

## Selectmen's Meeting Minutes

October 1, 2010 12:00 p.m.

Corner Meeting House

Chairman Ronald Cormier called the meeting to order at 12:00 p.m.; also present were Selectman Jon Pike(2:35), Selectman David Morse, Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Public Works Director Jim Fortin Police, Police Chief Vinnie Baiocchetti(12:30), Fire Chief David Parenti & Deputy Fire Chief Sean McCarty(1:10), Town Planner Candace Daigle(1:50), Park & Recreation Director Janet Breton(2:15), Building Inspector Steve Dalton(2:30) & Winnisquam Echo Reporter.

Those present stood for the Pledge of Allegiance.

### **Budget Work Session**

Town Administrator Beaudin discussed with the Board that the non-union wages had been entered for budgetary purposes at 1 step (2%) for each employee and she had entered benefit costs into each department budget as requested, with exception of Building Inspection & General Assistance which is included in the Executive Budget as well as other Town Hall staff.

### **Public Works Highway Administration**

Selectman Morse moved to accept the revised department request for line item 4311-101 through 4311-505 Highway Administration, Chairman Cormier seconded. Public Works Director Jim Fortin explained that he had made cuts everywhere he could and this is a bottom line budget being presented.

Town Administrator Beaudin discussed that the Public Works union employees per contract will receive one step pay increase which equals 2%, the Public Safety union employees will receive one step per their contract which equals 1.5% and non-union employees have been entered showing a one step increase which equals 2%. Selectman Morse indicated that he would like the non-union wage increase removed from the budget until the union contracts have been re-negotiated and then a decision can be made as to whether or not to increase non-union wages. Chairman Cormier expressed that he was ok with the 2% increase for non-union

employees so long as there were savings throughout the budget. The Board agreed to remove the step increase for non-union employees, to be revisited following union negotiations.

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees. Chairman Cormier seconded and the motion passed unanimously.

### **Highway & Streets**

Selectman Morse moved to accept the revised department request for line item 4311-101 through 4311-999 Highways & Streets, Chairman Cormier seconded. Jim Fortin discussed with the Board his overtime line has been cut, the cost of salt is down again and the catch basin cleaning cost is down reflecting the every other year cleaning. Chairman Cormier noted that the cost of asphalt is also lower.

The Board voted unanimously to approve this budget request as noted.

### **Street Lighting**

Selectman Morse moved to accept the revised department request for line item 4316-202 Street Lighting. Town Administrator Beaudin noted that this is for the actual cost of electricity to power the street lights.

The Board voted unanimously to approve this budget request as noted.

### **Highway Block Grant**

Town Administrator Beaudin indicated that she has not received this year's amount for the Highway Block Grant and will bring this figure back to the Board when it is available.

### **Water Department**

Selectman Morse moved to accept the revised department request for line item 4331-101 through 4331-999 Water Department, Chairman Cormier seconded. Jim Fortin noted there is a new line for Tool & Testing Equipment which wasn't previously budgeted for and the tank & well line it increased due to the building at well #1 needing to be repaired. Selectman Morse noted that overall the budget is up approximately \$8,000, some of which is due to benefits. Chairman Cormier noted that there are offsetting revenues and the rate structure appears to be ok at this time.

The Board voted unanimously to approve this budget request as noted.

### **Capital Reserve – Water System Repair & Maintenance**

Selectman Morse moved to accept the revised department request for line item 4915-501. It was discussed that this line item is for the continued maintenance of the water system.

The Board voted unanimously to approve this budget request as noted.

## **Sewer Department**

Selectman Morse moved to accept the revised department request for line item 4321-101 through 4321-888, Chairman Cormier seconded. It was noted that the technician line had been increased to a 40 hour a week position, Jim Fortin expressed that it needs to be a full time position at this point. Selectman Morse expressed that with the added salary and the benefits that would go along with the full time position the increase for what was a part time position will be huge. Town Administrator Beaudin added that with the requirements of the Winnepesaukee River Basin Project there is a need for two people. Chairman Cormier commented that the rate structure for the sewer department really needs to be discussed before it can be determined what the budget can support.

Selectman Morse moved to table the Sewer Department budget until the rate structure can be discussed. Chairman Cormier seconded and the motion passed unanimously.

## **Capital Reserve – Heavy Equipment**

Selectman Morse moved to accept the revised department request for line item 4915-003 Heavy Equipment, Chairman Cormier seconded. The Board discussed that this is to offset the purchase of a pickup truck for the Public Works department.

The Board voted unanimously to approve this budget request as noted.

Jim also discussed with the Board the recent failure of the vehicle lift at the Public Works garage. He was currently getting quoted and it appears the replacement cost will be approximately \$20,000. Jim noted that without the lift, what would normally be an hour job turns into a 3 or 4 hour job on the ground. The Board agreed that the replacement is necessary and should take place as soon as possible.

Chairman Cormier moved to authorize the purchase of a vehicle lift for the best possible price. Selectman Morse seconded and the motion passed unanimously.

## **Capital Reserve – Drainage**

Selectman Morse moved to accept the revised department request for line item 4915-201 Drainage Project, Chairman Cormier seconded. Jim discussed with the Board some of the drainage projects and the importance of maintaining drainage to avoid damage to the roads. Town Administrator Beaudin noted that the balance in this account is currently approximately \$74,000.

The Board voted unanimously to approve this budget request as noted.

## **Capital Reserve – Sidewalk**

Chairman Cormier moved to accept the revised department request for line item 4915-004, Selectman Morse seconded. It was discussed that if the Village projects move forward the sidewalks will be an important part. As well as the Church Hill sidewalk project moving forward.

The Board voted unanimously to approve this budget request as noted.

## **Police Department**

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4210-101 through 719, Chairman Cormier seconded.

Chief Baiocchetti was present to discuss his budget requests with the Board. He noted that he worked with Town Administrator Beaudin and he is presenting a very tight budget. Selectman Morse noted that there wasn't a request for any additional positions, Chief Baiocchetti confirmed but noted that next year he will be requesting additional personnel. He added that he had a tough year with radio equipment and the budget request will reflect an increase in radio repair and service contract to accommodate for the necessary changes. Town Administrator Beaudin noted that the water and sewer items have been moved to the General Government Building budget for Police and Fire. Chief Baiocchetti noted that his overtime budget had been significant due to the individuals that took FMLA. Otherwise his staffing is good.

The Board voted unanimously to approve this budget request as noted.

## **Capital Reserve – Police Vehicles**

Selectman Morse moved to accept the revised department request for line item 4915-006 Police Vehicles, Chairman Cormier seconded. Chief Baiocchetti indicated that this is request for 2 new cruisers. He isn't sure what the vehicle will cost at this point but it will be the best price possible. Chairman Cormier asked if he gets them under State contract, Chief indicated that he can usually acquire them for less.

The Board voted unanimously to approve this budget request as noted.

## **Fire Department**

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4220-101 through 4220-999, Chairman Cormier seconded.

Chief Parenti explained that it is his desire to use a portion of the Comstar funds as offsetting revenue toward approximately \$91,000 of EMS related expenses with in his budget. Chairman Cormier noted that it had recently been the practice to reserve the Comstar funds for larger equipment type purchases. Chief Parenti noted that he has projected out 7-8 years for the CIP and feels that he can accomplish both. Chairman Cormier noted that the initial budget request has increased approximately \$60,000. Chief Parenti indicated that a portion of the increase would be for the half year Fire Inspector position that he is proposing and he is projecting to have offsetting revenue of approximately \$10,000 from the inspection fee schedule that is being created. Chairman Cormier noted that the current proposal is to have the Fire Inspector work full time for half the year.

Town Administrator Beaudin explained that she had met with the Fire Chief, the Code Enforcement Officer and Town Planner to discuss the function of an inspector working jointly between departments. Everyone agrees that they believe the logistics of the position could be worked out and the individual would work directly for the Fire Department. Selectman Morse noted that although initially it is a half year request the actual cost of the position with benefits for a full year would be more than \$80,000. Chairman Cormier commented that he doesn't

think that this could be a fulltime position and that the Fire Department and Building Office should work to find a happy medium at a part time level.

The Chief reviewed the rest of his budget with the Board pointing out areas that he has changed to more accurately reflect where he feels the department's needs are and the meet some federal requirements.

The Board voted unanimously to approve this budget request as noted.

### **Emergency Management**

Selectman Morse moved to accept the revised department request for line item 4290-999, Chairman Cormier seconded and the motion passed unanimously.

### **Capital – FD Replace Engine**

Selectman Morse moved to accept the revised department request for line item 4902-009 FD Engine, Chairman Cormier seconded. There was a brief discussion regarding the condition of the 3 engines the department currently has and the rotation and order in which they run and would be considered for replacement. The Board felt that the largest purchase should be discussed by the entire Board and with Selectman Pike being the most knowledgeable about vehicles not being present the engine should be discussed at a future meeting when all members are present.

Selectman Morse moved to table this budget item, Chairman Cormier seconded and the motion passed unanimously.

There was a discussion regarding the fact that the vehicles being requested for replacement may be different than they have been in the past. Chief Parenti noted that different managers may look at the overall picture for the department differently and he asked that the Board review his requests with a clean eye.

### **Capital – FD Utility Truck**

Selectman Morse moved to accept the revised department request for FD Utility Truck, Chairman Cormier seconded. Chief Parenti noted that the current Forest Fire vehicle needs to be retired, the current utility truck would be moved to the Forest Fire truck position and the new truck would be set up as the Utility vehicle.

The Board voted unanimously to approve this budget request as noted.

### **Land Use**

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4191-101 through 4191-507, Chairman Cormier seconded.

Town Planner Candace Daigle was present to discuss with the Board her budget, she noted that over all her budget is down 10% however that did take in account the 2% increase for employees. She added that although 2 of them are contract employees their contract indicates that they will receive what non-union employees receive for and increase so she will adjust her budget to reflect the change the Board has made regarding no increase for non-union

employees. She added the over the last three years her budget has only increase \$2900 which does not take into account increases in salaries.

The Board voted unanimously to approve this budget request as noted. They thanked Candy for her hard work in keeping her budget level.

### **Conservation Commission**

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4600-101 through 4600-999. Candy indicated a small decrease in professional services line; otherwise the budget is the same as last year's request. Selectman Morse asked if the commission had a chance to review the budget with these latest changes, Candy indicated that they had not seen the latest change. Selectman Morse felt they should see the change prior to the Board voting on it.

Selectman Morse moved to table the Conservation Commission budget until they have a chance to review it, Chairman Cormier seconded and the motion passed unanimously.

### **Parks & Recreation**

Town Administrator Beaudin explained that she sat down with Janet and they looked at Janet's hours and the programs that are being provided that the impact the Old Home Day planning would have if it had to be taken on by the Parks & Rec. Department and discussed is it time for this position to be full time. The position has taken on a number of new things since Janet began the job. She noted that the budget reflects 30 hours but she is asking the Board to consider the position for 40 hours. Janet noted that she has recently been approached about adding an after school program similar to the summer program.

Selectman Morse asked what the process is for preparing her budget and what involvement the Recreation Committee has. It was noted that the committee isn't involved in the budget process and they are strictly for advisory purposes. Chairman Cormier commented that this is the fifth year for Janet and he believes that the creation of the Parks & Rec. Director position has been very successful and it is growing and perhaps needs to be taken to the next level. He added that he has heard positive comments from many people and expansion may be a good idea. Selectman Morse suggested they review the budget as presented and if it is decided later that a change is to be made regarding the position the budget can be revisited.

Selectman Morse moved to accept the revised department request for line item 4520-101 through 4520-719, Chairman Cormier seconded. Janet commented that the Park Attendant was working out great and he seemed to be building a relationship with the kids and the overall atmosphere at the Park has improved. It was noted that Allen was performing a lot of Maintenance that has allowed for that line item to be reduced. It was again noted how valuable Allen is to the Town for these types of things.

The Board voted unanimously to approve this budget request as noted. Selectman Pike joined the meeting at 2:35 p.m.

### **Beach**

Selectman Morse moved to accept the revised department request for line item 4521-101 through 4521-505, Chairman Cormier seconded. Janet explained that this budget is relatively unchanged with the exception that she is requesting a part-time gatekeeper for 18 hours a week

from June 10<sup>th</sup> to September 4. As discussed previously there were complaints regarding non-residents using the beach and parking being an issue because of it. Selectman Morse commented that he isn't opposed to this option he just isn't sure it's a solution. He feels it a hit or miss problem and that it isn't happening every weekend. Chairman Cormier noted that it isn't the Police Departments or the Lifeguard's responsibility to perform this type of monitoring; however the Police are available if there are issues that arise at the beach. It was noted that the situation could be monitored to determine if and when someone is needed but if budgeted for from the start someone could be hired with the condition of the need for coverage.

The Board voted unanimously to approve this budget request as noted.

### **Building Inspection**

Selectman Morse moved to accept the revised department request for line item 4240-101 through 4240-999, Chairman Cormier seconded. Steve noted that nothing has been budgeted for the part time field inspector that previously worked out of his office because he was under the impression that his position would be combined with the Fire Department request for a Fire Inspector. Chairman Cormier noted that the Board is still discussing combining the positions. Steve noted that he felt the position in his office could be filled for 10 hours per week at \$17.00 per hour if the position isn't going to be filled in the Fire Department. The Board briefly discussed the number of hours that would be split between departments if pursued in that fashion. Selectman Morse felt that the line item for the Field Inspector in the Building Office budget should have an amount in it to cover the position in case the Inspector Position isn't pursued.

Selectman Morse moved to add \$8,840 to line item 4240-141, Selectman Pike seconded and the motion passed unanimously.

The Board voted unanimously to approve this budget request as noted.

Steve also discussed with the Board that receiving a retired Police vehicle was fine with him at this time however would like to be considered in the future to receive one of the Fire Department 4 wheel drive vehicle upon it being retired.

### **Executive Office**

Town Administrator Beaudin explained to the Board that by contract her salary line shows a 2% increase as she chose not to receive an increase last year. The Executive budget shows benefits for Town Hall staff, excluding Land Use but including Building Inspector & General Assistance. She noted an increase in the computer line for the purchase of a new server for the Vision assessing program as the current server is 7 years old and has experienced one crash already. She added that there were decreases in Publications, Professional Services & Engineering Services and an increase in General Expense due to retirements and deaths.

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4130-101 through 4130-999, Chairman Cormier seconded and the motion passed unanimously.

### **Property Taxation (Assessing)**

Selectman Morse moved to accept the revised department request excluding the step increase of 2% for non-union employees for line item 4152-102 through 4152-710, Chairman Cormier seconded. Town Administrator Beaudin noted decreases in Appeals and Appraisals.

The Board voted unanimously to approve this budget request as noted.

### **Legal**

Selectman Morse moved to accept the revised department request for line item 4153-275. Selectman Pike seconded. Town Administrator Beaudin explained that there was a reduction in the line as she anticipated minimal need during union negotiations.

The Board voted unanimously to approve this budget request as noted.

### **Personnel Administration**

Selectman Morse moved to accept the revised department request for line items 4155-100 and 4155-318 and requested that they be moved into the Executive budget, Selectman Pike seconded and the motion passed unanimously.

### **General Government Buildings**

Selectman Morse moved to accept the revised department request for line item 4194-201 through 4194-980, Chairman Cormier seconded. Town Administrator Beaudin indicated that hydrant rent for the village and Winnisquam as well as Department water charges had been added to this budget. She also noted that other projects that Allen has recommended are included.

The Board voted unanimously to approve this budget request as noted.

### **Health Agencies**

Selectman Morse advised that he would like to review the requests that were received for next year prior to voting on this budget. Town Administrator indicated that she would provide that information and noted that Genesis was the only request that increased.

### **Solid Waste**

Town Administrator Beaudin advised the Board that she had removed the recycling option from the Solid Waste budget and can be brought back in the future if the Board chooses. The Co-op tonnage rate is estimated to be \$66.50/ton. The Waste Management line item was increased to reflect the contract agreement.

Selectman Morse moved to accept the revised department request for line item 4323-470 through 4325-450, Selectman Pike seconded and the motion passed unanimously.

**Debt Services**

Selectman Morse moved to accept the revised department request for line items 4711-004 Pleasant Valley Principal Debt, 4721-004 Pleasant Valley Interest Debt, & 4723-001 TAN Anticipation Debt, Chairman Cormier seconded and the motion passed unanimously.

**Capital – Town Clerk Document Restoration**

Selectman Morse moved to accept the revised department request for line item 4902-060 Town Clerk Document Restoration, Chairman Cormier seconded and the motion passed unanimously.

**Capital – State Surplus Purchases**

Selectman Morse moved to zero out line item 4902-700 State Surplus Purchases as he feels these types of purchases can be made from a departments operating budget, after a brief discussion Chairman Cormier seconded and the motion passed unanimously.

**Capital – Town Safety Compliance**

Town Administrator Beaudin advised that she had reduced this line item and departments can purchase safety related equipment from their operating budgets. This line is for unanticipated expenses related to safety as well as required training.

Selectman Morse moved to accept the revised department request for line item 4902-701, Chairman Cormier seconded and the motion passed unanimously.

**Capital – Environmental Contingency**

Town Administrator Beaudin indicated that this line item has been reduced It is typically used if an environmental issue where to arise.

Selectman Morse moved to accept the revised department request for line item 4909-022, Chairman Cormier seconded and the motion passed unanimously.

**Next Meeting**

The next regular Board of Selectmen’s meeting will be Monday, October 4, 2010 at 5:00 p.m., at the Corner Meeting House.

**Adjournment**

The meeting adjourned at 3:40 p.m.

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Ronald Cormier, Chairman

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Jon Pike, Vice Chairman

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David Morse