

Municipal Budget Committee

Meeting Minutes

November 17, 2009, 6:00 P.M.

Corner Meeting House

Chairman Ron Mitchell called the meeting to order at 6:03 p.m. Committee members present were Norma Patten, Fred Wells, Glenda Hill, Ken Ellis, Linda Frawley, Albert Akerstrom, Mark Roberts, Selectman Ron Cormier, and Ward Peterson. Tonyel Mitchell-Berry was absent. Others in attendance were Town Administrator K. Jeanne Beaudin, Budget Clerk Tracey Russo, Public Works Director Jim Fortin, Fire Chief Jim Davis, and Deputy Chief Sean McCarty.

Minutes: Ken Knowlton made a motion to accept the minutes of the last meeting as written, Fred Wells seconded. All were in favor motion passed.

Public Works: Public Works Director Jim Fortin gave an overview of his department, stating that the winter was indeed a tough one with a lot of snow in January and February. However with an early goal set for salt amounts to be used they did beat that by April. He explained the crews were brush cutting, ditching and placing culverts throughout the summer months. Horne Rd. was rebuilt and all were pleased with the contractor Jeremy Hiltz Construction, communication was great along with the quality of work. Jim, Craig Clairmont and Don Hurd were kept busy with the project in Pleasant Valley Estates, the work there being done by Hiltz Construction. It should be noted that the residents were very cooperative and understanding. Only a small amount of work remains to be finished on that project. The project on Route 106 and Route 140 was completed by Weaver Brothers Construction; Jim found it to be quite educational and, the job came in below budget. Glenda Hill expressed some concern that Mr. Fortin would be overburdened with the additional responsibilities he has/will assume. Jim assured her that he has a great crew who work seamlessly together, all knowing their jobs, and basically he is responsible for the administrative end. He stated that he has a very capable supervisor who handles the day to day operations. Don Hurd has taken over the laborer position in the Water Dept. He has proven to be great with the public and is learning the job very quickly. The administrative end of the Sewer Dept. will be assumed by Jim in March, at present they are trying to learn all they can about the Sewer operations. Several people are being cross-trained to lessen the burden of one or two people on call all the time.

Ken Knowlton asked Jim how shimming and overlaying of pavement are handled. Jim explained it is used where it can be to extend the life of a road. In some instances there is no choice but to tear up the pavement, put down new culverts and re-pave. Ken Knowlton commented that sometimes we overspend because people want nice roads.

General Fund/Highway Administration: Ron Mitchell asked how many tons of salt were used last year to which Mr. Fortin replied 2,350. So far this year 1,800 ton have been used. Salt is also down \$2.00. Fred Wells wanted to know why more money was being spent on radios; Jim

explained they are getting two new hand held radios. Ken Ellis made a motion to accept line items 01-4311-101 through 01-4311-505 Albert Akerstrom seconded nine were in favor Linda Frawley opposed.

Highways and Streets: Ken Knowlton asked if the sidewalk from Laconia by the town beach would be plowed to the Belknap Mall. Mr. Fortin replied that as of this time he has no plans to do that, as well as not having the proper equipment to complete that task. There was some general discussion of ensuing lawsuits due to more people using that sidewalk with “hovercrafts”. Town Administrator Beaudin explained there is a sidewalk policy in place. Ken Knowlton did ask that the Board of Selectman to pursue who is to maintain the sidewalk, to which Selectman Cormier responded he would have it put on the next agenda. Ken Knowlton made a motion to accept line items 01-4312-101 through 01-4312-710, Ken Ellis seconded all were in favor motion passed. Ken Knowlton made a motion to accept line items 01-4312-through 01-4312-999, Ken Ellis seconded all were in favor motion passed.

Street Lighting: Ken Ellis made motion to accept line item 01-4316-220, Norma Patten seconded all were in favor motion passed.

Highway Block Grant: Town Administrator Beaudin explained that this is a stagnant number which would remain the same for two years. Albert Akerstrom made a motion to accept line item 01-4319-001, Glenda Hill seconded all were in favor motion passed.

Fire Department: Fire Chief Jim Davis gave an overview of his department. This spring a state law was passed that required all the schools to be inspected. The State Fire Marshals trained everyone and the schools passed with no problems. Local Government Center paid for 22 students to take a class for Driver Operator Certification. There were 3-4 building fires with a significant amount of loss. The Fire Department is down between 3-7% on calls although the calls do seem to be getting more complex requiring more time to be spent on each. In the course of reviewing his operating budget Chief Davis explained that special duty pay had decreased from \$8,000 to \$5,000 as they are not needed for the Nascar races as much. One expense that increased was medical supplies which will no longer be supplied by LRGH, in the amount of \$12,000. Albert Akerstrom would like to make a motion to make an amendment on line item 01-4220-105 to reflect a 2% total salary increase for call personnel, this was seconded by Linda Frawley all were in favor motion passed. Ken Knowlton asked if there were a lot of radio repairs and Chief Davis explained that it will be federally mandated to switch to narrow band receiver radios. He is unsure if the pagers will work as they are now however, he is trying to get the radios programmed ahead of time. Albert Akerstrom asked if that included the portable radios and the answer to that was yes. Ken Knowlton asked Chief Davis to explain the letter from Mutual Aid and Chief Davis said it remains at status quo. Ken Knowlton made a motion to accept line items 01-4220-101 through 01-4220-104 and 01-4220-106 through 01-4220-111, Norma Patten seconded all were in favor motion passed. Mark Roberts made a motion to accept line items 04-4220-112 through 01-4220-114 Fred Wells seconded all were in favor motion passed. Ken Knowlton made a motion to accept line items 01-4220-120 through 01-4220-305, Ken Ellis seconded all were in favor motion passed. Ken Ellis made a motion to accept line items 01-4220-309 through 01-4220-999, Albert Akerstrom seconded all were in favor motion passed.

Civil Defense: Chief Davis explained this money can be used wherever it is needed, with the exception of salaries. Linda Frawley wanted to know if it could be used if there was another water emergency for communication purposes. To which the answer was yes. Ken Knowlton made a motion to accept line item 01-4290-999, Ken Ellis seconded all were in favor motion passed.

Legal: Town Administrator Beaudin explained this line will remain the same and is used for various legal matters, such as Code Enforcement, tax deeded evictions, etc. Ken Ellis made a motion to accept line item 01-4153-275, Norma Patten seconded all were in favor motion passed.

General Government Buildings: Linda Frawley asked for some clarification on why we seemingly pay ourselves for hydrant rentals in Town? Town Administrator Beaudin explained that the water department owns the hydrants and it is run as a separate business. There was some discussion as to why the Police Department needs to be cleaned 2x weekly and why Alan Daisey cannot do it. Town Administrator Beaudin explained that Alan is very busy with his duties and the Police Department is open 24/7 with all manner of people in and out of it, thus necessitating the need for a cleaning service. Ken Knowlton made a motion to accept line items 01-4194-201 through 01-4194-980, Ken Ellis seconded all were in favor motion passed.

Insurance: Town Administrator Beaudin explained there had been an increase in the Worker's Comp insurance, this is the 3rd year of the plan and that next year the town will be looking for more cost effective insurance. There were no significant claims to report this year. Ken Knowlton asked if there is a program that offers incentives for not using the insurance. The Town Administrator said no there is not however we do get 21% discount overall. Our modification factor remains at .79 which is very good and truly is an incentive for low claim volume. Norma Patten made a motion to accept line items 01-4196-616 through 01-4196-626, Ward Peterson seconded all were in favor motion passed.

Executive: Town Administrator Jeanne Beaudin gave a brief overview of her budget, stating the significant change was additional funds for computer software and hardware, and maintenance of the systems. There are no specific projects upcoming. Glenda Hill questioned the phone, it was explained that the line only covers the Town Administrator's cell phone which has date capabilities so Ms. Beaudin can receive e-mails when out of the office. Ken Knowlton made a motion to accept line items 01-4130-101 through 01-4130-999, Ken Ellis seconded all were in favor motion passed.

Principal Debt Service: Town Administrator Beaudin explained that this is for the Annual principal payment on Pleasant Valley. It will remain the same for 15 years. Ken Knowlton made a motion to accept line items 01-4711-004, Ken Ellis seconded all were in favor motion passed.

Interest Debt Service: Mark Roberts asked if there were any liquidated damages for the 11-1-09 completion of Pleasant Valley Project. Town Administrator Beaudin explained that they

haven't discussed that yet, there has been a significant delay on getting water samples passed and delays not directly related to the contractor. However it has not been forgotten and will be addressed if deemed necessary. Ken Ellis made a motion to accept line item 01-4721-004, Norma Patten seconded all were in favor motion passed.

Tan Debt: Town Administrator Beaudin stated that so far 1/6th of the fall tax commitment has been collected. The Tax Collector has reported a 93-94% collection rate on the spring tax bill. Ken Knowlton made a motion to accept line item 01-4723-001, Ken Ellis seconded all were in favor motion passed. Linda Frawley noted that she had thought discussion had taken place in the past about eliminating this line; Town Administrator Beaudin explained that we need the line for interest in case it is necessary that we borrow a Tax Anticipation Note.

Next Meeting: November 24, 2009 @ 6:00

Motion to Adjourn: by Ken Ellis, seconded by Ken Knowlton motion passed meeting adjourned at 8:12 p.m.

Chairman Ron Mitchell

Ward Peterson

Tonyel Mitchell-Berry

Kenneth Knowlton

Glenda Hill

Fred Wells

Albert Akerstrom

Submitted By: Tracey Russo

Date: _____

Selectman Ron Cormier

Ken Ellis

Linda Frawley

Norma Patten

Mark Roberts

DRAFT