

APPROVED

Budget Committee
Meeting Minutes
November 4, 2013

Present:

Kerrin Rounds-Chair, Ron Preble, Dave Carr, Paul Manganiello, Tom Keegan, Barbara Greenwood, Ernie Richards, Carol Huber, Betsy Schneider, Mark Chevalier, and Ashley Dolloff.

Absent:

Kevin McCaffrie and William Cote

Others Present:

Michael Capone- Town Administrator; Mark Bucklin- Highway Superintendent; Jeff Chartier-Water & Sewer Superintendent.

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:01pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from October 28, 2013. Barbara Greenwood made a motion to accept the minutes as written, seconded by Mark Chevalier. Tom Keegan asked about the process of amending the meeting minutes. Kerrin Rounds explained that any amendments should be made during the next meeting. The amended minutes of October 28th were voted on; all were in favor with one abstention by Kerrin Rounds.

Correspondence:

Old Business:

New Business:

Mark Bucklin presented highlights from the Highway Department budget:

- Line 431 Building Maintenance: The windows and overhead doors at the highway garage need to be replaced. The windows are very thin and drafty. The overhead doors are rusted through. The approximate cost for the doors is \$7,600 and the cost for four windows is \$4,800. The Marvin windows have to be custom built because of the metal siding. Paul Manganiello asked if the doors have any relation to the transfer station improvements. The highway garage is not included in those improvement plans.
- Line 682 Sand/Gravel: This line amount has been reduced due to having surplus gravel from the downtown enhancement project. The gravel removed from the square was crushed up and can be used by the town.
- Line 693 Salt: The reduction is due to the price of salt being down \$10 per ton.
- Dave Carr asked about the expense for maintaining the vacuum truck. Mark noted that there is some expense involved, but it pays for itself. The state hires the truck out a few weeks during the year, so there is some revenue production associated with the vacuum truck. It also saves time on labor when cleaning catch basins.

- Dave Carr asked about the resurfacing of the roads. The resurfacing was finished last month. The bill will show up in the next manifest.

Highway Projects for 2014:

- A list of projects and the associated costs was distributed to the committee.
- Overlays: ten streets with a total cost of \$188,325.
- Reconstruction: Robieson Drive with a total cost of \$61,500. The amount could come in less than this. The road needs to be brought up to a level of condition that the town can maintain it at. Chip seal may also have to be done.
- Chip Seal (10,000 square yards): Peaked Hill Road with a total cost of \$29,925.
- Drainage Projects: High Street-replace storm drain with a total cost of \$32,250.
- Overall Highway Projects costs: \$312,000.

Highlights from Solid Waste budget:

- Line 366 CRSW Tipping Fees: This is a ballpark amount and is firmed up in December when the Co-Op votes. The Co-Op renewed its contract with Wheelabrator and this figure should not go up significantly. Paul Manganiello asked for clarification on the revenue associated with the tipping fees. The Town of Hebron pays a fee to allow their residents to use our Transfer Station. The company that hauls away the solid waste to Wheelabrator gets charged a fee by the town.
- Line 365 Household Hazardous Waste Day: Tom Keegan stated that the cost should be the same as last year, \$3,077.

Kerrin Rounds asked what the warranties were for the sidewalk plow. The reconditioned unit has a 2 year warranty. Mark will check into the warranty on a new machine, but it should be a better warranty. Mark will also look into extended warranties for both options.

Kerrin Rounds asked if the estimated price of the trucks presented in the CIP report included a trade in amount. The trade in amount is not figured into the price.

Jeff Chartier presented the budget for Water/Sewer:

- Both budgets are very similar to this year.
- The meter upgrade costs are in the Sewer and Water Capital Projects budgets. \$20,000 for Sewer and \$40,000 for Water.
- A new dumpster for hauling sludge was purchased this year. Sludge is being hauled to Merrimack. There is a possibility that we may be able to consider taking our sludge to New Hampton once a new facility is built there.
- Line 391 (both water and sewer) Contracted Service: This is for software support. Meter reading software was added and a new billing software contract.
- Line 290 Travel (both water and sewer): The new office manager will be attending trainings. The money is used to reimburse travel expenses if the town vehicle is not available for use.
- Barbara Greenwood asked how the new water meters are working. There are 50 installed. So far the meters appear to be working well. A loaner device to read meters is being used. The meters light up if a leak is detected.
- The Uniform contract was changed last year. It is working out well.
- Line 430 Maintenance/Repairs: Paul Manganiello asked what is included in this amount. This covers several items such as fittings, purchasing of manhole covers, upgraded curb steps, and water breaks in town. The price of materials has increased about 30%.

Member Comments:

Administrator's Report:

An updated softcopy of the budget expense worksheet, with year to date actual amounts through November 4th, was sent to committee members. Updated budget numbers are in italics. After the Select Board meet with the budget committee in December, an updated hard copy of the budget will be given to the committee. This copy will be formatted to include space to write notes.

The attachments from Chief Yannuzzi will be resent to committee members. There were some formatting issues.

The library electric bill will be emailed to the committee.

There is no meeting on November 11th. The next budget meeting is November 18th.

Adjournment:

Ron Preble made a motion to adjourn, seconded by Ernie Richards, passed with all in favor. The meeting was adjourned at 7:38 pm.

Respectfully submitted,
Wendy Costigan, Secretary