

## Municipal Budget Committee

### Meeting Minutes

November 27, 2007

Corner Meeting House

Chairman Ron Mitchell opened the meeting at 6:30 p.m. Also present were Committee members Ken Ellis, Ken Knowlton, Mark Roberts, Norma Patten, David Morse, Selectman Ron Cormier, Linda Frawley and Albert Akerstrom. Others in attendance were Town Administrator Jeanne Beaudin, Assistant Bookkeeper Denise Rollins, Public Works Director Jim Fortin, Town Planner Candace Daigle, Town Clerk/Tax Collector Carol Lacasse, and Town Accountant Brenda Paquette. Gary Flack and Rich Fournier were absent from the meeting.

#### Minutes

Chairman Mitchell moved to accept the minutes of the November 13, 2007 meeting as written. Ken Knowlton made the motion, seconded by Ken Ellis and was passed.

#### Highway Administration Budget

Jim Fortin thanked the Budget Committee for their support in purchasing the excavator. He said it has been a huge asset to the department. He told the members that the department is fully staffed now with the hiring of Craig Clairmont for the supervisor position. He said they will be changing their focus from building roads to maintaining them.

He noted the changes he has made in his budget items. The telephone budget line has decreased for 2008 due to canceling two cell phones. The electric line is staying the same but should save with the results of the energy audit. Heating fuel increased due to costs. NH Occupational testing has been decreased due to less testing required and Office Supplies has been decreased due to a surplus of supplies on hand.

David Morse moved budget items 01-4311-210 to 01-4311-505 seconded by Mark Roberts.

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

## Highway & Streets Budget

Ken Knowlton moved budget item 01-4312-140 seconded by Mark Roberts.

Jim Fortin explained that he would like to hire 2 full time workers for the summer to help cut brush along the roads. He intends to cut as much brush as possible. They would have to be eighteen years old. He would also like to hire a sixteen year old for the summer to assist in grounds keeping.

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

Ken Ellis moved budget items 01-4312-175 to 01-4312-861 seconded by Mark Roberts.

Albert Akerstrom questioned why the Shop Supplies budget had gone over by \$3,000. Town Administrator Beaudin explained that some supplies were charged to this budget item when they should not have been such as street signs. Ron Mitchell asked what items should be charged to this. Jim Fortin told him that day to day things like hand cleaners, brake cleaner, lubricants, oils, and small hardware.

Town Administrator Beaudin noted the increase in the Uniform Cleaning budget line. She said that some employees were not wearing the town uniform and that will change so this reflects all of them wearing them.

David Morse asked Jim Fortin if he was comfortable with the \$35,000 he budgeted for vehicle fuel. Town Administrator Beaudin told the members that to date \$35,703 has been expended for that line item. Jim agreed that it could be increased because of diesel costs.

Albert Akerstrom made a motion to increase line item 01-4312-710 to \$40,000, seconded by David Morse; the vote was unanimous in favor, the motion passed.

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

Ken Ellis moved budget items 01-4312-872 to 01-4312-895 seconded by Norma Patten.

Jim Fortin told the members that the Sand line has been removed due to the town owning a sand pit. He will be asking to buy a used sand screener as a capital item. David Morse asked him about the Calcium Chloride line item. Jim said it is used for dust control.

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

David Morse moved budget items 01-4312-999 seconded by Norma Patten.

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

### Highway Capital Requests

Ken Knowlton moved budget item 01-4902-210 seconded by Mark Roberts.

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

Albert Akerstrom moved budget item 01-4903-011 seconded by Ken Ellis.

Town Administrator Beaudin explained that this capital item is for energy upgrades which will retrofit lighting for the highway garage, town hall, mill and police. The amount budgeted is the town's portion with PSNH picking up the other 50%. She said that certain areas will repay quicker than others. The police will pay back in .9 years, highway in 1.8 years, the mill in 3.7 years and the town hall in 1.4 years. She noted that she did not make any adjustments to the individual budgets for 2008 since the work won't be done until late spring. She will be able to adjust them next year.

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

Ken Ellis moved budget item 01-4915-003 seconded by Norma Patten.

Jim Fortin said he recommends replacing the Ford 350 with a 550.

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

Ken Knowlton moved budget item 01-4915-202 seconded by Mark Roberts.

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

Town Administrator Beaudin told the members that the Board of Selectmen will be discussing the Roads and Drainage projects at the next Board of Selectmen's meeting.

### Land Use Budget

Candace Daigle gave an overview of the Land Use Department for 2007. The Planning and Zoning Boards have been very busy. Applications are up by one third.

This has been the first full year with the added code enforcement officer. Permits may be up because of that. There are only 15 new house starts attributed to growth. Last year there were 36. She said there is presently 2 million in escrow.

She told the members that the budget overall is up about \$3,600. There is an increase in the Tax Map Update Expenses line to put street numbers on the tax maps. She said this will be very helpful to the board members and also the public. This is a one time charge. Postage is up because of the postal service increases. LRPC dues have increased also.

David Morse moved budget items 01-4191-210 to 01-4191-507 seconded by Norma Patten.

David Morse questioned what they get from the Lakes Region Planning Commission. Candace said that they gather and disseminate information for the towns that the towns don't have the time or ability to do.

David Morse said that the revenue numbers are only 16% of the operational budget. He asked if she considered increasing their fees. Candace said they did increase them 2 years ago and by law they cannot generate revenue from these. Linda Frawley asked if they will be looking into impact fees. Candace said they are not going to this year. The Planning Board is looking into getting an aquifer ordinance in place.

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

#### Conservation Commission Budget

Albert Akerstrom moved budget items 01-4600-297 to 01-4600-999 seconded by David Morse.

Ron Mitchell questioned what the Professional Services line included. Candace said that it covers those services that are necessary to research property that the Conservation Commission may be interested in purchasing such as title searches.

Ron Mitchell asked how much money there is in the Conservation fund. Administrator Beaudin said that at the end of 2006 there was \$263,000. She expects to bill close to \$500,000 for land use change tax penalties for 2007.

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

#### Land Use Capital Requests

Albert Akerstrom moved budget item 01-4902-322 seconded by Norm Patten.

Candace told the members that the 1999 plotter they have now is outdated and would like to replace it.

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

David Morse moved budget item 01-4909-302 seconded by Norma Patten.

Candace told the members that the wetlands inventory was a recommendation of the natural resource inventory that was done. It would locate wetlands of significant value and can be used for current mapping.

With no further discussion Chairman Mitchell called for a vote; the vote was passed. Ken Knowlton abstained.

David Morse moved budget item 01-4915-200 seconded by Norma Patten.

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

Ken Knowlton moved budget item 01-4915-004 seconded by Mark Roberts.

Candace told the members that the sidewalk on Concord Street will be done in the spring. They are also looking into putting them up Church Hill to the school's emergency entrance and also on Main Street at the church up to Route 140.

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

### Town Clerk Budget

David Morse moved budget items 01-4140-175 to 01-4140-505 seconded by Norma Patten.

David Morse asked if the increase in the Training & Mileage line is for going to the bank. Carol Lacasse said that the Deputy Town Clerk's certification training is also included in this. Town Administrator Beaudin told the members that there is no way to eliminate at least one trip to the bank once a day. The motor vehicle registration program requires them to make the deposit by 11:00 each day. Albert Akerstrom was concerned about the safety of Carol doing the deposits. Town Administrator Beaudin said that the police can escort her with large deposits and the bank has offered to provide an armored car during the times of large deposits.

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

### Financial Administration Budget

Ken Knowlton moved budget item 01-4150-102 seconded by Ken Ellis.

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

Ken Knowlton moved budget items 01-4150-175 to 01-4150-999 seconded by Ken Ellis.

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

### Elections & Registration

David Morse moved budget items 01-4141-101 to 01-4141-999 seconded by Mark Roberts.

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

Ken Knowlton moved budget item 01-4902-060 seconded by Albert Akerstrom.

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

### Library Budget

Ken Knowlton moved budget items 01-4550-101 to 01-4550-999 seconded by Norma Patten.

David Morse said they have increased the librarian's salary by 4% on the 39 week schedule. They are extending the hours that the library will be open so the assistant librarian line has also increased because of this. The employee benefits line has increased due to the increase in health insurance.

With no further discussion Chairman Mitchell called for a vote; the vote was passed. David Morse abstained.

### Library Capital Request

David Morse told the members that the Library Trustees have decided to go with Chris Williams as the architect to design the addition.

Ken Ellis moved budget item 01-4915-050 seconded by Linda Frawley.

Selectman Ron Cormier said that in previous years they have changed the budget recommendation for this line item back to \$25,000. This year they are leaving it at \$50,000.

With no further discussion Chairman Mitchell called for a vote; the vote was passed. David Morse abstained.

#### Patriotic Purposes

Ken Knowlton moved budget items 01-4583-453 to 4583-455 seconded by David Morse.

Selectman Cormier told the members that he received a request from the Old Home Day Committee for \$5,500. He said the Board of Selectmen had decreased that to \$4,750. They would like them to do more fund raising.

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

Albert Akerstrom moved budget item 01-4583-457 seconded by David Morse.

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

Albert Akerstrom moved budget item 01-4583-999 seconded by Ken Ellis.

#### Next Meeting Date

The Committee will meet Tuesday, December 18, at 6:30 p.m. at the Corner Meeting House.

#### Adjournment

Chairman Mitchell requested a motion to adjourn at 9:00 p.m. Ken Ellis made the motion, seconded by Norma Patten and passed unanimously.

Approved:

\_\_\_\_\_  
Chairman Ronald Mitchell

\_\_\_\_\_  
Gary Flack

\_\_\_\_\_  
Ronald Cormier, Selectman

\_\_\_\_\_  
Ken Ellis

\_\_\_\_\_  
Kenneth Knowlton

\_\_\_\_\_  
Albert Akerstrom

\_\_\_\_\_  
Norma Patten

\_\_\_\_\_  
Linda Frawley

\_\_\_\_\_  
David Morse

\_\_\_\_\_  
Mark Roberts

\_\_\_\_\_  
Rich Fournier

\_\_\_\_\_  
Submitted by:  
Denise Rollins

Date: \_\_\_\_\_