the last few years along with the number of patrons coming in. She went over the various categories that make up the Trustee line item such as equipment and books etc. There is a large reduction in the cost of the fuel based on the 2016 costs.

Mrs. Reschberger said that they will be looking for a warrant article for the NCF Building Maintenance Fund for \$10,000. She said that they should be able to do the rugs next year on the first floor. The estimates were \$26,000. The fund is currently at \$18,800. Chairman Murphy asked Mrs. Reschberger about the status of the water issue. She responded that currently they are not hooking into the water system and that everything was staying the same. Hampstead Area Water Company went in along the side of the road but cut across at the first building so did not come near the library building. They estimated 7 months of the cost of water in the event that they need to hook up in 2016 at \$700. If no change they will budget for \$1 before the budget is finalized. The cost to connect is not in the budget because they have nothing to base it on. They felt it was prudent to cover the cost in the event of the need for a monthly cost. Chairman Murphy questioned the not budgeting for the hook up. Mrs. Reschberger said that they are too close to getting the rugs done and that is their priority. This year they had to replace the fire panel and use some of those funds. With 60,000 – 70,000 visits per year, they need heavy duty commercial rugs and if there were any funds left, they may be able to use them for the water line hook up if needed.

Ordway Park

Mr. Guthrie was present to speak on behalf of Ordway Park. He stated that the committee had not yet set the budget but that it looked like they would be asking for an increase in the funding. He explained that there are a few projects left to complete and then they would like to turn the maintenance of the park over to the town to take care of. He estimated that they would be looking for an additional \$500 or \$1,000. The current budget is at \$4,950. There was a question as to why they would need more funding if they haven't spent all the money they received in 2015. Mrs. Harrington stated that some bills had come in since the report was created. The history of the park shows that all the funds are normally spent and that the work is generally done in the fall.

Patriotic Purposes

Mrs. Theriault noted that the budget is level funded at \$8,000 for 2016.

Pest Control- Submitted by Kris Emerson, Health Officer

Mrs. Theriault stated that Mr. Emerson is asking for the funding to be held at the same level as the 2015 funding, which is at \$30,000. The amount spent to date is \$20,500 but there is always money budgeted in case there is a need to do spraying in the fall.

Planning Board- There was no budget available but it was level funded for this evening.

Police Department – Presented Chief Joe Beaudoin

Chief Beaudoin presented his 2016 budget at \$1,298,950 which is an increase from the 2015 budget of \$9,893. He went over the various changes. There is an increase of \$10,000 in the officers salary to cover for when his full time officer is at the academy for 12 weeks and for a part time officer to the part time academy. He is estimating to cover 640 hours. The Police Chief salary line is up \$10,000. He explained that this has always been underfunded and he was bringing it up to prepare the budget for the potential change from a part time Chief to a full time Chief. The legal line is up \$3,000 to cover the increase in the County Attorneys contract. The funding is based on population and case load. Gas line was being decreased by \$3,000 based on current gas prices. The cost for vehicle replacement is down \$24,000. In 2015 there were two vehicles leased and outfitted. In 2016 there will only be the lease of the two 2015 cruisers at \$14,101. Mrs. Harrington suggested that a new line be added in for the leased vehicles and take it out of the vehicle replacement line. This line will be reduced to \$1 for 2016 and the new one created. Chief Beaudoin said that he increased the heat line because they hadn't been in there a whole year and weren't sure what would be needed.

Recreation Commission- Submitted by Nicole O'Donnell, Chairman, Recreation Commission

Mrs. Theriault stated that due to a death in the family, Ms. O'Donnell was not going to be present. Mrs. Theriault reviewed the budget. The proposed budget for 2016 is at \$86,218. This is a decrease from 2015 of \$8,582. The primary change is the reduction in the cost of the tennis court repairs. The work was completed in 2015.

Recycling and Waste Disposal Committee –

It was noted that the committee had not yet met to review the budget but this was the first draft. The 2016 budget is at \$635,182, which is a decrease from 2015 of \$169. The primary change is the reduction in the Household Hazardous Waste line because Hampstead was the host in 2015 but not 2016.

Town Clerk- Tax Collector- Elections- Submitted by Tricia Curran

Mrs. Theriault went over the budgets for the Town Clerk, Tax Collector and Elections (including Moderator/Town Meeting Expense). There are 4 elections in 2016 so that budgets for Elections and Town Meeting costs are up to cover the costs associated with the elections. The proposed budget for Town Clerk is at \$139,050, which is an increase of \$1,535. The increase is primarily in the salary lines for merit increases and COLA increases. The budget for Tax Collector is up \$570 mostly in the salary line for merit increase and COLA increase.

Treasurer- Presented by Harold Williams

The Treasurer's budget included an increase of \$150 to the workshop and training line item. He stated that the workshop next year is at the Mount Washington Hotel. The rest of the budget is level funded. His 2016 budget is at \$14,950.

Various Administration Budgets

Auditing- The cost for the 2016 is expected to be at \$10,500 which is an increase of \$1,150. This is due to more auditing requirements to comply with the new GASB regulations on pension reporting.

Assessing- The budget for assessing is at \$95,301 which is an increase of \$2,050 from the 2015 budget. The increase is in the computer support. Mrs. Harrington explained that there have been many requests from realtors and appraisers to have the property cards available on line. This would require that the database be updated to Avitar on a regular basis and there would be a link from the Town's webpage to Avitar. The estimated annual cost is \$3,000. There is an

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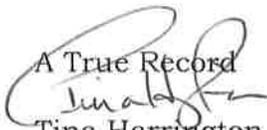
option for realtors etc. to have a subscription with Avitar and they could access the records that way. We currently only update the database at Avitar once a year. Mrs. Harrington noted that the realtors and appraisers are generally working for the residents and this would benefit them as well. The Selectmen agreed after a short discussion that they would prefer to leave the current process in place and have the property cards available in the office and not online.

Personnel Costs- There is an increase for 2016 in the amount of \$35,191. The majority of the increase is to cover the change of the Road Agent to full time and budget for an estimated 10% increase in health insurance costs. This is also a full year on the cost of the Retirement system on the new rates.

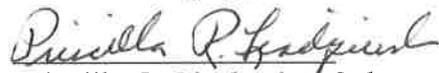
Legal Costs- The budget is to be funded at \$12,000, the same as 2015.

Mr. Mesa-Tejada asked about any potential warrant articles. Chairman Murphy mentioned Shop Pond work and the Police Union Contract as ones they know of.

Selectman Lindquist moved to adjourn the meeting at 8:30 pm. Selectman Hartung seconded the motion and the motion passed unanimously.

A True Record

Tina Harrington
Recording Secretary

Minutes Approved


Sean P. Murphy, Chairman

Priscilla R. Lindquist, Selectman

Chad R. Bennett, Selectman