

Budget Committee
November 5, 2018
Meeting Minutes

Present:

Chair- Rob Glassett, Dave Carr, Walter Waring, Les Dion, Janet Cavanagh, Betsy Schneider, John Sellers, and Sean Lagueux

Absent:

Eric Rouille, Bob Emerson, Paul Simard, Joe Caristi, and Scott Sanschagrin

Others Present:

Town Administrator - Nik Coates, Police Chief – James P. McIntire, Fire Chief - Ben LaRoache, Town Clerk/Tax Collector - Raymah Simpson , Library Director - Brittany Overton, Water & Sewer Superintendent - Jeff Chartier, Highway Foreman - Victor Greenwood , Land Use, Assessing Manager - Christina Goodwin.

Call to Order:

Committee Chair Rob Glassett opened the meeting at 6:30pm.

Approval of minutes from October 22, 2018

Rob Glassett asked if everyone had reviewed the minutes. Janet Cavanagh motioned to approve the minutes of October 22, 2018 as written, seconded by Les Dion the vote was **5 in favor – 0 opposed 2 abstained** the motion passed.

Correspondence:

There was no correspondence

Old Business:

There was no old business

New Business Department Heads Round Table Meeting:

Rob Glassett said he would open the round table meeting with the department heads. He said the committee is looking for a brief synopsis of anything they expect out of the ordinary for next year.

Town Clerk/Tax Collector - Raymah Simpson:

Raymah said she made a few cuts to her budget last year. She will be putting the notices back in for next year and also be asking to get the debit/credit card machine that she has been asking for. Betsy Schneider asked how much it would cost. Raymah said initially there will be a cost for us but most of it would go to the consumer. She said they may not need any equipment stating that her printer went down but Nik Coates gave her one and she did purchase a stand up desk. The state machines we have will soon be taken over by us including repairs if they are needed.

Land use/Assessing Manager - Christina Goodwin:

Christina said there are no surprises that she can foresee. She has proposed software in her budget. She also is proposing the Planner be put on full time instead of part time. She will be putting the Masterplan money back into Planning and Historic District received a grant. She said she would be spending more next year because of the Planner being full time. Janet Cavanagh asked about new furniture for the new

building. Nik Coates said we do have a furniture budget line of \$20,000.00. He said they want to keep what they can however some things will need to go.

Fire Chief - Ben LaRoche:

We started doing maintenance plans this year and it has worked out for us. Previously the maintenance on the fire trucks and ambulance were large amounts for brakes and springs. We have realized we have a great fleet. The engines are fairly new 10, 12, and 13 years old now. The hourly rate used to be \$45.00 an hour now it is \$90.00. He said that in 2019 he will need to double the amount of each maintenance line. It is no secret that we are busier and also have an increase in calls. Which leads to an increase in medical supplies especially Epi Pens. However we can now buy them in kits which are much cheaper at \$45 to \$60.00 instead of \$250.00 per Epi pen. John Sellers said you have 5 vehicles and a \$12,000.00 repair line and you spent \$21,200.00. Chief Laroache said they replaced front and rear springs. Rob Glassett said that years ago over the course of the life of a vehicle you would never have to replace springs. But now the metal is not as good and you are lucky if you get 5 to 6 years out of them. Betsy Schneider asked if the chief would have any warrant articles. The chief said he is looking into refurbished power stretchers and will also need to bring in another employee. Dave Carr asked about the ambulance contracts from other towns. The chief said that overall the numbers have gone up but the town of Bristol is most of it. Betsy Schneider asked if the \$21,000.00 for repairs would be reflected in the upcoming budget. John Sellers said that there was money left in some budget lines. The chief said that ¾ of the money would be spent. He also said that he tried to save here and there for the \$21,000.00. We also purchased a new radio so that will be used and we also have training.

Police Chief - James P. McIntire:

We are on target except for some issues with cruiser maintenance. We also have the building maintenance issue and the overtures are mostly position related to the part time office position and also paying the full time position. We are currently looking to fill the full time position. We have also had medical, disability, and comp being spent along the way. The Overtime is because of being shorthanded. The DWI's and DUI's which are drug related have gone up we need to do more blood tests now. We do have a court prosecutor in house now that can mitigate and do pretrial hearings. Our investigations are solid and how much we have varies year to year. John Sellers said there was a lot of money left. The chief said we just sent out a bill for dispatch that was \$15,000.00 that has not shown up yet. He said he would like to bring back bike patrols we have 3 bikes and 3 trained officers for them. They would be for the Parks and Paths and also downtown. One of the bikes was donated and the other 2 are old. The ballistic vest line was cut because some of the new officers have their own vests but we will need to bring that back next year. Gas is also a huge increase. Rob Glassett asked how they will be using the building when the town offices move. The chief said he would like to expand and use the whole basement floor and have their own restrooms we have no intention of using the whole upstairs. We also need to do maintenance on the cells. Nik Coates said that general government pays for the electric on both sides of the building. Rob Glassett asked about cruiser maintenance and details. If they would be about the same next year. The chief also said he would be asking for an increase on the bicentennial budget line.

Library Director - Brittany Overton:

We will be looking for about a 3% increase for next year. Library cards would be \$900.00 and \$50.00 would send someone to a workshop. We do have very high maintenance and repair costs for a new building. We also have a quote for automatic door openers of \$5,000.00. We also have an estimate of \$1,000.00 for IT wireless. We are also looking into getting computers through the contract a laptop and stand up desks. Custodial services for windows and a deep cleaning inside the library. John Sellers asked about the revenue side. Brittany said the trustees write the rules. We also have people from other towns donate time and money. She said the fee for Library cards is \$25.00 for life. Betsy Schneider asked if they could

incorporate a fee to outsiders. John Sellers asked if they had reached out to the other towns for help. Brittany said the surrounding town's libraries are small and only open a few hours a week and said they had not asked. She said she would speak to the trustees. Sean Lagueux said that libraries do not generate much revenue. Brittany said she would provide overall revenues for the next meeting. Betsy Schneider also asked for an expenses report.

Water & Sewer Department Superintendent – Jeff Chartier:

Jeff said they are holding 10% because the dewatering is not performing as well as it should. They are working with us on that. He said the operations budget for the most part is on track. We did receive a \$37,000.00 grant from FEMA. The water budget is also on track and also revenues. John Sellers asked about the piece of equipment they are selling. Jeff said this is a used piece of equipment that has sat for a few winters. Jeff said we have several line items that are not spent yet. He said that the tires for the Back Hoe would be \$2,000.00. We are also looking into sewer service for Newfound Lake with a grant from the USDA. It would be Gravity fed sewers with pump stations.

Highway Department Foreman - Victor Greenwood:

We have had a lot of repairs on our trucks with rear-ends exploding and the 2008 dump spare plow breakage. We also lost 2 sets of tires on Peaked Hill. The sidewalks will be \$2,500.00. He said all of the asphalt this year was applied to projects and he said the 2009 Freightliner is used as a spare right now. But in general all of our vehicles are healthy. The vacuum truck had major repairs on the main body. We have had a lot of rain but when the leaves are dry we can pick them up. Rob Glassett asked how many man hours a week are spent on the vehicles. Victor said about 2 hours a week per vehicle. Betsy Schneider asked about a maintenance schedule. Victor said they did have schedules. John Sellers asked if the Smith River project was complete. Victor said that it was not but they had brought in Aerial Tree. Nik Coates said we need to wait until the road fails before we can do anything. John Sellers said they had \$10,000.00 for sand and gravel. Victor said they have 90 ton of salt on hand right now. We had a dry summer so we held off on grading the roads because it was too dry but we will do them one more time as the roads are wash boarding now. Betsy Schneider asked about Hemlock Brook Road. Nik Coates said that was still in litigation. Victor said we have a very large truck and we need to be able to turn around up there. He also said we will not be plowing it this year. We are getting the best deal we can get new with the option to turn it in or keep it after 5,000 hours. The salt and volumes we put down eat up our vehicles. I am looking into new garbage cans for downtown they are all rotted.

Town Administrator – Nik Coates:

Nik Coates wanted to touch on a few things he said that the Executive budget would be the same. The postage line would be up a bit. He also said the Select Board expenses would be up and he may push up the legal line a little. He said the General Government budget might include doing the website again and they would be repairing town signage and adding trail signs. He said they would do a warrant article for the video server as it would be \$12,000.00 and replacing the aging server will be \$7,000.00 to \$10,000.00. Computer expenses are a little less this year because some departments have not purchased their software yet. He said the beach swim lines needed to be replaced and work at Kelley Park is being planned by the Kelley Park Committee under their master plan program. Nik said that there would be a warrant for events in the revolving fund, and a warrant for the building maintenance fund and accrued wages fund. Shaun asked about an Amazon cloud server as a server. Nik said that some software programs can't be cloud based such as IMC for the Police Department and Firehouse for the Fire Department. He said he is still looking into it. Rob Glassett asked where we stand on legal. Nik Coates said for 2019 we will have the Turner appeal, Hemlock Brook Road litigation, and utility cases like Eversource. Nik also said our IT system is in real bad shape. We have residential grade routers not commercial. He said he is leaving the contingency line alone for now we still have \$25,000.00 there.

Rob Glassett said there was no other new business.

Member Comments:

Sean Lagueux asked how they were doing with hiring an Executive Assistant. Nik Coates said they hired someone and she just started today.

Select Board Comments:

There were no comments

Staff Comments:

Police Chief McIntire mentioned the ride alongs with an officer extending an invitation to all that would like to go. He said that Janet Cavanagh and Wayne Anderson had already gone.

Sean Lagueux motioned to adjourn the meeting, seconded by Janet Cavanagh. The vote was **8 in favor – 0 opposed – 0 abstained** and the motion carried.

The next meeting will be November 19, 2018 at 6:30PM. The meeting concluded at 8:30 PM.

Respectfully submitted,
Kathleen Vogan, Secretary