

## Selectmen's Meeting Minutes

September 17, 2007, 4:00 p.m.

Corner Meeting House

Chairman Ron Cormier called the meeting to order at 4:00 p.m., also present were Selectman Reginald Caldwell, Selectman Jon Pike., Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Police Chief Vincent Baiocchetti, Town Planner Candy Daigle (4:12), Town Accountant Brenda Paquette (5:05) and Ray Carbone with the Daily Sun.

Those present stood for the Pledge of Allegiance.

### **Old Business**

#### **Concord Street Drainage**

Town Administrator Beaudin advised the Board that bids have been received and opened for the Concord Street Drainage project (Cherrette Property) and the low bidder for the project was J Parker and Daughters at \$52,413. Rick Ball has checked their references, the City of Laconia being one of them and all are satisfied with their work. It is being recommended that the bid be awarded to them. The bids ranged from \$52,413 to \$84,563. Selectman Caldwell moved to award the Concord Street Drainage project (Cherrette Property) to low bidder, J Parker and Daughters at \$52,413.00. Selectman Pike seconded and the motion passed unanimously.

### **New Well**

Town Administrator Beaudin had asked the auditors to check the appropriations for the New Well to determine if there were appropriations that existed that could be utilized for that project; they confirmed that there were funds available that can be used toward that project significantly reducing the amount of the bond that will be needed for that project.

### **Budget Work Session**

Town Administrator began by explaining that none of the budgets have salary figures at this time.

## **Executive Budget**

Town Administrator explained that she had increased the Selectman wage line again this year including an explanation of the hours that the Board works and based the increase on that. She noted small increases to the postage, registry of deeds, books & subscriptions and NHMA dues, line items due to increases in cost or expenditures in those budgets. Town Administrator Beaudin added that previously the copier lease and maintenance contract were taken from several accounts and she has combined all fees into Copier Lease/Service line item. Selectman Caldwell moved to accept the Executive Office budget, line items 4130-101 & 4130-105, 4130-210 through 4130-999 in the amount of \$156,348. Selectman Pike Seconded and the motion passed unanimously.

## **Property Taxation**

Town Administrator Beaudin explained that this budget has seem minimal change with a slight increase in service contracts and a reduction in appraisal fees due to Cary being able to work in the field and do a lot of that work. Selectman Caldwell moved to accept the Property Taxation budget, line items 4152-240 through 4152-710 in the amount of \$18,600. Selectman Pike seconded and the motion passed unanimously.

## **Legal & Judicial**

The Legal & Judicial budget remains the same as last year. Code enforcement issues will utilize the Police Departments Prosecutor for court level offenses. Selectman Caldwell moved to accept the Legal & Judicial budget, line item 4153-275 in the amount of \$40,000. Selectman Pike seconded and the motion passed unanimously.

## **General Government Buildings**

Town Administrator Beaudin advised the Board that she had an energy audit performed at the Police Department, Mill Building, Public Works and Town Hall. The cost to have the update done is approximately \$22,000 with PSNH rebate \$11,000. This would generate a substantial savings for each department, \$1,200 annually for Town Hall, \$1,400 annually for the Mill Building, and \$2,200 annually for the Police Department. Chairman Cormier asked why there is a significant increase in the phone line item again this year; Town Administrator Beaudin explained that a service contract was being purchased for the phone system due to costly repairs on the ageing phone system. Chairman Cormier suggested that a new system be looked into for the future. Town Administrator Beaudin noted that this budget had increased approximately 3% overall. Selectman Caldwell moved to accept the General Government Buildings budget, line items 4194-201 through 4194-980 in the amount of \$131,500. Selectman Pike seconded and the motion passed unanimously.

## **Solid Waste**

Town Administrator Beaudin advised that she is waiting for additional information from the CO-OP before presenting final budget figures for the Solid Waste budget. No vote was taken.

## **Health Agencies**

Town Administrator Beaudin noted that all the Health Agencies request were similar to last years with the exception of Youth Service Bureau (YSB). Chairman Cormier asked Chief

Baiocchetti if the Town of Belmont had any additional usage of the YSB's program, Chief Baiocchetti indicated that to his knowledge the Town of Belmont had not referred any more people to the program, he noted that issues could arise in other communities that may involve Belmont residents that are then referred to the programs by those other communities. Chairman Cormier suggested that another request be made this year to have YSB provide data regarding the number of Belmont residents that have utilized the programs. Chief Baiocchetti indicated that he would forward that request to YSB. Town Administrator Beaudin commented that the other programs statistical data substantiates their requests. No vote was taken.

### **Patriotic Purposes**

Town Administrator Beaudin advised that she had received a request from Tina Fleming for the Old Home Day committee requesting that their budget be increased to \$5,500. She noted that she had already increased it to \$4,500. Tina provided documentation that showed expenses in the range of \$7,000. Chairman Cormier explained that he had taken an interest in OHD last year and had attended meetings and seen some changes happen and feels that this year's event was more successful than some in the recent past. He added that he thinks the schedule conflict needs to be addressed and perhaps the date be changed to another weekend, there are just too many events scheduled for that weekend. He also feels that an increase in vendor fees and advertising fees needs to be looked at, with the OHD committee doing additional fund raising and would be willing to meet them halfway with their requested increase. He explained that there are several new volunteers which has helped significantly. Selectman Pike moved to amend line item 4583-453 to \$4,750. Selectman Caldwell seconded and the motion passed unanimously. Selectman Pike moved to accept the Patriotic Purposes budget as amended, line items 4153-453 through 4584-999 in the amount of \$14,750. Selectman Caldwell seconded and the motion passed unanimously.

### **Principle Debt**

Selectman Caldwell moved to accept the Principle Debt budget, line items 4711-001 through 4711-003 in the amount of \$52,500. Selectman Pike seconded and the motion passed unanimously.

### **Interest Debt**

Selectman Pike moved to accept the Interest Debt budget, line items 4721-001 through 4721-003 in the amount of \$4,429. Selectman Caldwell seconded and the motion passed unanimously.

### **TAN Debt**

Selectman Caldwell moved to accept the TAN Debt budget, line item 4723-001 in the amount of \$5,000. Selectman Pike seconded and the motion passed unanimously.

### **Land Use**

Town Administrator Beaudin explained that the Land Use budget has minimal changes with the most significant increase being a one time tax map update charge. Candy indicated that the revenue for this budget has been increased to \$8,000. Selectman Caldwell moved to accept the Land Use budget, line items 4191-210 through 4191-507 in the amount of \$44,240. Selectman Pike seconded and the motion passed unanimously.

## **Conservation Commission**

Candy presented the Conservation Commission's budget noting their request remained the same with the exception of the projects line which they are requesting be increased by \$2,000 to continue to put out their newsletter. Candy noted that they have been producing it for 2 years which initially was covered by a grant. The newsletter is nice and very informative. Selectman Caldwell moved to accept the Conservation Commission budget, line items 4600-297 through 4600-999 in the amount of 15,300. Selectman Pike seconded and the motion passed unanimously.

## **Building Inspection**

Town Administrator Beaudin explained that the Building Inspection budget is not ready at this time and will be presented at a future meeting.

## **Police Department**

Town Administrator Beaudin pointed out that the break down for all the Police Department budget requests are broken down in the annual report provided by Chief Baiocchetti. The Board discussed proposing the Special Duty Revolving account again this year at Town Meeting and try to make it clearer as to the benefit of the account. Chief Baiocchetti noted that overall the operational budget is down from last year. He pointed out that his phone line item has also increased this year due to the say reason of the service contract with the new company. There was a discussion regarding fuel cost and Town Administrator Beaudin explained that the Town is currently in the process of updating the remote fuel access system, which should provide a fuel cost savings in the future. The Chief explained that budgeting for fuel right now is very difficult with the cost fluctuating from day to day. The Board felt that the fuel budget line item should be increased to more accurately reflect what has been spent year to date. Selectman Pike moved to amend line item 4210-710 to \$35,000. Selectman Caldwell seconded and the motion passed unanimously. Selectman Caldwell moved to accept the Police Department amended budget, line items 4210-201 through 4210-719 in the amount of \$366,698. Selectman Pike seconded and the motion passed unanimously.

Chairman Cormier asked Town Administrator Beaudin to get a cost estimate to upgrade the furniture at the Corner Meeting House.

## **Town Clerk Function**

Town Administrator Beaudin reviewed this budget with the Board noting minimal change with a small increase for service contracts and mileage due to the closing of the bank across the street someone will have to take the deposit to the bank daily. Selectman Pike expressed that he doesn't think this is a safe option and would like other options to be considered such as the Police Department doing a bank run. Town Administrator Beaudin explained that there are several issues with that option such as a call coming in while they are en-route to the bank or the availability daily at the same time is highly unlikely and the State deposit has to made at the same time every day. She also pointed out that the majority of communities take their own deposits to the bank daily. Chairman Cormier suggested that a Town vehicle be made available as he feels it is a less expense cost than paying mileage on a personal vehicle. Town Administrator Beaudin explained that there isn't one available at this time; however, the Board could make the decision to utilize an upcoming retired Police vehicle if new cruisers are approved for the Police Department. Selectman Pike reiterated that he feels it is a safety concern. Chairman Cormier added that he doesn't have that same concern, but does

feel that there should be a general Town vehicle that could be utilized for this purpose as well as if employees had training or conferences to attend. Selectman Caldwell moved to accept the Town Clerk Function budget, line items 4140-210 through 4140-505 in the amount of \$18,012. Selectman Pike seconded and the motion passed unanimously.

### **Election & Registrations**

Brenda Paquette advised the Board that there will be 5 elections this year and the supervisors are working more hours due to the new State software which has made the checklist process much more time consuming. Selectman Caldwell moved to accept the Elections & Registrations budget, line items 4141-101 through 4141-999 in the amount of \$10,740. Selectman Pike seconded and the motion passed unanimously.

### **Financial Administration**

Town Administrator Beaudin explained that the large printer in the Tax Office is in need of replacement. Carol has compared the cost of producing tax bills in house versus through an outside contract. She has shown a savings of approximately \$1,000. Following a brief discussion regarding the actual savings Selectman Pike suggested that no decision be made on the budget until Carol can be present to explain the costs to the Board.

### **General Assistance**

Town Administrator Beaudin reviewed this budget with the Board, noting minimal change with the addition of a couple of line items for conferences & dues and books & subscriptions. Donna has also added a training & mileage line item which she has not had in the past, all with minimal requests. Selectman Caldwell moved to accept the General Assistance Administration budget, line items 4441-210 through 4441-505 in the amount of \$2,949. Selectman Pike seconded and the motion passed unanimously.

### **Assistance Payments**

Town Administrator Beaudin advised the Board that Donna is utilizing all resources to the maximum. She has done a great job of keeping the expenses to the Town at a minimum. She noted that the fall can be a time of higher expenses due to PSNH and fuel expenses; however Donna had the fuel pre-buy program last year and is currently working on that program with Fuller Oil for the upcoming year. Overall this budget is down from last year. Selectman Caldwell moved to accept the General Assistance Vendor Payments budget, line items 4445-430 through 4445-4441 in the amount of \$149,770. Selectman Pike seconded and the motion passed unanimously.

### **Highway Block Grant**

Town Administrator Beaudin pointed out that at this time last year Highway Block Grant figure is being used as the State has not forward the amount for next year yet. Selectman Caldwell moved to accept the Highway Block Grant budget, line item 4319-001 in the amount of \$156,175. Selectman Pike seconded and the motion passed unanimously.

### **Street Lighting**

Selectman Pike asked why there is an increase in the Street Lighting budget, Town Administrator Beaudin explained that there have been several new lights added this past year.

Selectman Caldwell moved to accept the Street Lighting budget, line item 4316-220 in the amount of \$9,000. Selectman Pike seconded and the motion passed unanimously.

### **Emergency Management**

Chairman Cormier explained that this account is to be utilized if there is a need to defend the Town which typically isn't needed. Town Administrator Beaudin advised the Board that this year the Fire Department utilized the account to purchase a laptop computer for the fire truck on scene to communicate with the Station. Chairman Cormier commented that he wasn't sure that qualified for Emergency Management funds. Town Administrator Beaudin indicated that it was to coincide with the Emergency Operations Plan. Selectman Caldwell moved to accept the Emergency Management budget, line item 4290-999 in the amount of \$10,000. Selectman Pike seconded and the motion passed unanimously.

### **Miscellaneous**

Town Administrator Beaudin explained to the Board that Jim Fortin has inquired about painting two yellow lines on the roads that are being striped this year. Selectman Caldwell felt that there isn't room on most of the roads for two lines and that a single line was his preference. Chairman Cormier felt that two lines would be best, however if there wasn't room for two line than a single line was fine. Town Administrator Beaudin will advise Jim Fortin that he can have two lines painted on those roads that have adequate room for two lines and a single line on the others.

Chairman Cormier asked if there were an individual available to attend the grant writing workshop that he had provided information on. Town Administrator Beaudin expressed that although she feels the course would be of great help to the Town in acquiring grants there isn't anyone at this time that is available to take the course. She noted that Sean McCarty does have some grant writing knowledge and she would ask him if he is available to attend the workshop.

### **Adjournment**

The meeting adjourned at 6:00 p.m.

---

Ronald Cormier, Chairman

---

Reginald Caldwell

---

Jon Pike