

DRAFT MINUTES

Budget Recommendations Committee November 15, 2012 Water & Sewer 2013 Budget Requests

Present: Chairman Corey Stevens, Vice-Chair Harry Thayer, Mark Leighton, Carol Aten, Rob Corson, Don Woodward, Bob Kelly, Bob Wentworth, Allen Corey, Financial Director Doreen Ravell, Staff Accountant Laura Hill, Selectman Don Clement, Selectman Frank Ferraro, Selectman Dan Chartrand, Town Manager Russell Dean, DPW Director Jennifer Perry and Water & Sewer (W&S) Engineer Mike Jeffers

The meeting was called to order by Chairman Stevens at 6:05 p.m.

DPW Director Perry provided the Committee with a FY 2013 Budget Narrative for the W&S Department which was reviewed. Also present for this review was Matt Berube, W&S Technician and Mike Jeffers, W&S Engineer.

WATER FUND - ADMINISTRATION

Mr. Kelly, a member of the W&S Budget Sub-committee, reviewed the conclusions of the sub-committee. The sub-committee supported the proposal for an Assistant DPW Engineer. Management positions have not been added in 8-10 years and the Department needs to be able to meet EPA requirements.

Another proposed position is for a FT Utility Clerk or 2 PT positions. Either option would help to insure the billing work would be completed in a timely manner. Mr. Kelly reported that the sub-committee recommended 2 PT positions because it reduces the Administrative budget by approximately \$25K. It is forecast that revenues will go down in the future with people conserving more water; there may be less revenue but the Town will still have the same expenses. This is another reason the sub-committee supported 2 PT positions. Mr. Corey agreed it makes sense financially and that the duties of the 2 positions could have their job descriptions and duties fully defined and clarified.

Mr. Corson inquired about the meter-reading project progress. Director Perry said it is on-going and should be completed early 2014. Matt Berube is managing the project. The system will be much more automated but billing will still be an issue. Outsourcing may be considered in order to get the billing done and moving from quarterly to monthly billing is also being considered.

Because the current proposed Water Fund includes a budget item for a FT utility clerk and not 2 PT positions, Ms. Ravell will provide the final Administration total at the November 20th Budget Recommendation.

WATER FUND – BILLING AND COLLECTION & DISTRIBUTION

The proposed budget for Billing and Collection was reviewed and the figured remains at \$100,600.00.

There were changes made to the proposed Distribution budget: a reduction of \$6,000.00 to General Equipment Purchase (without GPS) and a reduction to fuel costs as the contracted price per gallon came in at \$3.18, not \$3.25 per gallon.

Mr. Woodward moved the Budget Recommendation Committee approve the total Water Fund Distribution budget amount of \$543,913.00. Mr. Corson seconded, motion carried.

WATER FUND – TREATMENT

Mr. Kelly moved that Budget Recommendation Committee approve the Treatment budget amount of \$748,159.00. Mr. Woodward seconded, motion carried.

WATER FUND – DEBT SERVICE

Mr. Kelly moved that Budget Recommendation Committee approve the Debt Service budget amount of \$468,941.00. Mr. Woodward seconded, motion carried.

WATER FUND – CAPITAL OUTLAY

Mr. Kelly moved that Budget Recommendation Committee approve the Capital Outlay budget amount of \$121,532.00. Mr. Corson seconded, motion carried.

Mr. Clement asked about damage to the Historic Building since the roof leaks. WTP Supervisor Paul Roy said the gutter system is a major problem. Mr. Corson asked about mold in the building. Mr. Roy said a pump is running because of the ground water intrusion; the building has no foundation.

SEWER FUND – ADMINISTRATION and BILLING & COLLECTION

Because the current proposed Sewer Fund needs to be adjusted for the 2 PT positions noted above, Ms. Ravell will provide the final Administration and Billing & Collection total at the November 20th Budget Recommendation.

SEWER FUND – COLLECTION

Mr. Kelly noted that a reduction of \$11K for truck repairs was made to the Collection budget because it is recommended that a new truck be purchased. This vehicle purchase will be discussed at the CIP Budget Recommendation Committee meeting on November 20th.

Mr. Kelly moved that Budget Recommendation Committee approve the Collection budget amount of \$536,227.00. Mr. Woodward seconded, motion carried.

SEWER FUND – TREATMENT

Mr. Kelly moved that Budget Recommendation Committee approve the Collection budget amount of \$462,646.00. Mr. Woodward seconded, motion carried.

SEWER FUND – DEBT SERVICE

Mr. Kelly moved that Budget Recommendation Committee approve the Debt Service budget amount of \$622,427.00. Mr. Corson seconded, motion carried.

SEWER FUND – CAPITAL OUTLAY

Mr. Kelly moved that Budget Recommendation Committee approve the Capital Outlay budget amount of \$156,532.00. Mr. Thayer seconded, motion carried.

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Mr. Kelly reported that the W&S Advisory Committee will recommend to the Board of Selectmen that W&S take \$200K out of reserves but there will still be a increase of rates.

Mr. Thayer asked about a request from the Exeter Chamber of Commerce concerning holiday lighting. Mr. Thayer said he asked for a line item explanation about this request but did not receive it. He indicated that he is likely to vote no on this request. Apparently, Michael Schidlovsky, President of the Chamber, is willing to come before the Committee to provide further information.

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GENERAL FUND – DEBT SERVICE

Mr. Thayer moved that Budget Recommendation Committee approve the General Fund Debt Service budget amount of \$754,041.00. Ms. Aten seconded, motion carried.

BENEFITS AND TAXES

Mr. Thayer moved that Budget Recommendation Committee approve the Benefits and Taxes budget amount of \$47,813.00. Ms. Aten seconded, motion carried.

UNEMPLOYMENT

Mr. Woodward moved that Budget Recommendation Committee approve the Unemployment budget amount of \$11,154.00. Mr. Thayer seconded, motion carried.

WORKERS' COMPENSATION

Mr. Woodward moved that Budget Recommendation Committee approve the Workers' Compensation budget amount of \$147,296.00. Mr. Thayer seconded, motion carried.

INSURANCE

Mr. Thayer moved that Budget Recommendation Committee approve the Insurance budget amount of \$141,709.00. Ms. Aten seconded, motion carried.

Mr. Woodward moved to adjourn, Mr. Kelly seconded. Roll call: unanimous. The committee stood adjourned at 7:35 p.m.

Respectfully submitted,

Chris deZarn-O'Hare
Recording Secretary