

APPROVED

Budget Committee
Meeting Minutes
October 7, 2013

Present:

Kerrin Rounds, Chair; Ron Preble, Dave Carr, William Cote, Paul Manganiello, Kevin MacCaffrie, Tom Keegan, Barbara Greenwood, Ernie Richards, Carol Huber, and Betsy Schneider.

Absent: Mark Chevalier and Ashley Dolloff

Others Present:

Michael Capone- Town Administrator, Dan Paradis-CIP, David Hill-CIP

Call to Order:

Committee Chair, Kerrin Rounds called the meeting to order at 7:03pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from September 9, 2013. Carol Huber made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor with one abstention by Kevin MacCaffrie.

Correspondence:

Old Business:

New Business:

David Hill from the CIP committee presented the highlights of their recommendations for the 2014 budget. The CIP Committee determines the priority of the items and the payment options. The Priority 1 items are as follows:

- Police Cruiser replacement at an estimated cost of \$37,000. This purchase is currently included as a line item in the town budget. CIP prefers the cruisers to be included as line items in the budget, instead of warrant articles, as the line item keeps the cruisers on the 5 year replacement schedule.
- Road Paving plan calls for an appropriation of \$300,000 to continue the implementation of the program.
- 1998 Six Wheel Dump Truck at an estimated cost of \$155,000. CIP recommends a two year lease purchase in 2014. Annual cost would be \$80,000 due to interest.
- 2005 Sidewalk Plowing and Sanding Tractor to be replaced with a Trackless MT5 tractor purchased with a 7 year lease. Option 1 is a recon unit with a selling price of \$75,500 that would cost \$12,013 per year. Option 2 is a new unit with a selling price of \$133,800 that would cost \$21,289 per year. Both options provide for a \$1.00 buyout at the conclusion of the lease. APR for both is 3.75%.
- Transfer Station Improvements (Sand and Salt Sheds): The CIP recommends a three step process to accomplish the project. 1) Relocate the compactors 2) Install the sand/salt structure in the vacated location 3) Move and install the binds from the lower level to the upper level. The

committee recommends and appropriation of \$50,000 in 2014 to accomplish step one.

- 4 Door 4x4 Crew Cab Pickup used to transport personnel and equipment and would be used as the forestry vehicle. An appropriation of \$25,000 is recommended to purchase the vehicle in 2014.
- Engine 4 Pumper Truck is due for replacement in 2016 at an approximate cost of \$500,000. The CIP recommends that \$25,000 be placed in a Fire & Equipment Capital Reserve Account in 2014. Bond payments end in 2015 for the ladder truck.
- Backup Generator unit will cover emergency power for the Town Offices. An appropriation of \$26,000 is needed to receive a matching grant resulting in a net expenditure of \$13,000.
- Town Building Maintenance Fund establishes a plan to cover unanticipated repairs to town buildings. CIP recommends appropriating \$20,000 initially to establish this fund. Subsequent appropriations would be needed only to replenish the fund.
- Old Town Hall Repairs: Awaiting the Select Board plan.
- Master Plan Update: it is time to initiate the revision of the town's master plan. The CIP Committee recommends greater assistance from the LRPC. This would require an appropriation of \$7,500 in 2014.

CIP would like to be at the Budget Committee capital items deliberative sessions.

Michael Capone distributed the 2014 Department budgets to the committee. This is an in-process document. Some line items are not complete yet. Department Heads will be coming in to meet with the Budget Committee and answer their questions. There are no firm numbers yet for the Health Insurance line; hopefully there will be something by November. The Legal budget line will be increasing due to several pending legal issues. There are no figures in the Cemetery lines as that committee has not met yet. There is no price yet on the beach stickers. The wage lines include a 3.5% increase. The COLA is still lagging behind. The Retirement lines have increased as these figures show a full year at the new rates. The New Equipment line in the Executive budget is to replace 6 computers that are running XP, which will no longer be supported and leaves the computers vulnerable. Software upgrades may just be needed. The Budget Committee will have to decide if any money needs to be included in the Budget Committee Expense line.

Kerrin Rounds reminded the committee that Chief Yannuzzi will be in next week presenting the Fire Department budget. Budget committee member questions that will require research by the Chief are due to the Chair by Wednesday evening so the question is received by the Chief by Thursday morning.

Ernie Richards asked about any impact that the Affordable Care Act will have on the town. Town Administrator Capone informed the committee that while certain aspects go into effect on January 1st, the town will not incur any penalties. Employees have between October 1st and January 1st to look into the health insurance pools. The Town is required to send notices on the availability of the Marketplace to employees, and this has been done. The Town is now in compliance with the law and will continue to work towards that end. The Town does not exceed the 50 Full Time equivalent employee threshold that would require compliance with large employer guidelines. Melanie and Kelly reviewed employee data and worked on a formula which was reviewed by the N.H. Municipal Association. The N.H. Municipal Association concurred with the Town's formula. Mr. Richards asked if the N.H. Municipal Association could be asked to come with a presentation to the Budget Committee and Select Board. Ms. Rounds wants the request to be initiated by the Select Board since the presentation may require funds to pay for a presentation.

An invitation was sent to Budget Committee members by the Genesis Board of Directors to attend their meeting.

Ms. Rounds brought concerns about the Vice-Chair's absences. A motion was made by Ron Preble, seconded by Ernie Richards, to remove Mark Chevalier from the Vice-Chair position. Members of the committee will try to contact Mr. Chevalier this week. The vote has been tabled until the next meeting.

Member Comments:

Paul Manganiello inquired about the \$14,000 that was appropriated this year for playground equipment. If the money is not spent for the equipment this year, will the money go into the general fund? Town Administrator Capone explained that there would have to be a warrant article to restrict the \$14,000 for playground equipment.

Ron Preble asked if the Marathon pays for the Police detail. Town Administrator Capone said that they do pay for the Police.

Carol Huber requested that information regarding legal fees in the Avery-Crouse Beach lawsuit. Ms. Huber also requested information on lost property taxes in regards to Avery-Crouse Beach. Mr. Capone will try to come up with some figures, if directed to do so by the Select Board.

Ernie Richards asked if each department purchased office supplies separately. Mr. Capone said that the Town is trying to coordinate purchasing office supplies from a single supplier.

Administrator's Report:

Adjournment:

Carol Huber made a motion to adjourn, seconded by William Cote, passed with all in favor. The meeting was adjourned at 8:40 pm.

Respectfully submitted,
Wendy Costigan, Secretary