

# DRAFT MINUTES

## BOARD OF SELECTMEN MEETING

## MINUTES

May 4, 2009

### 1. **Call Meeting to Order**

Chairman William Campbell convened the meeting at 7:00 pm for a work session. Mr. Campbell introduced other members of the Board: Mr. Bob Eastman, Ms. Julie Gilman, Mr. Matt Quandt, Mr. Bobby Aldrich and Town Manager, Russ Dean.

2. **H1N1 Update** – Assistant Fire Chief Ken Berkenbush came before the Board to talk about the Swine Flu epidemic. He has had many conference calls with the state and has met with the hospitals and schools. There are no cases in our area. The Fire Station and Police Department have been given supplies and instructions on how to use them. Other departments have been given sanitizers, disinfectant and handouts on how to avoid the flu. There is information on channel 22 with updates and information on how to protect your self from the swine flu. The information is also on Seacoast online. H1N1 is characteristically described as a minor illness. If it mutated and became more dangerous it would be of greater concern.

### 3. **Review of 2009 YTD Expenditures**

The 2009 budget was adopted on March 10<sup>th</sup>. The Town is currently in its 18<sup>th</sup> week of the cycle. Mr. Dean reviewed the major expense accounts which are: electricity, natural gas, fuel, debt service, solid waste, building maintenance, and vehicle maintenance. Mr. Dean stated that they are where they thought they would be in expenditure amounts. There are some potential savings areas that have been identified with approximate amounts: Elections saving \$10,000, 6" pump purchase saving \$10,000, debt service saving \$264,147, and fuel saving \$15-20,000. The total savings is about \$300,000. The Board then discussed the vacant positions in Town. The vacancy savings would vary depending on decision making involved in filling positions. A conservative estimate using a July 1<sup>st</sup> hiring date for all open positions would put anticipated savings at around \$150,000. The vacant positions are: Parks and Recreation part time Secretary, 2 full time Police Officers, a part time Secretary for the Police Department, a full time Heavy Truck Driver, a full time Maintenance/HVAC Technician and a full time Water/Sewer Managing Engineer. These positions would need to be voted on to become positions to be filled.

### 4. **Review of 2009 YTD Revenues**

Mr. Dean reviewed the basic revenues and one time revenues. The basic revenues include taxes, permits and fees, intergovernmental revenues, local revenues and investments. Mr. Campbell noted that the revenue numbers are a bit under but not far off for the general fund. Mr. Campbell decided to talk about the open positions and 2010 budget and what direction the Board wanted to give Mr. Dean on what kind of budget they would like to see. Mr. Aldrich stated that even if all 7 positions were filled, money would still be saved. If they were not filled, they may be eliminated from next year's budget. Police Chief Kane and DPW Director Jennifer Perry came forward to talk to the Board about their wishes for the open positions. Chief Kane said that he could fill the part time Secretary position and that the process has already been started. He also said that he is getting by without the 2 officer positions but that doesn't mean everything is being covered. Some shifts are not covered by a 3<sup>rd</sup> officer and the ability to handle multiple calls gets hampered. There is also more overtime. He would like all 3 positions to be filled. Ms. Perry stated that she needs the DPW positions to be filled and it is hard to prioritize over the 3.

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**Mr. Eastman moved to open all the series of open positions; Mr. Aldrich seconded. VOTE: 1 aye 3 nay. Motion failed.**

Mr. Campbell said that he would like to hear from Mike Favreau, Director of Parks and Recreation, on his thoughts on the open positions in his department.

Exeter resident and Budget Committee member, Jim Knight, spoke to the Board. He said that revenues appear to be down and things are not quite as good for the general public. He thinks it is prudent to move ahead slowly.

**Mr. Quandt moved to table the open position filling. No second.**

**Mr. Aldrich moved to approve 1 of the 2 Police Officer positions with the effective start date of July 1<sup>st</sup>, 2009 or sooner; Ms. Gilman seconded. VOTE: Unanimous.**

**Mr. Aldrich moved to approve the part time Secretary position for the Police Department; Mr. Eastman seconded. VOTE: Unanimous.**

**Ms. Gilman moved to approve the DPW Maintenance/HVAC position; Mr. Eastman seconded. VOTE: Unanimous.**

The Heavy Truck Driver position has already been decided to be filled. The other job positions will be read up on and will be on the agenda for next Monday's Selectmen's Meeting agenda. Mr. Campbell asked if departments should be given the freedom to do what they need to do with their budgets since they have previously been asked to stay with the basics. Mr. Eastman said that the budgets were approved and they should manage their budgets as they see fit. Mr. Dean said that they should limit what they can and keep an eye on the bottom line. Mr. Campbell agreed that they should spend frugally. Ms. Gilman spoke about the energy aspect of saving money. She has been looking into a program where the Town would be on standby with their generators and use them for certain Town departments when instructed for a said amount of time. This could save the Town about \$10,000. Mr. Eastman said that he would like to see salary breakdowns in percentages as part of the budget packet for next year. Mr. Aldrich agreed that this information would be very helpful. Mr. Campbell would like to start at a 0 increase budget. Mr. Eastman also spoke about uniform worksheets to follow. Ms. Gilman recommended the Budget Committee meet earlier than October with departments so that they can get to know the departments more and make good decisions. This idea will be run by the acting Chairman of the Budget Committee.

## 5. Adjourn

**Mr. Eastman motioned to adjourn at 9:00pm; Mr. Aldrich seconded. VOTE: Unanimous.**

Respectfully submitted,

Aimee Caruso  
Recording Secretary

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