

Draft Minutes

Budget Recommendation Committee

November 6, 2013

Call Meeting to Order

Chairman Corey Stevens called the meeting to order at 6 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chairman Harry Thayer, Allan Corey, Don Woodward, Bob Kelly, Bill Campbell, Francine Hall, Anne Surman, Nikki Graney, Phil Johnson, Nancy Belanger, Selectwoman Julie Gilman, BOS Chair Don Clement, BOS Vice Chair Dan Chartrand, Selectman Matt Quandt, Town Manager Russ Dean, and Doreen Ravell, Finance Director. Rob Corson, Robert Wentworth, and Nelson Lorenzo were absent.

Chairman Stevens reminded the Committee of the two Budget meetings the following week, November 12 and November 13. The Committee went around and introduced themselves.

Vice Chair Thayer made two changes to the October 23rd minutes. The first is on Page 2 under **Assessor**, paragraph 1, change "This will cause a .02 increase..." to "This will cause a .02 decrease..." The second change is also on Page 2, Paragraph 5 changing "...town managers..." to "...the Town Manager..."

A Motion was made by Mr. Woodward and seconded by Ms. Hall to approve the minutes of the October 23, 2013 Budget Recommendation Committee meeting as amended. Motion carried – all in favor.

Regarding the October 30th minutes, Vice Chair Thayer said to add Rob Corson to the roll call.

A Motion was made by Mr. Kelly and seconded by Mr. Woodward to approve the minutes of the October 30, 2013 Budget Recommendation Committee meeting as amended. Motion carried – all in favor.

Jennifer Perry, Director of DPW, gave a Power Point. She talked about what DPW does, including maintaining roads and town buildings, solid waste services, and recycling. She talked about their vision statement: Preserving, enhancing community and environment. She went on to say there are 44 individuals that work at DPW. She went over the budget summary. She is asking for a \$4.35 million budget for 2014. Salaries and benefits are one of the reasons for the increase in the budget, coming in at a 61% increase. Storm drain cleaning has increased by \$25,000; the last time they were 100% cleaned was 2011.

Chairman Stevens said himself, Bill Campbell, and Rob Corson are on the DPW subcommittee. He went on to read the two bottom paragraphs on the DPW subcommittee report, which talks about how they came to their budget request numbers, a new staffing position, and sidewalk paving.

There was discussion about the new staffing position. The department is thinking of either hiring a new part-time cleaning person or moving one of the current part-timers up to full-time. Ms. Perry spoke on the issue, saying the new part-time position would be 14 hours per week. There have been six people in this position in the last seven years. The suggested salary is \$25,000. However, if one of the current employees moves to full-time with benefits it will save the town \$5,000. If they had to provide a new employee in the future with benefits it would be a \$19,000 increase. Chairman Stevens asked Ms. Perry if she felt any different about the situation or does she still want to go forward with a new employee. Ms. Perry said it would be a good idea to put a part-timer up to full-time. Ms. Hall asked what the hours would be. Ms. Perry said it would be night hours. Mr. Campbell asked if both present employees would be sticking around for a bit and Ms. Perry said yes, she believes they will. Ms. Hall asked if there would be an issue with overtime. Ms. Perry said no, the hours will be kept as close to 40hrs/week as possible. Mr. Kelly asked if \$25,000 was the quote from the contracted service, saying there has not been a bid process yet. Ms. Perry said she has talked to a couple different firms and got some numbers. Mr. Kelly said once someone goes full-time it is hard to go backwards. It seems like a lot of risk. They are unsure if the part-timers want to go full-time. He is interested in putting out a bid and see how a contracted service will go for a year. Mr. Corey thinks it is better to hire a service company who will have their own equipment and knows that they are doing. The town can just go to the owner if they're not doing their job right. He would also like to do this for a year. Ms. Boulanger asked how many hours for a \$25,000 salary. Ms. Perry answered 14 hrs/week. Mr. Dean said custodians do things besides clean. They also set up rooms for events. If they contract out they will have to consider all of that too.

A Motion was made by Mr. Campbell and seconded by Mr. Woodward to zero out line 0606-5202 and replace with one of the town's own employees to full-time. Motion carried – with a vote 9-1.

Paving

Chairman Stevens next talked about line 0602-7503, Paving, and asked what should be done with the warrant. Mr. Kelly said three years ago \$500,000 was budgeted for paving. A paving assessment was done and said \$1.1 million should be budgeted per year. He has a problem with doing the warrant article for the extra money. He would rather see a different approach. He would rather see \$750,000 in the budget with no warrant article or put the whole thing into a warrant article. Ms. Surman supports this idea. Mr. Corey asked what budget looked like last year. Chairman Stevens said \$650,000 was in the budget with a \$250,000 warrant. Ms. Hall supports Mr. Kelly's proposal as well. Chairman Stevens doesn't think the whole \$900,000 should be budgeted because there is already an increase in the

budget with the 53rd payroll week and other expenses factored in. Mr. Corey said if the money is needed then it should be in the budget.

A Motion was made by Mr. Campbell and seconded by Ms. Surman that line 0602-7503 be changed to \$800,000. Motion carried – with a 9-1 vote.

Sidewalks

Chairman Stevens asked if sidewalk funds should be in the budget or a warrant article. Ms. Surman suggested it go the same way as paving and put in the budget. Mr. Woodward said this a maintenance item so there should be something in the budget. Ms. Perry said the town has 35 miles of sidewalk and the recent repairs have been emergency only. She said 27% of sidewalks are in good condition, 41% are in fair condition, and 32% are in poor or very poor condition. She said there is a real need for some significant improvements. She went on to give some sidewalk project locations equally around \$1 million. Mr. Clement thinks the sidewalks have been neglected. Mr. Dean said one concept would be a capital reserves fund for sidewalks. Mr. Campbell commented if a capital reserves fund is established, the mechanism isn't there. Mr. Dean said there would be a need for a warrant article. Mr. Clement said the warrant article would be very specific. Mr. Chartrand urged the Committee to think about walkers and not rely on automobile transportation.

A Motion was made by Vice Chair Thayer and seconded by Mr. Woodward to recommend to the Board of Selectmen to establish a capital reserve fund in the amount of \$80,000. Motion carried – with a 9-1 vote.

Planning

Ms. Perry and Sylvia Von Aulock talked about reducing planning studies by \$5000, bringing it to \$15,000, and use the \$5000 for consulting.

A Motion was made by Vice Chair Thayer and seconded by Mr. Woodward to take line 0301-5571 down to \$15,000. Motion carried – all in favor.

A Motion was made by Vice Chair Thayer and seconded by Mr. Woodward to bring the new Planning figure to \$225,655. Motion carried – all in favor.

Resident Nora Arico spoke about EEE and West Nile. She said she started the Mosquito Control Commission in the late 70's and it lasted ten years. She was wondering if the town does larviciding and if so who does it. She wondered if it is part of the budget. Mr. Clement said yes, it is done by Municipal Pest Management. Mr. Clement said they have budgeted for it in the Health Department at \$60,000. The resident asked if the whole town is covered. Mr. Clement said Mr. Berkenbush could best answer that, but he thinks the whole town is covered. Mr. Dean told her she should contact Mr. Berkenbush.

Administration and Engineering

0601-5446 Storm Water Phase II

Chairman Stevens asked Ms. Perry how she feels about reducing the budget from \$75,000 to \$50,000. Ms. Perry said she feels comfortable with it. A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce item 0601-5446 to \$50,000. Motion carried – all in favor.

0601-5000 Supplies

Chairman Stevens talked about reducing the budget from \$12,000 to \$9,000. Ms. Perry said they could use more than \$9,000, saying copying alone uses \$120-\$140/month. Mr. Woodward asked if \$10,000 would be enough. Ms. Perry said yes, they could work with that. Mr. Corey asked what she needs for the upcoming year, and asked not to lowball it. Chairman Stevens asked what the YTD is as of 11/1/13. Ms. Ravell answered \$4,800.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce line item 0601-5000 down to \$10,000. Motion carried – all in favor.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to bring the new DPW Administration total to \$401,954. Motion carried – all in favor.

Highways and Streets

0602-4335 Dam Maintenance

Ms. Perry said within this line item there is one dam registration fee with DES. The annual fee is \$800. She would like to keep the budget at \$5000.

The approved Highways and Streets budget is \$1,968,784.

Snow Removal

0603-4221 Plowing

With budget funds low in the snow and ice deficit capital reserve, the Committee recommends a warrant be developed in 2014 to reestablish funding.

0603-5007 Salt

A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce line 0603-5007 from \$75,000 to \$65,000. Motion carried – all in favor.

0603-6260 Fuel

Ms. Perry went over how fuel funds are spent and how she comes up with numbers. They have under budgeted for fuel in the past. She requested \$23,150 for fuel for snow removal.

A Motion was made by Vice Chair Thayer and seconded by Mr. Woodward to approve the amount of \$23,150 for fuel for snow removal. Motion carried – with a 9-1 vote.

A Motion was made by Vice Chair Thayer and seconded by Ms. Hall to bring the snow removal budget to \$267,070. Motion carried – all in favor.

Solid Waste Disposal

0604-5832 Blue Bags

A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce line item 0604-5832 from \$70,000 to \$68,000. Motion carried – all in favor.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to bring the Solid Waste budget to \$820,063. Motion carried – all in favor.

Traffic Lights

0605-4369 Traffic Light Maintenance

Ms. Perry said this is strictly for traffic lights, not lamp posts, etc.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce line item 0605-4369 to \$5000.

A Motion was made by Ms. Surman and seconded by Mr. Woodward to bring the new total for Traffic Lights to \$130,000. Motion carried – all in favor.

A Motion was made by Vice Chair Thayer and seconded by Ms. Surman to bring the new Public Works general fund to \$3,587,872. Motion carried – all in favor.

0606 Public Works Maintenance

A Motion was made by Mr. Campbell and seconded by Ms. Surman to bring line item 0606-1110 to \$241,224. Motion carried – all in favor.

A Motion was made by Vice Chair Thayer and seconded by Mr. Campbell to bring line item 0606-1200 to \$35,309. Motion carried – all in favor.

A Motion was made by Vice Chair Thayer and seconded by Ms. Belanger to bring Benefits total to \$135,516. Motion carried – all in favor.

0606-5202

This is the contracted service line item for the part-time employee. A Motion was made by Mr. Johnson and seconded by Ms. Belanger to reduce line item 0606-5202 to \$0. Motion carried – all in favor.

0606-7501

Chairman Stevens said there is a long list of maintenance items that DPW deals with. He saw a lot of it while on the 3-hour walk of the towns' buildings the previous Saturday.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to reduce line item 0606-7501 from \$133,520 to \$125,000. Motion carried – all in favor.

A Motion was made by Ms. Surman and seconded by Mr. Campbell to bring the new General Maintenance total to \$574,449. Motion carried – all in favor.

A Motion was made by Ms. Surman and seconded by Mr. Campbell to bring the new DPW Maintenance total to \$1,016,768. Motion carried – all in favor.

Vehicles

Chairman Stevens said there are three vehicles included in the report; a Plumbing/HVAC truck (which was decided could wait a year), a 6-wheel dump truck, and a one ton rack truck. There was a discussion about how often the vehicles are going through the wash bay. The total for these two trucks are \$200,659. There are also two cruisers that need to be included in the budget.

A Motion was made by Vice Chair Thayer and seconded by Ms. Surman to approve \$292,055 for vehicles, subtracting the HVAC/Plumbing truck. Motion carried – all in favor.

A Motion was made by Mr. Campbell and seconded by Ms. Surman to bring the total capital outlay on vehicles to \$536,399. Motion carried – all in favor.

A Motion was made by Vice Chair Thayer and seconded by Mr. Campbell to bring the capital outlay on SCBA to \$48,601. Motion carried –all in favor.

A Motion was made by Ms. Surman and seconded by Ms. Belanger to adjourn the meeting at 8:40 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary