

Municipal Budget Committee

Meeting Minutes

December 14, 2004, 6:30 P.M.

Corner Meeting House

Chairman Ron Mitchell called the meeting to order at 6:30 p.m. Also present were Committee members Norma Patten, Ken Ellis, Albert Akerstrom, Mark Roberts, John Rowe, Ronald Cormier, Jr., Ken Knowlton, Peter Gray, Gary Flack, Linda Frawley, Selectmen's Representative Brian Watterson. Others in attendance were Town Administrator Donald P. McLelland, Sr., Administrative Assistant Cary Lagace, Town Planner Candace Daigle, Administrative Assessor Jeanne Beaudin, Dave Beaudry, Fire Chief Richard Siegel, Deputy Fire Chief James Davis, Arthur Stewart, David Morse, Dawn Kidd.

Minutes

Albert Akerstrom moved to approve the minutes of the meeting held on November 30, 2004, as written. Seconded by Norma Patten; the motion passed unanimously, Gary Flack abstained.

Assessing

Jeanne Beaudin gave an overview of the assessing department budget stating the office has been very busy, having looked at 466 properties to date and many new construction and unfinished construction projects still to be updated. The office already has 378 properties to be picked up in the spring. The budget includes a part-time measurer/lister to assist with pickups, allowing more time for the assessor to review commercial and full construction.

Ken Knowlton moved budget items 01-4152-101 to 01-4152-710, Mark Roberts seconded.

There was discussion regarding what she was doing as far as the actual assessing function, she indicated that with the exception of commercial properties, she is doing the assessing function. Mr. Knowlton inquired if there was a system for reevaluating certain zones with in the Town, Jeanne explained that she has requested a Capital Reserve fund to begin cycling through a quarter of the Town at a time. She indicated that Vision Appraisal is being used minimally compared to last year.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Capital Equipment, Vehicles & Machinery

Ken Knowlton moved budget item 01-4902-016, Peter Gray seconded. Fire Chief Siegel indicated he had gotten three quotes for different aerial ladder trucks and had received bond rates per the committee's request. He reviewed the warranties on the trucks. He was asked how many calls for the last three years could have utilized this vehicle, he indicated the vehicle would respond to the majority of calls and would be included in day-to-day operations. There was discussion regarding the difficulty of maneuvering the vehicle in driveways and other narrow places, the Chief indicated that most of the time if you can get somewhat close the unit has a point & shoot feature.

Chief Siegel stated that the vehicle could be used on between 200-300 calls and would respond to rescue calls. Discussion followed regarding the replacement of engine four with the Chief explaining that engine four would not need to be replaced if this unit is purchased as it also has a pumper tank.

Board of Selectmen Chairman Brian Watterson explained the reasons for the Board of Selectmen not supporting the item, as it being a huge cost, with the Town needing to make other large expenditures in the near future, Comstar is not guaranteed revenue. The Board of Selectmen recommended that the department save monies for this purpose and then come forth with the request at that time. Chairman Watterson indicated that a Lakes Region firefighter had expressed to him that Belmont does not need a ladder with mutual aid in place.

Brian Watterson made a motion to zero item 01-4902-026 as recommended by the Board of Selectmen, Gary Flack seconded the motion.

With no further discussion, Chairman Mitchell called for a vote; the vote was Gary Flack, Norma Patten, Ken Ellis, Ron Mitchell, Mark Roberts, Ron Cormier, Ken Knowlton And Brian Watterson in favor, Peter Gray, Linda Frawley, Albert Akerstrom and Jon Rowe not in favor, the motion passed.

Ken Knowlton moved budget items 01-4902-700 to 01-4902-701, Albert Akerstrom seconded. Town Administrator McLelland noted a few of the projects completed by the safety committee this year as, locks and lights at the Mill, purchase of defibrillators, fixed wiring problems and placed railings at the Town Hall and Library.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Knowlton moved budget item 01-4902-400, Ken Ellis seconded. Town Administrator McLelland explained that the Board of Selectmen felt that with the improvements that the committee has already made to equipment at the park and the other funds that were approved for programs for the Parks and Recreation department that the Play station could be looked at in the future. There was discussion of alternative options for acquiring funds to purchase playground equipment.

Ken Knowlton moved to amend item 01-4902-400 to \$20,000, there was no second to this motion.

Ron Cormier made a motion to zero budget item 01-4902-400, Gary Flack seconded the motion. With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed. Ken Knowlton no voted.

Capital Reserve

Ken Ellis moved budget item 01-4915-601, Norma Patten seconded. Jeanne Beaudin gave an overview of the Technology budget, explaining that computer systems are replaced by department on a 5-year cycle, next year will restart the cycle of replacements. Dave Beaudry indicated that approximately 9 computers per year are replaced, the budget includes the maintenance contract for all systems, as well as internet access, website hosting and the accounting software service contract. He explained that the program established is working great with near zero down time rate for all Town departments. He explained that older systems that are replaced are refurbished and put in areas that require less demand on their systems.

With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed.

Ken Ellis moved budget item 01-4915-300, Norma Patten seconded. Jeanne Beaudin explained the need to have properties in Town re-measured, to be done a quarter of the Town at a time. She indicated that the equalization ratio has dropped and will likely drop again, making this process absolutely necessary. Any changes to a property that may not have received a building permit will be picked up during this process. She explained that Vision will only do the physical part of the process and the assessing department to ensure accuracy will still do all data entry of information.

With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed.

Ken Ellis moved budget item 01-4915-310, Ken Knowlton seconded. Town Administrator McLelland explained that these are funds that are currently in a reserve fund and with the advice of our auditor the funds were transferred to a trust fund account.

With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed. Linda Frawley abstained.

Ken Ellis moved budget item 01-4915-006, Norma Patten seconded. Town Administrator McLelland explained that 2 cruisers would be replaced, with cruisers being replaced every two years.

With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed.

Ken Ellis moved budget item 01-4915-050, Ron Cormier seconded. Town Administrator McLelland explained that this account was zeroed out by the Board of Selectmen at the request of David Morse who indicated that the Library wishes to expend other funds if the Towns people show an interest in the Library trustees moving forward with plans for expanding the Library.

Albert Akerstrom moved to zero budget item 01-4915-050, Linda Frawley seconded. With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed.

Sewer

Ken Knowlton moved budget items 01-4321-101 to 01-4321-888, Mark Roberts seconded. Arthur Stewart explained the projects in the department this past year indicating that the Silver Lake project is now complete. Frank Clairmont will be a part-time worker for the department after the first of the year. He explained that their revenues cover the budget.

The possible lawsuit by the campground was discussed with Mr. Stewart indicating he felt the legal line item was adequate to cover any expenses related to that. It was asked if the sewer expansion feasibility study mentioned in the CIP was included in this budget, Mr. Stewart stated it was not.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Library

Ken Knowlton moved budget items 01-4550-101 to 01-4550-999, Albert Akerstrom seconded. David Morse overviewed the operations at the library and welcomed the new Librarian; he indicated that with the change in staff operating cost are down slightly in the new budget. He explained that usage has been stable the last several years with little change; new cards issued each year average 240 and approximately 10,00 books circulated annually.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Capital Improvements Buildings

Ken Knowlton moved budget item 01-4903-001, Mark Roberts seconded. David Morse explained that interior as well as exterior maintenance would be performed including exterior trim, refinishing interior furniture, cleaning interior woodwork and acquiring a color laser printer to replace worn out inkjet printers.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Knowlton moved budget item 01-4903-602, Gary Flack seconded. Town Administrator McLelland indicated that improvements would need to be done at Town Hall and the Middle School in order to come into ADA compliance. At Town Hall the restroom doors will need to be reversed and a change to the ramp. Several changes will need to be done at the voting area of the school.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Highway Block Grant

Albert Akerstrom moved budget item 01-4319-001, John Rowe seconded. With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Insurance

Ken Ellis moved budget item 01-4196-616 to 01-4196-626, Norma Patten seconded. With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Capital Improvements Except Buildings

Ken Knowlton moved budget item 01-4909-001, Ken Ellis seconded. Chairman Mitchell explained this item is to do yearly maintenance of dry hydrants.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Knowlton moved budget item 01-4909-005, Mark Roberts seconded. Chairman Mitchell turned the chair over to Ken Ellis and then presented information on Phase I of the BRATT project, explaining the long-term goal of several communities is a trail that runs from Meredith to Franklin. The project will be done in two phases, with the need for matching funds in the form of donations, fundraisers, and taxation to cover approximately \$70,000.

With no further discussion, Vice-Chairman Ken Ellis called for a vote; the vote was unanimous in favor, the motion passed. Chairman Mitchell abstained.

Ken Knowlton moved budget item 01-4909-006, Norma Patten seconded. Chairman Mitchell indicated that these funds would be for the engineering and application for funds for Phase II of the project.

With no further discussion, Vice Chairman Ellis called for a vote; the vote was in favor, the motion passed. Linda Frawley no voted, Chairman Mitchell abstained.

Ken Ellis turned the chair back to Mr. Mitchell.

Ken Knowlton moved budget items 01-4909-010 to 01-4909-025, Ken Ellis seconded. The committee asked why the rideshare needed to be paved and who provided the estimate? Town Administrator McLelland explained that paving the lot would make maintenance, lining and plowing, easier. The estimate was received from Pike, which some members of the committee felt was high. It was discussed that lights have been acquired for the lot and will be installed in the future.

Linda Frawley stated that the rideshare was not part of the master plan as stated on the sign.

Gary Flack also reminded everyone that the rideshare area will be utilized as an entrance to the Town Forest in the future, as well.

With no further discussion, Chairman Mitchell called for a vote; the vote was in favor, the motion passed. Linda Frawley no voted.

Ken Ellis moved to zero budget item 01-4909-102, Norma Patten seconded.

Discussion followed regarding the CIP and its purpose as a tool to be used during the budget process. The priority of the items in the CIP will be decided by the Board of Selectmen and will be updated in the spring.

With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Sunray Shores

Ken Knowlton moved the budget for Sunray Shores, Peter Gray seconded. Chairman Mitchell explained that the district revenues cover the budget. With no further discussion, Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Miscellaneous

Town Administrator McLelland advised the committee of the total budget approved to date and the estimated effect it will have on the tax rate.

Next Meeting Date

The committee will meet next on Tuesday, January 18, 2005 at 6:30 p.m. at Corner Meeting House. Public Hearing dates were also set for Wednesday, February 2, 2005 and Tuesday, February 8, 2005 at 6:30pm at the Corner Meeting house

Adjournment

Albert Akerstrom motioned to adjourn; Norma Patten seconded the motion, all in favor, the meeting adjourned at 9:00 p.m.

Approved:

Chairman Ronald Mitchell

Gary Flack

Brian Watterson, Selectman

John Rowe

Kenneth Knowlton

Ken Ellis

Norma Patten

John Scott

Peter M. Gray, Sr.

Linda Frawley

Ronald Cormier, Jr.

Mark Roberts

Submitted by:

Cary Lagace Date: _____

Albert Akerstrom