

DRAFT MINUTES

Budget Recommendations Committee November 13, 2012 Library, IT, HR, Welfare, and Parks & Recreation 2013 Budget Requests

Present: Chairman Corey Stevens, Vice-Chair Harry Thayer, Carol Aten, Don Woodward, Bob Kelly, Bob Wentworth, Allan Corey, Financial Director Doreen Ravell, Staff Accountant Laura Hill, Selectman Don Clement, Selectman Frank Ferraro, Selectman Dan Chartrand, Selectwoman Julie Gilman, Town Manager Russell Dean.

The meeting was called to order by Chairman Stevens at 6:02 p.m.

LIBRARY – Hope Godino

Ms. Godino reviewed the various services the library offers including online services, activities for the community, public use of the library meeting rooms, and summer music series. A major project recently initiated by the library is fund raising for a design plan to repurpose/renovate the library building. The current structure is 25 years old.

Mr. Thayer moved that the Budget Recommendation Committee approve the Library budget at \$904,269.00, Mr. Wentworth seconded, motion carried.

IT – Andy Swanson

Mr. Swanson provided the Committee with an overview of the IT Department's equipment, labor and service for data, video and voice services.

Mr. Stevens noted that the three main line items relate to the GIS software, internet services and phone equipment.

Mr. Kelly moved that the Budget Recommendation Committee approve the IT budget at \$157,152.00, Mr. Woodward seconded, motion carried.

HUMAN RESOURCES – Donna Cisewski

Ms. Cisewski reviewed the FSA card program which more and more employees are using to help with healthcare costs. Mr. Dean also noted the HR events for volunteer recognition and employee retirements.

Mr. Woodward moved that the Budget Recommendation Committee approve the HR budget at \$83,119.00, Mr. Corey seconded, motion carried.

WELFARE – Sue Benoit

Mr. Dean noted that, compared to other towns, Exeter's Welfare budget is on the low side due in part to direct relief efforts and a good support network.

Ms. Aten moved that the Budget Recommendation Committee approve the Welfare budget at \$92,775.00, Mr. Woodward seconded, motion carried.

PARKS & RECREATION – Mike Favreau

Various areas of Parks & Recreation work were discussed:

- Staffing and salaries
- Revolving fund
- Care of docks shared by the Town and PEA
- Landscaping supplies

Mr. Thayer moved to remove \$4,000.00 from the Recreation budget for a part-time position and to keep the amount level at \$21K. Ms. Aten seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the amended Recreation budget at \$308,244.00. Mr. Thayer seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the Parks budget at \$158,024.00, Mr. Thayer seconded, motion carried.

The total Parks & Recreation 2013 budget is \$466,268.00.

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Mr. Dean reported to the Committee that the Exeter Chamber of Commerce presented a request to the Board of Selectmen for \$6K to assist with holiday lighting expenditures. The Chamber coordinates with volunteers, usually Unitil, to put up the lighting and then the Town takes them down. This work by the Town may affect overtime costs. Budget Recommendation Committee members want a more detailed list of items that the requested \$6K would cover. The request is tabled until that information is presented.

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Ms. Aten moved that the Budget Recommendation Committee approve the Swasey Parkway budget at \$10,959.00, Mr. Thayer seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the Special Events budget at \$14,000.00, Ms. Aten seconded, motion carried.

HUMAN SERVICES

Ms. Aten noted that the social services application was recently revised and updated with help from Sheri Riffle. A spreadsheet of the agencies' requests was provided to the Committee. Ms. Aten said, for at least the past 15 years, 2/3 of the agency budget requests are in the Town budget rather than in a warrant article. Agency requests in the Town budget get "buried" there with all the other numerous items. It is recommended that all agencies without changes and that are not new be placed in one warrant article. This would be a more transparent approach and indicate the ones recommended. New agency requests or those requesting increases would be listed in a separate warrant article.

Since the list of requesting agencies is extensive, Ms. Aten moved that she would read each agency entry and the recommendation for the type of warrant article on which it should appear. Mr. Woodward seconded, motion carried.

Note: Transportation items (i.e., COAST) will not be on warrant articles; they will go to the Board of Selectmen. These budget items are funded through the local option fee paid during vehicle registration approved by the Town. This fund is separate from the Town budget and rolls over every year.

Budget requests to be listed in one warrant article:

Ms. Aten moved that the Budget Recommendation Committee approve the A Safe Place budget at \$5,500.00, Mr. Woodward seconded, motion carried.

Ms. Aten moved that the Budget Recommendation Committee approve the Area Home Care budget at \$13,000.00, Mr. Woodward seconded, motion carried.

Ms. Aten moved that the Budget Recommendation Committee approve the Big Brother, Big Sister budget at \$9,000.00, Mr. Woodward seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Crossroads budget at \$3,500.00, Mr. Kelly seconded, Mr. Corey voted no, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the Families First budget at \$3,000.00, Mr. Woodward seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Great Bay Kids budget at \$2,495.00, Mr. Kelly seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Lamprey Health Care budget at \$6,180.00, Mr. Thayer seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Meals On Wheels Program budget at \$14,000.00, Mr. Thayer seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the Meals on Wheels food budget at \$7,800.00, Mr. Wentworth seconded, motion carried. Additional \$700.00 requested will appear on a separate warrant article – see below.

Mr. Wentworth moved that the Budget Recommendation Committee approve the New Generation budget at \$2,000.00, Mr. Thayer seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the New Outlook Teen Center budget at \$2,700.00, Mr. Thayer seconded, motion carried.

Mr. Kelly moved that the Budget Recommendation Committee approve the NHSPCA budget at \$1,400.00, Mr. Woodward seconded, Mr. Thayer and Corey voted no, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Richie McFarland Center budget at \$6,300.00, Mr. Kelly seconded, motion carried. Additional \$3,700.00 requested will appear on a separate warrant article – see below.

Mr. Kelly moved that the Budget Recommendation Committee approve the Rockingham Community Action budget at \$11,000.00, Mr. Woodward seconded, Mr. Corey voted no, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the RSVP Friends Program budget at \$2,200.00, Mr. Wentworth seconded, Mr. Corey voted no, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Seacare Health Services budget at \$5,000.00, Mr. Kelly seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Seacoast Family Promise budget at \$1,000.00, Mr. Thayer seconded, Mr. Corey voted no, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Seacoast Mental Health budget at \$8,500.00, Mr. Wentworth seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Seacoast VNA budget at \$5,000.00, Mr. Wentworth seconded, Mr. Corey voted no, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Sexual Assault Support (SASS) budget at \$3,000.00, Mr. Kelly seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the TASC budget at \$16,000.00, Mr. Thayer seconded, motion carried.

Budget requests to be listed in a separate warrant article:

Mr. Woodward moved that the Budget Recommendation Committee approve the Child and Family Services budget at \$12,000.00, Mr. Kelly seconded, motion carried. Ms. Aten moved that this budget item appear on a separate warrant article. Mr. Woodward seconded, motion carried.

Ms. Aten moved that the Budget Recommendation Committee approve the additional \$700.00 requested for the Meals On Wheels food budget and that this budget item appear on a separate warrant article. Mr. Allen seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the additional \$3,700.00 requested for the Richie McFarland Center and that this budget item appear on a separate warrant article. Mr. Kelly seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the St. Vincent dePaul budget at \$5,000.00 and that this budget item appear on a separate warrant article. Mr. Thayer seconded, motion carried.

Ms. Aten reported that several recommendations have been made for next year's review of the Human Services budget requests:

- Adopt a mission statement/policy for filtering requests so any funding goes to agencies that are strictly for human services programs and residents of Exeter
- Request most recent IRS Form 990
- Proof of IRS 501c3 standing
- Update form for requesting overall agency budget rather than by project
- Show breakdown of support from other towns and cities

Mr. Thayer moved that the Budget Recommendation Committee approve the Legal budget at \$70,000.00, Mr. Kelly seconded, motion carried.

Mr. Thayer moved that the Budget Recommendation Committee approve the Trustees/Trust Fund budget at \$891.00, Ms. Aten seconded, motion carried.

Ms. Aten moved that the Budget Recommendation Committee approve the Cable TV General Fund budget at \$1, Mr. Woodward seconded, motion carried.

Mr. Woodward moved that the Budget Recommendation Committee approve the Economic Development Commission budget at \$1,500.00, Ms. Aten seconded, Mr. Kelly voted no, motion carried.

Mr. Thayer moved to adjourn, Mr. Woodward seconded. Roll call: unanimous. The committee stood adjourned at 9:35 p.m.

Respectfully submitted,

Chris deZarn-O'Hare
Recording Secretary