

Budget Committee/Select Board Meeting

Department Budget Presentations

November 8, 2014

Present: Kerrin Rounds, Chair of the Budget Committee; Paul Manganiello, Vice-Chair of the Budget Committee; Ernie Richards, Barbara Greenwood, Ashley Dolloff, Dave Carr, William Cote, Carol Huber, Kevin McCaffrie, Don Milbrand, Tom Keegan, Ron Preble, Rick Alpers, Chair of the Select Board; Shaun Lagueux, Vice-Chair of the Select Board; Janet Cote, Betsy Schneider, Michael Capone, Town Administrator; and Melanie Shokal, Finance Officer.

27th Pay Period: Kerrin Rounds asked Michael Capone to explain the budgeting of the 27th pay period. Mr. Capone explained that with bi-weekly pay periods every 10 to 12 years, depending on the number of leap years, there is an extra pay period for hourly employees. To simplify the process, an extra budget line was added instead of wages going up next year and then back down the next. The budget line for the 27th pay period is in the Personnel Admin section under line 01-4155-191. The amount is \$62,508.

Police Department: Chief Michael Lewis presented highlights of the Police Department budget.

- Line 140, Overtime: The \$36,000 requested equates to approximately 2.7 man hours of overtime for every 24 hour period. This is the equivalent of 0.9 man hours per shift per day, which falls below the standard.
- Line 190, Certified Special Police: 1 Part-time coverage costs \$403 per week, which equates to 2.6 shifts per week for part-time coverage.
- Line 430, Maintenance/Repairs: The increase is to cover the replacement of some doors in the facility plus some locks that need to be replaced also.
- Line 635, Gas/Oil: Under the recommendation of the Select Board and Budget Committee, this line was cut last year. The line has been brought back to the previous amount.
- Line 810, New Equipment: The \$3,500 included \$1,000 for a new Taser and \$2,500 for the town portion of a 50/50 grant for an in car camera system.
- Line 891, Grant Related Expenses: This covers police department grants. There are offsetting revenues. \$2,500 is to cover the other half of the in car camera system. The other \$12,000 is the amount reimbursed for the labor in the driver safety Grant programs which is 100% reimbursed.

Ms. Rounds opened the presentation up to member comments and questions.

- Dave Carr asked Chief Lewis if he has a contract and if there were any associated penalties in the contract. Chief Lewis stated that he has a contract and that there are no associated penalties. The contract expires in March 2016.

- Kerrin Rounds asked which grants are covered. Chief Lewis replied that the grants include DWI, Seatbelt, Operation Safe Communities, and Speed Enforcement. The \$2,500 expenditure for a camera system for a cruiser is in the New Equipment line.
- William Cote asked if the cameras are put on the officer's body. Chief Lewis explained that he is looking into body system cameras. These cameras can communicate back and forth with each other and have wireless transmissions. A demonstration of this new system will take place soon. The days of having a fixed camera on the dashboard are getting obsolete.
- Janet Cote asked if the price in the budget was for one camera. Chief Lewis stated that only one camera has been requested.
- Betsy Schneider asked if the motorcycle was included in the grants. Chief Lewis replied no, the motorcycle is not included.
- Paul Manganiello asked if any of the \$14,500 in grant expenses is used for overtime. Chief Lewis replied that the traffic safety grant funds are paid out at an overtime rate. Shaun Lagueux commented that this expense doesn't show up in the Overtime budget line. Kerrin Rounds commented that at the auditors' direction, grant money needs to be properly reflected in the budget and those expenditures and revenues need to be shown separately. The grant money in the Overtime line was moved to a separate line. Shaun Lagueux commented that the Overtime expense to date does not include hours covered by grants. Michael Capone stated that the current overtime is not related to grant work. Kevin McCaffrie asked if the actual in 2013 was spent without grants. Kerrin Rounds replied that amount was spent without grants.
- Carol Huber asked why the amount in line 635: Gas/Oil was considerably higher since prices have come down. Chief Lewis replied that this amount is a fair representation. The figure is from averaging the amount of the gas bills. The October through December bills are not included yet and they will give a better estimate of where this number should be. Janet Cote asked if this was purchased with a contract price. Rick Alpers replied that the police department just buys gas from the state. Shaun Lagueux commented that the Select Board asked the Chief to cut this line in the budget against the Chief's better judgment. This line was always going to be too low a figure. Kevin McCaffrie asked if the smaller engines in the newer style cars create a savings by being more fuel efficient. Chief Lewis commented that there is a slight percentage of better gas mileage.
- Betsy Schneider asked what the dollar amount difference is between the actual expense amount and actual revenue amount. Chief Lewis replied that the town pays out "x" and receives "y". The receivables are a higher dollar amount.
- Kerrin Rounds asked if the Dispatch services are going to remain with Franklin Dispatch. Chief Lewis replied that he received quotes from Plymouth PD for \$115,000 and Grafton County Communication Center for \$181,000. Franklin Dispatch is lower and the department will remain with them.
- Paul Manganiello asked about Line 190: Certified Special Police was this still the actual expense number. Chief Lewis replied that the town absorbed \$9,000 in expenses for new equipment so not using the remaining amount in this line is to maintain the bottom line on the police

department budget. It costs \$4,000 to certify a part-time officer. The officer is not attending the academy this year to save money on the bottom line of the department budget.

- Kerrin Rounds asked about the reinstated DARE program. Chief Lewis replied that the officer is assigned to the elementary school on a global level and children and parents there know him. The officer is involved in the Explorers Post and is a representative on the school safety committee which deals with school safety concerns and runs drills.
- Betsy Schneider asked what civic events the police department covers and if the department covered the circus. Chief Lewis replied that the police work parades such as the 4th of July and Veterans Day, fireworks shows, Halloween events, and the Tree Lighting event. The circus was covered under civic events and the Lions Club had asked in the past for a pass on the expense.
- Carol Huber asked if the certified special police have a provision in their contracts to serve for a contracted length of time. Chief Lewis said that the contracts ask for a 36 month commitment.
- Kerrin Rounds asked for an explanation of the CIP recommendation for cruisers. Chief Lewis replied that the request is for a 36 month lease to purchase three cruisers at a cost of \$44,000 per year for three years. This takes the place of purchasing one cruiser every 12 months. The department did not receive a cruiser last year and the vehicles have extremely high mileage on them. Betsy Schneider asked if the older vehicles will be trade ins. Chief Lewis replied that two won't be tradable and the vehicle may be useful as a town car or sold in a sealed bid. Betsy Schneider asked what type of vehicles they are and if extended warranties is included. The Chief replied that the vehicles are Ford Interceptor Utility models that are all wheel drive. The trunk space in these vehicles is better equipped to accommodate the equipment that has to be carried in the vehicle. There is a 100,000 mile bumper to bumper warranty on these vehicles.
- Janet Cote asked if the vehicles are fully outfitted. Chief Lewis replied that the \$44,000 includes all the equipment and the new radios will fit in these cruisers. Dave Carr asked if this lease deal will be available in the next three years. Chief Lewis replied he did not know if it would be available. Kevin McCaffrie commented that this lease stabilizes expenditures and that Ford has been offering the lease for a long time.
- Kevin McCaffrie asked how much overtime was offset by the prosecutor position. Chief Lewis replied that the prosecutor is not subject to overtime pay. The prosecutor has provided transport to the court system and the department does not have to use an officer that is subject to overtime for this function. The prosecutor has attended certain events and has responded to critical incidents where all personnel respond to the call.
- Dave Carr asked if what the price would be to lease one cruiser per year. Chief Lewis will supply the committee with that number.
- William Cote asked which three vehicles are being replaced. Chief Lewis replied that the two Crown Victoria's and the Expedition will be replaced. These are labeled vehicle numbers 1, 3, and 4 in the budget. William Cote asked if all vehicles would be marked. Chief Lewis replied that they would be. The vehicles are not painted but markings are wrapped now.
- Don Milbrand asked if the number of vehicles was increasing in the fleet. Chief Lewis replied that the fleet is staying at five vehicles.

- William Cote asked if the new cruisers will be front line vehicles. Chief Lewis replied that they will be. After three years of front line duty the vehicles will have approximately 150,000 miles on them.
- Janet Cote asked if the vehicle rotation will be every three years from now on and if the town will own the vehicles at the end of the three years. Chief Lewis replied that the town will own the vehicles. The maintenance plan that is included with this lease deal will help reduce costs in the vehicle maintenance lines which currently have \$1,500 budgeted in each line. The maintenance agreement would cover repair costs. Don Milbrand asked if a three year unlimited warranty and maintenance plan is offered. Chief Lewis will look into this.
- Paul Manganiello commented that the salaries in lines 113 through 116 show a significant pay increase. Chief Lewis replied that the salary in line 114 decreased. The other salaries increased due to 12 months of the wage increase as opposed to 9 months in the current year. Michael Capone stated that the wage difference is between 9 pays at the old rate and 17 pay periods of the new rate. There are 26 pay periods at the new rate this year. The wage increase was 50 cents per hour.
- William Cote asked if the officer in line 114 is a new hire. Chief Lewis replied that the officer is a new individual and has a different dollar figure in pay.
- Ernie Richards asked why the Retirement line is level funded. Melanie Shokal replied that the retirement costs associated with outside detail work is now included in the Outside Details budget line where before all the retirement costs went into the retirement line.
- William Cote asked if Line 118, Secretary is a new hire and is the salary at the same rate. Chief Lewis replied that the new person came in at the same pay grade. Rick Alpers commented that the pay is based on qualifications.

Fire Department: Chief Steve Yannuzzi presented highlights on the Fire Department budget:

- Line 345, Computer Expense: There is a \$2,500 increase to purchase two iPads and the associated reporting software. These two iPads will be in the back of the ambulance to streamline patient care recording. The iPads take the place of paperwork. The information is uploaded from the iPads directly to the station computer.
- Line 346, Cell Phone: The increase is to pay for the data plan for the iPads to work.
- Line 390, Municipal Fire Alarm System: The increase is to pay for maintenance costs associated with transferring wires to the new utility poles in town. The costs include materials and the rental fee for a bucket truck.
- Line 391, Training and Education, Fire-EMS, -Rescue: The increase is to cover half the cost of sending one individual to paramedic school. Half the cost is \$4,000. There is also money budgeted for two other individuals to go to intermediate school. More money is needed for the medical side of training since 62% of calls are medical calls with 38% of calls for fire and other emergencies.
- Line 411, Heating Oil: The average of gallons used over the last 5 years is 4,100 gallons. The locked in price per gallon is \$2.99 for a total of \$12,300. The line will be adjusted to this figure.

- Line 635, Gas/Diesel: The amount budgeted is based on the price charged by the state. The stated prices are locked in until July.
- Line 810, Fire Tools/Equipment-New Purchase: This increase is to purchase a fire hose tester and to upgrade rescue equipment.
- Line 812, EMS Equipment-New Equipment: This covers the first year lease payment on two new cardiac monitors. This is a 5 year lease purchase.
- Line 817, Radio Equipment: The amount budgeted is for three new pagers that have a three year warranty. The old models are not manufactured anymore.
- Line 192, Part Time Shift Coverage: This line is used for covering vacation and personal time. A Kelly shift is needed for 48 hours per week. Overall, 104 24 hour shifts per year need to be covered. The amount is an average rate of \$15/hour.
- Line 140, Emergency Callback/Overtime: This line is over budget as it is hard to get part time employees to cover the 24 hour shifts during the week. The hours have to be backfilled with overtime money. By offering the EMT intermediate training opportunity, it is the hope to cultivate the coverage from within the department.
- Line 662, Engine 4E2: The decrease is due to the pump rebuild being completed.
- Line 664 Engine 4E4: The new truck should arrive in March or April.

Kerrin Rounds opened the discussion to the committees for questions.

- Paul Manganiello asked if the training budget was only for EMS training. Chief Yannuzzi replied that the budget is the total training for the whole department. Carol Huber asked if the employees were required to stay with the department after completing the training. Chief Yannuzzi replied that there are no employee contracts and the department has a very low turnover rate. Rick Alpers commented that there is no case law to back up those types of provisions in contracts.
- Carol Huber asked if there is any warranty on the new iPads. Chief Yannuzzi will check on this. The paperwork is stored electronically which is more efficient. The efficiency will pay off over time. Shaun Lagueux commented that the iPads saves hours in data processing.
- William Cote asked if employees who complete trainings are compensated at a higher rate. Chief Yannuzzi replied that there is no program in place to compensate at a higher rate. There are three paramedics on staff and the intent is to get one more. The 50/50 pay towards the training makes the employee more vested in the program.
- Rick Alpers asked what the call roster was. Chief Yannuzzi answered 35 total.
- Shaun Lagueux asked if there were any grant opportunities. Chief Yannuzzi replied that the AFG grants just opened up but that it takes over a year to hear about awards. A grant for the cardiac monitors and a wellness/fitness grant are being looked at.
- Ernie Richards asked about the decrease in health insurance costs. Michael Capone replied that the premiums have been lowered due to a reduction in coverage for employees and that the amount budgeted is at the reduced premiums for the full year. Melanie Shokal commented that some change of coverage in the plans has occurred as well.

- Paul Manganiello asked if the team that went to Wisconsin concerning the new engine had any effect on overtime or Kelly hours. Chief Yannuzzi replied that there was no effect. Shifts were back filled. The team was necessary to spec out the new engine and to meet with the engineers and design team. The cost of the trip is paid for in the cost of the truck.
- Rick Alpers asked if the department's part time and call pay is competitive with other communities. Chief Yannuzzi said that the pay is a little behind what other communities are offering. He will provide the pay numbers for comparison. Betsy Schneider asked if the problem with filling shifts is with the pay or the full time hours of call employees. Chief Yannuzzi replied that it is a little of both. Paul Manganiello asked if there would be a wage war with the other communities. Chief Yannuzzi does not see that happening as Bristol offers a different level of service to the community. Janet Cote asked if the Kelly shift could be filled with more permanent part time employees. Chief Yannuzzi replied that this is a viable option is the cost equals out to be the same and overtime costs are maintained. It also helps with scheduling. The scenario will be looked at.
- William Cote asked about warrant articles. Chief Yannuzzi replied that the CIP committee proposed replacing the Suburban and the extraction apparatus (Jaws of Life). Kerrin Rounds asked how many miles are on the command vehicle. Chief Yannuzzi replied that the Suburban is a 2002 model with 88,000 miles on it. Carol Huber asked if there were any grants for the CIP recommendations. Chief Yannuzzi replied there were none for the Suburban. Grants can be looked at for the rescue tools but the award process is a year out.
- William Cote asked about the Jaws of Life and why they need replacing. Chief Yannuzzi replied that new vehicles are made with different alloys and there is not enough cutting pressure with the old equipment. The old equipment is getting worn out and breaking. One set was purchased in 1980 and the other in 2006. The old set on the ladder truck would be replaced. Electric and hydraulic equipment are both being considered. Kevin McCaffrie commented that the battery system has significantly less cost over hydraulic.

Highway Department: Mark Bucklin presented highlights from the Highway Department budget.

- Line 112, Equipment Operator: This position is a full year salary.
- Line 351, DOT Physicals: This is broken out as a separate line in the budget this year.
- Line 411, Heating Oil: The increase is needed as there hasn't been as much waste oil collected this year.
- Line 431 Building Maintenance: The money budgeted will be used to remodel the bathroom, which is pretty old. The work on the windows is scheduled for this December.
- Line 635, Gas/Oil: The amount has been reduced some. The amount of plowing that has to be done is always guess work.
- Line 810, New Equipment/Tools: The purchase of another storage container is needed as storage space is tight. The new machine attachments need to be stored out of the weather.

Highway Projects: Mark Bucklin presented highlights from the Highway Project budget.

- Line 390, Resurfacing Roads: Chip seal is now broken out into a separate budget line.

Streets/Bridges: Mark Bucklin reported that these are fixed costs.

Solid Waste Disposal: Mark Bucklin presented highlights from the Solid Waste Disposal budget.

- Line 365, Household Hazardous Waste Day: This is a new number set by Lakes Region Planning Commission.
- Line 366 CRSE Tipping Fees: The tipping fees are last year's number. New numbers will be set in December. The Co-Op sets the rates. The rate should be about \$60 per ton.

Kerrin Rounds opened to the discussion for questions from committee members.

- Kevin McCaffrie asked if there are fees for construction disposal and demolition and if there is a fee associated with renting the containers. Mark Bucklin replied that the transfer station has two containers and a third in the rotation that the town is not charged for.
- Kevin McCaffrie asked about the revenues and if people get charged to dump small amounts of construction waste. Mark Bucklin replied that Contractors are charged a collection fee. It is the general contractors who overwhelm the system. It is hard to enforce the out of town contractors from not using the solid waste facility. Rick Alpers commented that this is a policy discussion that the Select Board can take up.
- Betsy Schneider asked if there was any rental revenue. Mark Bucklin replied that the vacuum truck and front loader are periodically rented out. There is a rate the other agencies pay when they use these machines.
- Tom Keegan asked if a scale to charge by the pound is an option. Mark Bucklin said that it has been looked at. The initial expense is high but it would pay for itself over time.
- Rick Alpers asked about the recycling program and how the community can be reengaged in participating as this saves on tipping fees. Mark Bucklin replied that it is too easy for some people to just throw everything in one hopper. An educational program for the public could be run again though. Shaun Lagueux suggested that the money savings should be stressed. Michael Capone commented that each year the Town Report contains an article that presents the savings in disposal costs due to recycling. Ashley Dolloff suggested that the public should be reeducated on the ease of using single stream recycling.
- Paul Manganiello suggested adding the scale into the new transfer station design. Carol Huber asked if there was grant money available for purchasing the scale. Mark Bucklin replied that he could look into that.
- William Cote asked if the storage shed was portable. Mark Bucklin commented that it is.
- Betsy Schneider asked what the town of Hebron pays to use the transfer station. Michael Capone replied that Hebron is charged \$7,500 quarterly for a total of \$30,000 annually. The contract is up for renewal in 2016.
- Betsy Schneider asked about the highway block grant. Kevin McCaffrie commented that the money comes from the Federal Highway Commission and it is divided out to the states who they give the money to towns based on miles of roads in the town.
- Rick Alpers asked what roads are scheduled to be paved. Mark Bucklin replied that the streets scheduled are Mayhew, School, Cedar, and Winter Streets. These are being scheduled to

coincide with the Safe Routes to School work. Other streets scheduled to be paved are Spruce, Union, and Chestnut Streets. High Street will be reclaimed and some drainage work done. Peaked Hill is scheduled for Chip Seal. The parking lots at Cummings Beach will be paved also.

- Kerrin Rounds suggested a waste oil public education program also. Mark Bucklin commented that it saved the town money. The town web site could be used to get word out. Only a few small businesses give used oil and only a gallon or two comes in at a time from residents.
- Betsy Schneider asked if there was only a waste oil furnace. Mark Bucklin replied that there is a regular oil furnace that is used as a backup furnace.
- Rick Alpers asked how the vacuum truck was holding up. Mark Bucklin replied that it is still being repaired. There are issues getting parts for it since it is so old. Volvo dropped that line of truck and parts are not being made any more for it.
- Rick Alpers asked what sidewalks are being worked on. Mark Bucklin replied that Winter Street and S. Main Street sidewalks are being done.
- Shaun Lagueux asked what CIP projects are recommended. Mark Bucklin replied that the 2008 1 ton truck is recommended to be replaced. There should be a trade in value with the old truck. Betsy Schneider asked how many miles are on the truck. Mark replied that there are 60,000 miles but a lot of the time was spent plowing in lower gears which put hours on the engine.
- Kerrin Rounds asked how many miles of town roads there are. Mark Bucklin replied that there are around 35 miles of roads. There are 3.1 miles of sidewalks. The sidewalk project will add to that number.
- Kevin McCaffrie asked how long one plowing pass takes. Mark Bucklin replied that depending on the rate of snowfall, it takes 3 hours per route. There are 4 routes.
- Carol Huber asked if Spring and Merrimack Street sidewalks will be worked on. Rick Alpers replied that the town has applied for a TAP grant for those street's sidewalks.

Library: Sandy Allgood presented highlights from the Minot-Sleeper Library budget.

- Line 191, P/T Assistant/Substitutes: The library is requesting one new assistant to work 15 hours/week at \$11/hour. Increased staffing is needed to provide flexibility with staffing programs, more community outreach, and help with technology upgrades. A patronage graph shows the increase in the number of patrons using the library from 2011-2014. The actual number of patrons as of the end of October is 25,428. The projected number of patrons at the end of 2014 is 30,514. This shows a large increase.
- Line 210, Health Insurance: The increase is due to change in coverage.
- Line 343, Copier: There is offsetting revenue for this expense.
- Line 670, Books: There is a \$600 offsetting revenue from the Friends of the Library.
- Line 672, Video: The \$200 increase is to help pay for lost and damaged DVDs. A graph shows that DVD usage is staying the same, which is surprising. The inventory is being looked at to see if attrition is the reason for this or is it the types of titles that are currently held.
- Line 673, Passes: There is offsetting revenue from the Friends of the Library.
- Line 674, Programs: There is offsetting revenue from the Friends of the Library.

- Line 810, New Equipment: The library is requesting funding for three new patron computers. An assessment was done on the public computers and the three that are five years old have been recommended to be replaced. A graph was provided that show computer usage has increased.

Kerrin Rounds opened the discussion for questions from the committees.

- Barbara Greenwood asked about window coverings in the renovated older building. Sandy Allgood replied that detachable window treatments have been completed by two members of the Friends of the library. They will be installed in the next two weeks. The Friends of the Library paid for the window treatments.
- Betsy Schneider asked how many patrons are from surrounding towns and do these patrons pay fees to use the library. Sandy Allgood replied that the library's current ILS system does not allow the library to track those patron details. The other town libraries do not charge fees for usage, but this could be a future project to discuss. Carol Huber asked if other towns should contribute to the library budget in their town budgets. Sandy Allgood replied that she would bring this up to the Trustees.
- Paul Manganiello asked if there is revenue from the copier why is the expense back in the budget. Archie Auger replied that this expense was not properly budgeted for last year. The net effect is zero to the tax payers as the revenue is more than \$1,000.
- Archie Auger commented that there was a vote taken by the Board of Library Trustees as to a dollar amount to be submitted to the Budget Committee. There appears to be \$5,000 that was cut from the library budget. Rick Alpers stated that the Select Board did not give any directions for budgets to be cut. Archie Auger commented that the salaries lines are different from what the Trustees voted on.
- Kerrin Rounds suggested that the library have one line in the budget that the Trustees spend as they see fit. This is what the TTCC does. Kerrin requested that the Trustees send the Budget Committee the amount of money that needs to be raised from taxation. Ashley Dolloff commented that if the library budget is presented as one line there would be no breakdown in the expenses.
- Ashley Dolloff commented that the money that was removed from the wage lines is still in the budget in the merit raise line. Archie Auger commented that the amount was changed to 2.5% but that the Trustees requested 3%. Rick Alpers asked the Town Administrator to put the money taken from the wage lines back in and taken out of the merit wage line.
- Barbara Greenwood commented that the Trustees are not unaware of how the town and the library work together. During all her years as a Library Trustee, the Trustees worked hard to keep in line with town raises. The Trustees have always worked hard to keep the budget in line.
- Kerrin Rounds asked why line 411, Oil was kept at \$5,000. A full calendar year has gone by with the new addition operational and oil usage has not increased. Sandy Allgood replied that the Trustees will look at this number at their meeting on November 18th.
- Kevin McCaffrie asked if the Books line included DVDs. Sandy Allgood replied that this line is for books only. Books include print books, audio books, and downloadable books. There is a \$2,000

fee the library is charged for the downloadable book service. Kevin McCaffrie asked if the use of downloadable books increases will the demand for print books decrease. Sandy Allgood replied that print books won't disappear. The use of downloadables depends upon accessibility to Wi-Fi and the devices needed to access the downloadables. Many patrons do not have the Wi-Fi capabilities needed to access this service.

- Shaun Lagueux asked if the magazine subscriptions were individual or a blanket subscription. Sandy Allgood replied that the library uses EPSCO which is a blanket subscription service. The library is billed at the end of the year.
- Betsy Schneider and Don Milbrand commented that the revenue numbers have not been reported and requested this information to be provided.
- Kevin McCaffrie asked if the new assistant is needed due to an increase in programs. Sandy Allgood replied that the library hours haven't changed, but that the assistant is needed to staff the circulation desk to help free up the Director's time to assist with programs and to look at programs that are needed but not offered at the present time.

Water/Sewer Departments: Jeff Chartier presented highlights from the Water and Sewer Departments.

- Line 05-4324-900, Sewer Surplus Transfer to Capital Reserve: \$100,000 will be transferred from the checking account into the capital reserve.
- Sewer Capital projects: The meter upgrade will continue. This will be the third year of the five year project. The sewer line CCTV/Inspection is a three year project that will inspect the lines live through a camera and video tape the inspection.
- Line 07-4324-900, Water Surplus Transfer to Capital Reserve: \$100,000 will be transferred from the checking account into the capital reserve account.
- Dave Carr asked what is considered an adequate reserve. Jeff Chartier replied that there is \$600,000 in the water reserve, but that there is that much in debt for the upgrades. There needs to be money for unexpected expenses also.
- Kevin McCaffrie asked how often sewer inspections are done. Jeff Chartier replied that it's been about 15 years since last inspected. The technology is much better now and the video inspection will create a map of the system.
- Kevin McCaffrie asked why there is not much spent in line 390, Water Lab Services. Jeff Chartier replied that this is done in the fourth quarter of the year.
- Paul Manganiello asked about Line 411, Sewer Heating Fuel. Jeff Chartier replied that the department received a reduced rate. There is a propane tank rental fee. The heat in the big garage is oil.
- Dave Carr asked if there were any developments in the Sewer to the Lake project. Jeff Chartier commented that there were no developments.

Kelley Park: Les Dion presented highlights from the Kelley Park budget.

- The playground committee is winding down. The ribbon cutting ceremony will be before the first concert in the summer.

- Line 120, Part time Attendant: It has been suggested that a seasonal position or an RFP for Kelley Park maintenance be pursued as there is just too much work to be done at the park during peak season for the part time maintenance person to keep up with. The work is not getting done and there are maintenance issues that need attending such as mowing and checking the levels of wood chips on the playground. This seasonal position is being proposed to cover the maintenance of the park from May to October. The RFP will be pursued as well.
- Line 820, Master Plan-Capital Items: Irrigation is the priority. The water wheel hasn't been used and it is a liability. The plan to fix the irrigation is estimated at \$50,000 with the cost split over two years. Other prices are being sought for an irrigation system. Tiered seating at the park is being priced. The work will be done with the Highway Department's assistance. The tennis court fence is pulling away and needs to be dealt with. Carol Huber asked if there were any funding sources for these projects. Les Dion replied that this is a town project and she is not aware of any other source of funding.
- Rick Alpers asked if additional security cameras were needed to prevent vandalism. Les Dion replied that placing cameras right on the park was looked at. The building on the park isn't heated and the visibility isn't great. William Cote asked how much vandalism happens and is this a priority. Les Dion replied that the vandalism is done mostly to the building and the electrical units have been taken apart. The cameras would not cost much.
- William Cote asked if the \$50,000 would cover the three priority projects. Les Dion replied that she believes it would cover the cost of the projects.

TTCC: Les Dion presented highlights from the community center budget. A handout was distributed to the committee.

- The request is level funded this year. The community center plans to continue raising money through their annual fund drive and other fundraising efforts.
- Kerrin Rounds asked what impact the closing of the middle school would have on the center. Les Dion replied that space is the number one need. The center has to use all the schools gyms for programs. The middle school gym is used for basketball.
- William Cote asked if a school wide kindergarten program would impact the center. Les Dion replied that only a small amount of programming is for the 3-5 year old age group.
- Les Dion commented that the community center budget has gone up because the center is now open any day that is not a holiday. Services are provided on school vacation weeks now from 7:00 to 5:30 daily. Staffing is in place to stay open for the extended hours. The staffing budget has gone up but so has revenue.
- William Cote asked how many TTCC programs utilize Kelley Park. Les Dion replied that the summer program, T ball, and soccer programs use the park.

Patriotic: Les Dion presented highlights of the Patriotic budget.

- There are no significant changes.
- The Town Events line increased slightly due to the few costs associated with the 4th of July parade. The Lions club decreased their sponsorship of some events. There is nothing in the

budget for fireworks for 2015. A discussion about funding the fireworks shows took place with the Select Board. Kerrin Rounds asked what the fireworks cost. Les Dion replied that the 4th of July show costs \$10,000 and the Old Home Day show costs \$1,800.

Beaches: Michael Capone presented highlights from the Beaches budget.

- Line 413, Chemical Toilets: There is a small increase due to adding an extra month of use. The toilets will be available from Memorial Day to the middle of September at Cummings and Avery – Crouse beaches and on the bike path.
- Line 430, Beach Improvements/Repairs: The \$800 budgeted will pay for the swim lines to be installed and removed professionally. This would make them a little more permanent and eliminate the problems we have had in past years with the lines coming loose and drifting.
- Line 120, Beach Attendants: The hours allotted are 98 hours per week for 10 weeks. The attendants do not work on rainy days. The average revenue from beach passes is \$9,931. The total budgeted for this line will be checked as the figure in the budget is \$12,600.
- Kerrin Rounds asked if the cleaning is done by the attendants. Michael Capone replied that the initial spring cleanup is done by the County Prison help. There are attendants that oversee the parking passes and one attendant who is mainly responsible for maintenance which includes mowing, clean up, and trimming shrubs.

Town Clerk/Tax Collector: Raymah Simpson presented highlights from the ERV and Tax Collector budgets.

- Line 300, Restoration Records: The cost is \$800-\$1,000 per book to update. This hasn't been done in about nine years. This needs to start again.
- Line 625, Postage: The increase is to pay for mailing of registration forms so residents can pay using debit/credit cards.
- Dave Carr asked about the decrease in line 690, Dog License Expense. Raymah Simpson replied that the new computer system calculates this better than the old system. Melanie Shokal commented that the money that has to be sent to the state is held in a liability account and not expensed in the budget as that is not the way this should be handled.
- Shaun Lagueux asked if the 2014 New Equipment line will be spent by the end of the year. Michael Capone replied that the computer connection between the state and the town has to be updated and a new router needs to be purchased for the update. The cost is approximately \$1,000. The money will be encumbered if the work is not done by the end of the year.
- Line 810, FA/TX New Equipment: this covers the credit card system expenses.
- Raymah Simpson commented that she would like to see the amount budgeted to pay the town Moderator be increased to \$500 a year.
- Line 291, TC Voting Machine: The state has mandated the purchase of new voting machines in three years. The cost is \$7,000. Raymah commented that the Town should consider setting funds aside to buy the new machine.

Town Administrator Michael Capone presented highlights from the following budgets.

Executive:

- Line 121, Select Board Recording Secretary: This is a new position. The welfare director retired and was not replaced. Welfare responsibilities have shifted internally to the Administrative Assistant. This line covers the preparation of minutes for two meetings per month at four hours each meeting.
- Line 133, Moderator: Increased to \$500.
- Overall Executive budget is down almost \$4,000.
- Carol Huber asked why Health Insurance is lower. Michael Capone replied that there lower amount reflects the decrease in premiums for the new plans that have reduced benefits for employees.

Financial Administration:

- There are no increases and the overall department budget is down.

Property Reappraisal:

- The overall department budget is lower.
- Line 312, Contract Service: last year there was some uncertainty with regard to what would be needed for the utility appeal work. The amount has been lowered.
- Line 810, New Equipment: \$3,000 is needed to purchase a fire proof file for storing records. The files are overcrowded now. There are state regulations of for keeping records.

Legal:

- There is a reduction reported due to the 2014 budget amount not being spent. The money was put towards specific legal challenges. The 2014 remaining amount will be encumbered at the end of the year.
- Kerrin Rounds asked if the average legal cost is \$82,000 per year. Michael Capone replied that a few years ago there was very little legal expense. In the past two years The Avery-Crouse Beach case and the various utility cases have resulted in a very large increase in the legal budget. Generally, we can keep our expense low by using the Municipal Association attorneys to answer some of our questions, but for the ongoing cases we need Town Counsel.

Personnel Administration:

- Line 190, Merit Raises: This came from the Select Board discussion on wage increases. The move is towards merit increases and away from cost of living increases. The dollar amount is roughly equivalent to the amount of \$0.50/hour increase voted last year. With FICA, Medicare, and retirement factored in, the amount ended up at 2.5%. Employee evaluations are due in March. The increase is distributed based on a merit scale. Any balance left would be put into the Accrued Wage Capital Reserve.

- William Cote asked if the merit raise covers everyone, even contracted personnel. Michael Capone replied that everyone is covered except if the contracts have different adjustments.
- Rick Alpers commented that this is a change for department heads. They have to now take the time to evaluate employees and make decisions on compensation. Employees have to be ready to be judged on performance now also.
- Dave Carr asked if each department gets so much of the merit raise budget. Rick Alpers replied that no one can get more than the 2.5% increase. Shaun Lagueux commented that the Select Board will have this discussion every year. Other towns are doing this and it is well documented.
- Kerrin Rounds commented that salaries are made public and the impact on salary lines can easily be seen. Kerrin suggested salaries be one total line in each department to help with morale.

Planning Board: no changes.

Zoning Board: no changes.

Tax Map:

- There is a reduction as additional tasks were completed last year. This year work to the mapping website and maintenance updates will be done.

General Government Buildings:

- Line 111, Maintenance Custodian: this position is budgeted for 30 hours/week for 52 weeks. The Kelley Park money has been moved here. Rick Alpers commented that one person can't do both jobs and that the Kelley Park services may be bid out. Michael Capone commented that the most effective way to do this is two part time jobs.
- Line 640, Custodial Service: bids for the maintenance of the town office building are being looked at. This is not a function of a maintenance person. Janet Cote asked if there were companies that did both maintenance and custodial work. Michael Capone replied that options will be looked at. Companies need to be bonded and insured and that will affect the cost.
- Tom Keegan asked if the carpet in the hallway will be replaced. Michael Capone commented that it probably should be. He noted that the wording on the reserve account for town maintenance needs to be amended to name the Board as agents to expend in order for the Board to be able to address maintenance issues in a timely fashion.

Insurance: estimated increase.

Crossing Guards:

- The cross walk in the square is presently maintained and staffed. The other cross walk at School Street is not staffed as it doesn't appear to be utilized. Having children cross in the main square as the safer option needs to be monitored. If available, there is a police officer at the Middle School to assist with bus and pedestrian traffic, but there is always an officer on North Main

Street. The Town Administrator will check with the Police Chief to see if the Middle School area can be addressed.

Land Use/Health Office:

- Line 120, Land Use/Health Officer: this position is currently staffed for two 8 hour days. Due to increased activity around town, a third day is being considered. This position also supplies administrative support to the Planning Board. Rick Alpers commented that the boards have asked for more technical assistance with applications which will reduce the time required for review of these at Planning Board meetings. Tom Keegan asked if the fees from the Planning and Zoning boards will pay for this. Michael Capone replied that in theory they would. Rick Alpers commented that fees have not been looked at in a while. Shaun Lagueux commented that the increased activity requires more support.

Animal Welfare:

- Line 390, Animal Kennel Contract: this is an estimate.

Welfare Administration:

- There is an overall decrease in the department budget.
- Line 120, Welfare Officer: this is a change in position. The responsibilities have shifted to other staff.

Welfare Services:

- Line 410, Electricity: there is a slight increase in this line.
- Kevin McCaffrie commented that the actual totals look pretty good. Michael Capone commented that the welfare officer has been very diligent in reviewing applications and making sure that all eligibility criteria are met prior to providing assistance. Reimbursements are also sought.

Conservation Commission: Janet Cote, Commission Chair, presented highlights of the department budget.

- Line 120, Secretary: A recording secretary has been hired.
- Line 690, Maintenance of Properties: There have been some issues around the spring. The estimated costs for a new well cover and to purchase impervious material to make a zone around the well head are included in this line.
- Line 560, Meetings/Memberships: \$20 needs to be added to this line for a new total of \$270 as dues were increased.
- The new department total is \$1,982.

Historic District Commission:

- There is no change in the department budget.

Principal L/T Debt: all new debt service has been added in.

Interest L/T Debt: A revised debt service report has been updated.

Tax:

- Line 830, TAN Interest: this has been left at \$1,000. There has been no borrowing for the past two years.

Capital Projects:

- Line 765, Town Master Plan: The work is being done in steps so only the money needed for each step is being raised. William Cote asked how much has been expended so far. Michael Capone replied that he will get the actual amount.

Cemeteries: Archie Auger presented updates on the Town Cemeteries.

- Spring cleanup was done at the six town cemeteries.
- Head stone repairs were completed at a cost of \$1,850. The Cemetery Trustees decided to have volunteers spray the headstones to clean them.
- Three cemeteries have had head stone repairs completed.
- The Cemetery Trustees have voted to request \$4,000 and ask the Budget Committee to keep the request at \$4,000 not \$3,000.
- \$500 will be used this year to remove a dead tree. The remaining \$500 will pay for the town employee who does work to the cemeteries.
- Rick Alpers commented that the cemeteries were in disarray and the Trustees have done a great job fixing them.

Public Comment:

- Mr. John Sellers shared some comments. The library budget appears to have increased 14.4% and should be looked at. The retirement is at a different percent from department to department. Rick Alpers commented that there are different rates for certain employees. Police and Fire have higher rates. Ashley Dolloff commented that the state sets the rates and the rates will change on July 1st. Mr. Sellers commented that the dump stickers are required for each vehicle and not for a household and would like this looked as an option for residents. Mr. Sellers asked if the sewer camera was rented. Rick Alpers replied that it will be a rental. Mr. Sellers commented that the proposed 2.5% merit wage increases are not very much of an increase for employees and that some employees may get even less depending on evaluations. Mr. Sellers asked that a column be added to the budget showing either a percent or dollar amount of

individual line increases and decreases. Kerrin Rounds commented that the Budget Committee can look at the layout of the budget as part of their by-laws discussion.

Kerrin Rounds thanked Michael Capone, Melanie Shokal, and the Department Heads for coming in and presenting their budgets.

The next Budget Committee meeting is on Monday November 17th. By Laws approval and a deliberations schedule will be on the agenda.

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by William Cote. The motion carried with all in favor. The meeting was adjourned at 3:30pm.

Respectfully submitted,

Wendy Costigan, Secretary