

Municipal Budget Committee

Meeting Minutes

October 21, 2008, 6:30 P.M.

Corner Meeting House

Chairman Ron Mitchell Called the meeting to order at 6:30 p.m. Committee members present were Norma Patten, Tonyel Mitchell-Berry, Fred Wells, David Morse, Glenda Hill, Ken Ellis, Ken Knowlton, Linda Frawley, Albert Akerstrom, and Selectman Ron Cormier . Others in attendance were Town Administrator K.Jeanne Beaudin, Town Planner Candace Daigle, Fire Chief Jim Davis, Deputy Fire Chief Sean McCarty, Building Inspector Steve Dalton, Town Accountant Brenda Paquette, Town Clerk/Tax Collector Cynthia DeRoy, and Receptionist Tracey Russo. Gary Flack and Mark Roberts were excused from tonight's meeting.

Minutes:

Albert Akerstrom made a motion to accept last weeks meeting minutes as written Ken Ellis seconded. Ken Knowlton would like to have the minutes reflect that the Fire Department Inspector must only be working on Inspections versus being used as a regular fireman. Also he would like to see a fee schedule offset to see how much revenue this position will bring in compared to the number of inspections done. Motion passed unanimously.

Town Administrator K. Jeanne Beaudin gave an overview of the Health Insurance rates. It has been reduced by .8%, dental rates increased by 3.7%. However with our modification factor discount and our trim discount worker's compensation rates went down. Life insurance stayed the same and disability insurance went down by 14.9%. Linda Frawley asked what the exact benefits to the employees are. To which Town Administrator K. Jeanne Bueadin replied they are health, dental, life and disability. There was some discussion about the 3% increase in salaries this year. To which Selectman Cormier replied that it barely keeps up with the cost of living, they the BOS felt it was worthwhile considering the economic times. Ms. Frawley wanted to know if any thought has been given to the merit based system. Selectman Cormier replied it has been thought of but what to base it on. It's difficult to set a standard in government positions.

General Government Buildings

Chairman Mitchell began by asking Town Administrator Beaudin if we were locked in at the \$4.29 a gallon on oil, considering the recent drop in prices. To which she replied that she has written letters to Kerry Matson of Fred Fuller Oil and Scott Isabelle the Superintendent for the Gilford School System. Mr. Isabelle was conducive in getting several communities together to purchase a larger quantity of oil for a lower price. Considering the economy when this was done in July this seemed a good price at the

time. However there is no verbiage in the contract that would state a price reduction if market prices were to drop. The buildings participating in the program are the Town Hall, Corner Meeting House and the Winnisquam Fire Dept. Town Administrator Beaudin is hoping with gentle persistence she may be able to sway Fuller Oil Company to reduce the price. Unfortunately like many we may be locked in to the higher price. David Morse would like to know why the unmanned Winnisquam Fire Department uses more fuel than the Town Hall. Fire Chief Jim Davis explained that the building is kept at 58 degrees and when the big doors open it takes a long time to heat back up to that temp. That they also have two fuels Kerosene and #2 heating oil. David commented that obviously energy efficiency didn't carry over to that building. Town Administrator Beaudin replied that Alan Daisey is looking into that, possibly with some programmable thermostats like the Town Hall has. Town Administrator Beaudin also explained there were several upgrades to lighting in the Police Dept., Public Works Garage and the Town Hall. The CMH was not recommended for the upgrades. Linda asked why we pay phone charges at the mill when we have no staff there. It was explained that it's for the alarm system. Ken Knowlton motioned articles 01-4197-201 to 01-4194-505 and 01-4194-880 to 01-4194-980 Ken Ellis seconded, motion passed unanimously.

Land Use

Town Planner Candace Daigle presented the budget. She stated the acceleration of growth has slowed in the town. Permits requests are down. Some of the projects the Land Use office have been involved in this past year are, revisions of earth excavations, applying the aquifer protection act, reconstruction of Old Prescott Hill Rd., Converting or accepting private roads to public ones. They implemented a customer service survey, and have been quite busy with the Maple Hill Acres project. Rick Ball took on a rather large project involving the U.S. Census bureau and confirming addresses which has been completed. There was some discussion on the postage increases which have gone up rather significantly, whether or not the \$5,780.00 would be adequate for the postage needed for the coming year. However with the number of applications down and postage up it was felt that the numbers would equal out. Linda Frawley asked about the numbers used for publications maybe they should be the same in each department. Town Administrator Beaudin replied that has been tried in the past however it didn't work out. Ms. Frawley also asked where we advertise. It was explained that the Town's advertising is done in several different publications; The Daily Sun, The Citizen, The Winnisquam Echo. However Land Use items have to be published in specific publications. There was some general discussion about the Lakes Region Planning Commission, whose main focus is the gathering and maintaining data, producing and saving it in a retrievable format. David Morse said it seems as if your budget is pretty fixed. Town Planner Daigle responded yes it is, as the economy slows down violations increase. We always have more work than we can do. Albert Akerstrom made a motion to move items 01-4191-101 to 01-4191-507 Norma Patten seconded. Motion passed unanimously.

Conservation

Ken Ellis made a motion to accept items 01-4600-101 to 01-4600-999 Albert Akerstrom seconded; the motion passed unanimously.

Town Clerk

Town Clerk/ Tax Collector Cynthia DeRoy presented her budget. It has been a very busy year in this department; Town Clerk DeRoy has completed certification for a certified tax collector. She also completed her state training. Town Clerk DeRoy has rearranged the office thereby making it more people friendly. The office went live with the state causing some problems, extra time with the customers and more steps for the workers. Revenue registrations are down people seem to be transferring plates more and re-registering older vehicles. They will be looking to do registrations online hopefully by next year. This was the first year tax bills were sent out using an outside company to process them. This saved \$1,300.00. Linda Frawley asked about getting a bulk rate on the mailing due to the fact postage increases seem to be an issue. Town Administrator Beaudin explained that we don't do that many large mailings and that they are looking into having the water and sewer bills done outside again. Ms. Frawley expressed some curiosity as to what training would be going on. Town Clerk DeRoy said she would like to get her Deputy's certification, also the tax convention and clerk's convention. Norma Patten made a motion to accept 01-4140-101 to 01-4140-505 Ken Ellis seconded motion passed unanimously.

Financial Administration

Ken Knowlton made a motion to accept items 01-4150-101 to 01-4150-999 Ken Ellis and Linda Frawley both seconded. The motion passed unanimously.

Executive Offices

Linda Frawley started by asking is it customary for the Trustee of Trust Funds to get paid. Town Administrator Beaudin said they have been paid for as long as she can remember. The Trustee of Trust Funds has complete control over several funds and it seemed easier to give them a lump sum check than to pay receipts. Ken Knowlton asked Selectman Cormier if there has been any discussion of increasing the number of selectman. Selectman Cormier said that yes and hopefully at some point they could get a charter commission together. There is certainly enough work for five selectman. Ken Knowlton made a motion to accept items 01-4130-101 through 01-4130-240 and 01-4130-260 through 01-4130-999 Ken Ellis seconded motion passed unanimously.

Assessing

Ken Knowlton asked is there anyone who does appraisals other than Vision Appraisal. Town Administrator Beaudin explained that Vision Appraisals does not do our appraisals. Commeford, Neider & Perkins are the Town Assessors along with doing our commercial pick-ups. Town Administrator Beaudin renewed property appraisal practices for five years. Town Assessor Cary Legace completed her training for State of New Hampshire Certified Assessing Assistant. David Morse asked why there is repair and maintenance on the vehicle. It was explained that the vehicle is shared between Assessing, Land Use and Building Code Enforcement Field Officer. Ken Knowlton made a motion to accept items 01-4152-102 through 01-4152-710 Norma Patten seconded the motion passed unanimously.

Building Inspections

Ken Ellis made a motion to accept items 01-4240-140 and 01-4240-141 Albert Akerstrom seconded the motion passed unanimously.

Fire Department

Ken Ellis made a motion to accept 01-4220-101, 01-4220-102 Norma Patten seconded motion passed unanimously. There was some discussion by David Morse of why there seemed to be so much overtime by the lieutenants and wasn't there a way to decrease that amount. Fire Chief Davis responded by explaining that there are two senior lieutenants who have accrued quite a bit of vacation time, along with mandatory training. When a person is out for the day another of the same rank is needed to fill in for that person. The station has to be covered at all times by man to man. Selectman Cormier explained also that some things were mandated by the union. So as much as we would like it to change our hands are effectively tied. Ken Ellis made a motion to accept items 01-4220-105 through 01-4220-107 Norma Patten seconded the vote was 9-1 David Morse did not endorse motion passed.

There was some discussion as to mutual aid between members and Deputy Fire Chief Sean McCarty. Deputy McCarty explained that there were 178 mutual aid out of town calls from January 2008 to October 14th following are the numbers broken down. We received mutual aid 39 times from other communities, 21 were for auto medical aid to Canterbury. Out of town building fires accounted for 22, there were 51 cancelled in route calls, 84 broken down to various other towns. This is factored into the 1030 calls for the year. David Morse said maybe we should consider going up on our rates due to the fact we seem to be giving a lot more help than receiving. Deputy McCarty replied that would have to be taken up with the BOS. Chief Davis wanted it known that this community is always covered first and foremost. Chairman Mitchell would like to get back to the business at hand being the Fire Inspector. Ken Knowlton would like to know if the cost of the inspections collected will cover the cost of this person. Deputy McCarty explained that right now going by figures he has it would bring in about \$2,000.00 however they would hopefully be able to do more inspections thereby bringing in more revenues. Selectman Cormier asked why wasn't the money earmarked last year for this position not used. Deputy McCarty explained that they couldn't find the right person for the right amount of money. They needed consistency and continuity along with set hours. Ken Knowlton made a motion to accept items 01-4220-120 through 01-4220-201 Ken Ellis seconded, David Morse did not motion passed 9-1.

Ken Ellis made a motion to table the rest of the items on the agenda David Morse seconded motion passed unanimously.

Next Meeting: October 28, 2008 @ 6:30 in the Corner Meeting House

Motion to Adjourn: by Chairman Mitchell, seconded by Ken Ellis motion passed meeting adjourned at 8:57 p.m.

Chairman Ron Mitchell

Town Administrator K. Jeanne Beaudin

Gary Flack

Selectman Jon Pike

Tonyel Mitchell-Berry

Ken Ellis

Kenneth Knowlton

David Morse

Glenda Hill

Linda Frawley

Fred Wells

Norma Patten

Albert Akerstrom

Mark Roberts

Submitted By: Tracey Russo

Date: _____