

Budget Recommendations Committee October 20, 2017

Draft Minutes

1. Call to Order:

Present were BRC members: Peter Lennon, Bob Kelly, Fran Hall, Nick Gray, Judy Rowan, Pat Ballantyne, Rob Ficara, Nancy Belanger and Niko Papakonstantis. Absent were Steve Ramsay and Len Benjamin. Chairman Papakonstantis called the meeting to order at 8:35 a.m.

Also present were Selectmen: Julie Gilman, Dan Chartrand, and Chairman Don Clement as well as Town Manager Russ Dean, Finance Director Doreen Chester, Town Clerk Andie Kohler, and other department heads. Additionally, Paul McKenney, Assessing Agent was present.

2. Adjustment to Agenda:

Chairman Papakonstantis said there was an adjustment to the agenda: first, they will hear from the Town Clerk, then IT and then the rest will follow suit.

3. General Government – Town Clerk:

Nancy Belanger, Chair of the sub-committee, said they talked mostly about line item 5630 and \$24,000 requested by the Town Clerk for restoration, \$5,000 of which is included for ongoing restoration, which they are required to do.

Ms. Kohler said that the BRC had allowed her to buy shelving units to store the books and this is the third, and last, piece of the project. She said out of the final \$19,000, \$5,000 is for the ongoing book restoration. She said she was not sure if she would need the whole wall unit.

Mr. Lennon asked what would be the cost if Ms. Kohler did not need the whole wall unit?

Ms. Kohler responded she did not know what they may run into.

Mr. Lennon wanted to know if the Budget Recommendations Committee gave her the full amount requested, and she made a decision to do the whole wall unit, what would she spend.

Ms. Kohler replied she might not spend the entire amount.

Mr. Lennon asked if she may not spend all of the money, is there something else she could use the money on.

Ms. Kohler answered she could use the money for the restoration of books.

Ms. Belanger said she trusted the Town Clerk would make a wise decision. She shared her thoughts on why Ms. Kohler may want to do the whole wall unit. She said one part of the unit would have to be different to accommodate being behind the doors.

Chairman Papakonstantis asked the Finance Director if there were any changes to salaries and insurance.

Ms. Chester replied yes, they received an 11.1% decrease on the cost of health care, which represents \$400,000 of the overall General Fund. She said line item 2100 is \$51,200.

Russ Dean, Town Manager, said they revised the line items on Friday and asked the Chair if he wanted him to print out the new budgets with the bottom line figure of all the changes.

Chairman Papakonstantis replied no, it wasn't necessary.

Mr. Kelly responded that all of the members had marked up their budgets. He said they did not need to know the minutia – just the bottom line dollar amount of what will be voted on.

Ms. Chester said the new total for Town Clerk is \$347,867.

Chairman Papakonstantis asked if there were any other questions. Hearing none, he asked for a motion.

MOTION: Nancy Belanger moved to approve the total, \$347,867, for the Town Clerk, seconded by Nicholas Gray. A voice vote was taken and all committee members voted aye. Motion passed unanimously.

Town Clerk – Elections:

Ms. Kohler said she has budget three, one special and two deliberative, and three are mandated.

Chairman Papakonstantis asked the Finance Director if there were any benefits associated with this line item.

Ms. Chester replied no, not for elections.

Chairman Papakonstantis asked if there were any other comments. Hearing none, he asked for a motion.

MOTION: Nancy Belanger moved to approve the total, \$18,865 for elections, seconded by Nicholas Gray. A voice vote was taken and all committee members voted aye. Motion passed unanimously.

Town Clerk – Moderator:

Ms. Kohler said she needed a moderator for three elections, one special and two deliberative.

MOTION: Nancy Belanger moved to approve the total, \$1,130 as budgeted for moderator, seconded by Nicholas Gray. A voice vote was taken and all committee members voted aye. Motion passed unanimously.

General Government – IT Coordinator:

Ms. Belanger said they met with Mr. Swanson, who indicated there is an increase in the internet cost and GIS software as well as contracted services, line 5750. She said Mr. Swanson thought they had transferred money into that line. **She said that they bought a special program.**

Chairman Papakonstantis asked Ms. Chester for the new total for IT benefits. She replied \$27,266. He said he wanted to talk about the IT positions so they are clear.

Ms. Belanger said the cost is split between the Town and the School.

Mr. Swanson said there are two full-time people, himself, as IT coordinator, and 20% is allocated for EXTV and Bob Glowacky, the IT Tech, for day-to-day operations, 50% allocated for TV, 5% school TV to keep it up and running and Mr. Glowacky also assists him with work when he needs help.

Chairman Papakonstantis asked if there were any more comments or questions. Hearing none, he asked for a motion.

MOTION: Ms. Belanger moved to approve the total IT benefits of \$27,266, seconded by Mr. Gray and all were in favor by a voice vote, aye. Motion passed unanimously.

Mr. Swanson said he looked at the servers, and it costs \$30,000 for equipment failure, which could happen. He said the only option would be to buy and he saved money for the cost of the services. He said he is happy with the numbers.

Mr. Swanson said the biggest jump was in services – there was an increase of 20% in safety, environment, Police and the Library. He said they were looking to get more band width and there was some security testing done for \$3500. He said that they are also looking at a mobile app for \$7500, but he will let Mr. Glowacky speak to that.

Mr. Dean said the app features a citizen engagement tool so they can report to the appropriate town department.

Mr. Lennon asked how much is this going to cost?

Mr. Swanson answered \$7,500 for the first year and \$6,000 for subsequent years.

Chairman Papakonstantis asked if those figures could go up.

Mr. Swanson responded given the amount of competition in that area, it is more likely to go the other way.

Mr. Kelly asked is that part of line 5683 or the CIP Mobile app?

Mr. Swanson replied it is all in there.

Mr. Lennon wanted to know if there was an increase in e-mail to the Police Dept., Fire Dept. and Library as he noted it is \$60.00 a year per user.

Mr. Swanson replied the Library has two (users), Fire Dept., 5, and the Police Dept., 18.

Mr. Lennon said that is \$6,000 per year.

Mr. Glowacky said \$1,500 was set up for the cost of the app.

Chairman Papakonstantis asked if there were any other future funds available that could help. He said perhaps they could reach out to local businesses to get some money back from them to offset the cost.

Mr. Dean said it was part of the discussion, but they could talk about this later on, as it depends on how the pieces come into place. He said for this year, they are looking at the entire amount.

Chairman Papakonstantis said he spoke with a Town Manager in Massachusetts, who is utilizing this app and it worked out very well in the past year.

Mr. Glowacky said when someone e-mails the town's website, IT decides who the message goes to, and the citizen might reply to us, but with this app, it will send the message directly to the department.

Mr. Dean added with the caveat that when someone contacts the Town Clerk, the message goes directly to her e-mail.

Mr. Swanson said the reason it is not expensive is because this company does not write the app, they give us the template and we build it.

Chairman Papakonstantis said the sub-committee saw the presentation.

Mr. Glowacky said the name of the app is "My City" and it will have a reporting feature so that everyone in town would have access to it. He said they could go to different sites on the app, but the contact information e-mails will be in one location.

{Chris Soutter arrived at 9:10 a.m.}

Mr. Glowacky said it will be a quicker turn-around time, and will streamline the process of communicating with the department heads. He said this will also give the department heads a way of addressing issues.

Mr. Dean said it will have a dashboard feature which will help determine who is getting the call, for example, Public Works, and will allow staff to pull up the information and see who has been working on the issue.

Chairman Papakonstantis asked if the app allows reporting back to the citizens.

Mr. Glowacky replied yes, there are options, and more features are possible, such as a business list or a newsletter. He said the reporting feature makes it worth it.

Mr. Kelly said the town already has a website and people can contact the town.

Mr. Swanson said it is not real time.

Mr. Kelly said he wasn't sure they need real time. He wanted to know if IT gets a lot of e-mails during the day.

Mr. Swanson replied they would not believe how many e-mails they get during the day.

Mr. Kelly wanted to know if the department heads were on board with the app?

Mr. Dean replied they have been having ongoing conversations about this and the general philosophy now is technology is getting cheaper, and messaging to department heads is normal and needs to be amicable, and we need to adjust to that.

Mr. Kelly asked if there were any other department-related costs associated with this purchase that may come back to the Committee.

Mr. Swanson said there will be less cost as it will be automated. He said as it is now, they have to go through all the messages to find out who sent it. He said this way it will be automated and will be a lot easier.

Mr. Kelly said it sounds like Mr. Swanson is trying to make his life easier by taking himself out of the equation.

Mr. Glowacky replied it may offset the time they spend on tracking and forwarding messages.

Ms. Hall asked what if there was an emergency.

Mr. Glowacky said the app has a prompt if it is a 911 emergency.

Ms. Hall asked who was going to enter the data. She said they do not have a central location of events on the website, and could this app serve this purpose.

Mr. Glowacky replied yes.

Mr. Lennon asked if the app would only be up for the last quarter of this fiscal year.

Mr. Dean responded this would not be approved until March, then they would have to look at different vendors, and then they would have to go through the process of building it. He said that \$1500 is to have it the way we want it, but at that time, there are a couple of things they could do to make it promotional.

Mr. Swanson said it cost \$6,000 to host the whole thing.

Mr. Lennon wanted to know why do they need \$6,000 for the last quarter?

Mr. Swanson replied that is the way they get paid.

Mr. Dean said they would have to sign up for 12 months of maintenance.

Mr. Lennon asked if they are telling him they would have to pay for it and it will be for the next fiscal year.

Mr. Dean said they have to pay for the year.

Mr. Lennon wanted to know if there were any other costs associated with this, such as advertising.

Mr. Swanson and Mr. Dean both responded not that they were aware of.

Mr. Dean said this is for the framework and there are other features they could purchase.

Discussion continued.

Chairman Papakonstantis was concerned with the number of users as Exeter has a small population.

Mr. Glowacky said he spoke with one California town, with a population of 20,000 and they have had 1,000 downloads. He said the contact told him they do have a few hundred regular users.

Chairman Papakonstantis was concerned about the users on the town's website.

Mr. Glowacky said that a lot of information is on the website but a lot of people are messaging them on Facebook.

Mr. Swanson said that Facebook has to be manned 24/7.

Chairman Papakonstantis wanted to know if they could fix the town's website, and the drop-down menu, and if that would work.

Mr. Glowacky said the website is already set up that way and it is not working.

Mr. Swanson said it is difficult for people to know who to ask questions to on the town website.

Mr. Dean said it is not just the people who live in town, but this would give people outside the area the ability to contact us. He said people communicate with each other through social media.

Mr. Ficara said he spends a lot of time marketing and websites are slowly becoming obsolete. He said that apps are a way of the future and are more efficient than trying to find your way through a website. He said by having an app, this will allow the under 40 population to be fiscally responsible.

Mr. Dean pointed out that people could not only communicate with department heads, but with other boards and committees.

Chairman Papakonstantis said they have spent a lot of time discussing this and they need to reach a consensus.

There was a brief discussion on the servers.

Mr. Dean said if they want to spend money from the fund balance, it is line 5683.

MOTION: Nancy Belanger moved they approve \$22,750 inclusive of \$7500 to approve the app, seconded by Nick Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Mr. Swanson said that \$12,800 is the right number, but he did not anticipate spending that amount. He said they needed to re-allocate funds as his budget was already at \$9,600.

Mr. Swanson said that the television techs' hourly rate is \$64.00.

Chairman Papakonstantis asked Ms. Chester for the new IT total.

MOTION: Nancy Belanger moved they approve the new IT total of \$207,182, seconded by Nick Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Planning:

Dave Sharples, Town Planner, reviewed the line items and said that he does not control salary and wages, but the \$12,500 includes the cost of membership in the American Planners Association and Rockingham Planning Commission for examples. He said \$750 is for printing, \$400 for mapping.

Mr. Sharples said he has paid \$6,000 for one study, \$3,000 for another and has another invoice pending for \$1,000. He said this is a collaborative effort with the Planning Board for the Comprehensive Plan.

Mr. Sharples said there is also the cost for the GIS software and the annual support for the new Building Permit software that they use.

Mr. Sharples said that travel reimbursement is a little low and should be extended to \$800. He said he spoke with the Finance Director as he has been going to conferences.

Mr. Sharples addressed the 70' x 20' park in the downtown area and thought it would be a good idea to have a landscape architect come in and look at. He said \$9,000 covers the schematic design and the construction design.

Ms. Hall said the architect should think about the park as a nice place to meet for lunch.

Mr. Sharples said he got estimates and the first one is \$9,000.

Mr. Lennon wanted to know if Mr. Sharples had any idea that \$9,000 would work and that it would cost "X" to build. He said he did not know what the total cost of the budget would be, and there would be a lot of pressure to go ahead with the project if it was approved.

Mr. Sharples said it is important to create three designs and once you choose a design out of the three, the one chosen depends on the structural cost. He said the general rule of thumb is 10% of the total cost, or \$80,000 to construct the project.

Mr. Lennon said he does not disagree on the three schematic designs, but why should we consider giving you \$3,500 as the basis for a cost estimate before we give you any money for the design. He said we might consider to walk before we run.

Mr. Lennon asked Mr. Sharples to do his homework. He wanted to know if the additional \$5,480 is part of the actual implementation.

Mr. Sharples replied the reason why he put it in the budget this way is because the budget gets approved in March and by May, we will choose the design, then we at a standstill until a year later. He said this would delay the project until 2020.

Mr. Lennon said he was not convincing him that there is an urgent need to do this park. He asked with all the other things the town has to pay for \$80,000, isn't it worth waiting a year to think about it. He said that is a lot of money. He thought he may be able to consider taking the money out of line 3520 if Mr. Sharples could get a decent price.

Mr. Dean said philosophically they are investing in improvements to the downtown and the way he looks at it is if you bring in improvements, you bring in business. He said part of the overall efforts are geared toward that.

Mr. Lennon said he understood that, but wanted to know if they are getting any new investments in that area, unless someone buys the IOKA. He said it sounds like "a nice to have" going forward. He asked what is the impact on the parking lot and the traffic downtown to build the park.

Mr. Sharples said he does not want to rush through it and that he would like to see it through, and that is why he put it together.

Mr. Lennon said they have had a design before without construction. He said it would give them a better idea if they could see what the ultimate project would cost. He said if Mr. Sharples goes with \$5,480, he is assuming they are going with one design, which is the beginning of an \$80,000 project.

Mr. Sharples said they would get the concept and construction would focus more on different issues involved.

Mr. Lennon thought they were not ready yet and would appreciate a cost breakdown.

Mr. Ficara said it is a dump down there and if you want to attract people, the town is going to have to clean it up down there. He said the water fountain used to work. He said this is the gateway to town, and is going to be a spot where people can go. He said \$80,000 is specifically for that purpose and the benefits are great. He did not think much more needs to be done, just needs to be maintained.

Ms. Hall said that Economic Development shows the downtown project abutting the lot. She said she did not know what might come out of that, and wanted to know if Mr. Sharples was working with Economic Development.

Mr. Sharples replied they are working with the Economic Development.

Ms. Hall said there is a move to get more parking in town and wanted to know if that is on the table and whether or not the parking issue came up. She said she would hate to put money into the park when there is the parking project on the table.

Mr. Kelly would like to see the park upgrade being phased in, he is not opposed to it.

Ms. Soutter said the park is there and asked if there is anyone who does not think the park is in use. She agreed that some investment could be made into the park as they are investing in the downtown area. She said it does fit in with the revitalization and it makes sense to put money into the park.

Ms. Soutter said she did not like the idea of putting it off for a whole year and agreed with the Planner to get it done. She thought revitalizing it could cost less than \$80,000. She suggested maybe a local community organization or business could “adopt-a-spot” and take care of the park.

Mr. Kelly said that both Ms. Soutter and Ms. Hall made a good point and thought something has to be done about that park, but the parking has to be fixed. He wanted to know if they are going to re-do something in five years, do they want to spend \$80,000. He said he would argue no.

Mr. Kelly said they could put it in the capital budget but he would advocate what Ms. Soutter suggested. He said he does not want to spend \$40,000 for an improvement project that might impact the park. He said he would not want to do a full-size project.

Mr. Sharples said he does not see how they could this project partially. He said the trees are overgrown and most are not usable. He said they should go down and look at it, the trees are in planters and it needs upgrading.

Ms. Rowan said she is a little stunned by the figures being thrown around for a little park. She said she has worked with landscapers and the cost is around \$3500 to design and install trees for the park, but she would not want to have a cheap design for the town.

Mr. Dean said they ran into a similar situation with the Hind Street/Front Street/Linden Street improvement project. He said there was discussion at putting a roundabout there, then it was take a look at that, or that, and the more alternative you have, the higher the cost.

Mr. Lennon said that Mr. Dean just proved his point, things are likely to get costlier. He said he does not have any confidence in what the numbers are. He said he disagrees with Mr. Kelly and doesn't want to spend any money until they have a better idea of what the three schematic designs look like. He said it is a “nice to have” but it is not urgent.

Ms. Belanger said they are improving the downtown area and the thought process of putting this project off another year concerns her. She said they cannot always be putting things off another year. She said she did agree with Ms. Hall regarding the parking, and she said there has been talk about the need for a parking study. She asked at what point do we stop putting it off? She said they need to get the study done.

MOTION: Peter Lennon moved that the BRC change the number to reflect a cut of \$4,000 and leave \$5,000 in - \$3,520 for schematic designs and \$1500 for whatever can be used to clean up the park, but no money would be used for construction documentation. There was no second. Motion fails.

MOTION: Nancy Belanger moved they approve \$257,410 for the Planning Department. Nicholas Gray seconded the motion. Voice vote was taken: 8 in favor, one opposed (Peter Lennon). Motion passed.

Historic District Commission/Heritage Commission:

Chairman Papakonstantis said they met with Mr. Sharples to go over the HDC and the only question they had was on grant matching, why there was only \$1.00 requested. Mr. Sharples explained the ordinance that every other year it is split between the Heritage Commission and the Historic District Commission. This grant is for the Heritage Commission. He said the other question was regarding Education and Training (line item 5820) – he said the expectation is that if money was funded for more training, members would take advantage of it. He said there were no other questions.

MOTION: Nancy Belanger moved they approve \$1,772 for the Historic District Commission, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

MOTION: Nancy Belanger moved they approve \$3,428 for the Heritage Commission, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Conservation Commission:

Mr. Sharples said he would let Kristen Murphy speak to them about line 5200, contract services.

Ms. Murphy said they have set aside funds from this current year's budget and it has been discussed that this amount will cover the contracted service. She said they will monitor the area to insure chemical treatment was necessary, but when the property inspector came out, he said even with the chemical treatment of nearby invasive plants, it may not be worth it. She said the Conservation Commission concluded they would be interested in having help to design and study this issue before they go forward.

Ms. Murphy said she spoke with the design intern in invasive treatment and improvement to the farm.

Mr. Kelly asked if she was going to hire an engineer out of \$600.

Ms. Murphy said the \$5,585 would come out of the interns' salary.

Mr. Dean said they have brought two interns on board.

Ms. Murphy said this company has hands on experience, so we are getting more bang for the buck.

MOTION: Nancy Belanger moved they approve \$9,559 in the Conservation Commission budget, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Board of Adjustment:

Ms. Belanger said there is no change in the request for the Board of Adjustment.

Mr. Sharples said it has been level-funded and agreed with the numbers.

MOTION: Nancy Belanger moved they approve \$2,461 in the Board of Adjustment budget, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Chairman Papakonstantis said he would like to hear from the Assessing Agent.

Mr. Dean introduced Paul McKenney.

Assessor's Report (MS-1 Yearly Comparison):

Mr. McKenney said this is not his budget, and he reviewed the report. He said the land value decreased due to the reclassification of properties, along with added exemptions applied for. He said the building value has gone up by 3.18%. He said the public utilities have gone down, but not all the numbers are in.

Mr. McKenney said he reviewed last year's figures to apply to the MS-1 and will update. He said the next taxable value shows a 1.92% increase. He said looking at the table, they will note that 2010 and 2015 were re-valuation years and the next re-val will be in 2020. He said they continue to see a rise in real estate value.

Mr. Kelly asked, without getting into the minutia, could Mr. McKenney clarify what is public utilities.

Mr. McKenney replied the transmission and distribution of power lines.

Mr. Kelly wanted to know if it was just electric.

Mr. McKenney responded it is mostly electric.

Mr. Dean said the water system is a small part of it.

Mr. Kelly said the report indicates "public utilities" but it is not water and sewer.

There was a brief discussion on the town valuation and the projected numbers.

Mr. Dean said the \$1,728,545,407 valuation does not include the TIFF.

Inspections/Code Enforcement:

Ms. Belanger said over the past five years, there has been an increase in fees, but asked if this could fluctuate.

Doug Eastman replied yes, he is a licensed electrical inspector.

Ms. Belanger said there has been a significant increase in revenue, due to building inspections and electrical inspections and wanted to know if there is a need for additional hours and manpower?

Mr. Eastman said the revenue has increased due to the amount of construction in the town. He said the majority of the increase is due to two projects in town, one at Philips Exeter Academy. He said they are building new houses and there have been renovations.

Mr. Dean said they are not building any sub-divisions, but there are more condominium housing or multi-family housing and they are seeing an upswing in revenues.

Mr. Eastman said he has to be able to see the construction documents. He said Philips Exeter Academy have their own tests as required, but he does get a copy of their inspections.

MOTION: Nancy Belanger moved they approve the CEO and Inspections budget of \$251,522, and seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Economic Development:

Chairman Papakonstantis asked if Darren Winham was going to speak about his budget.

Mr. Dean said that Mr. Winham was on vacation, but they can talk about the budget.

Ms. Belanger said they did reduce line items, #5800 and #5810, and it was agreed upon by the department head.

Mr. Kelly asked if Mr. Winham was traveling.

Chairman Papakonstantis replied the year-to-date travel was a little over \$600, which is reduced from \$800.

Mr. Kelly asked if the Chair could go over the request for consulting services.

Ms. Belanger said that is a UNH project and there are two interns, who are working part-time, and they should have received an e-mail.

Chairman Papakonstantis said the wages consists of a research scientist and two interns.

Ms. Rowan asked if they discussed this stipend.

Mr. Dean said they are paid by the hour, but nothing for travel.

Ms. Rowan said that she and Ms. Hall spoke about this before, that at the graduate level, they devoted a lot of free time getting the supervised experience necessary and she wanted to know why they pay the interns. She said they are getting quality supervision which is valuable to an intern and it is not necessarily compensated time.

Chairman Papakonstantis said the sub-committee discussed that and the age of the free intern is coming to an end. He said he has interns working with him and they are being compensated.

Ms. Hall said if the interns are doing work, they should be compensated, but not if they are being supervised.

Mr. Dean said that on the town side, they have interns in different departments such as Public Works and Parks & Rec., and they pay them all. He said they do not pay them for travel or mileage.

Ms. Rowan said if they are working to meet their graduation requirement, and are supervised, are they being paid at the lower level.

Ms. Hall said that is different if they are being paid and that is an independent study, that is an academic grade. She said it would be valuable to them if the Human Resources Director could get them some information on this subject.

Mr. Dean said he would ask Ms. Cisewski for more information.

Mr. Kelly said last year the line item included \$3,500 for the interns, but this has increased and he wanted to know if Mr. Winham was having more meetings. He said the only thing that has gone up is the rate for the Recording Secretary.

Mr. Dean said they still meet once a month, and that is shown in the request.

Mr. Kelly asked what does the \$1,000 request include.

Mr. Dean replied in prior years, the public interest sections, are part of those expenses, but the interns are working on the Strategic Plan for Economic Development, which is a sister document to the master plan.

Discussion continued.

Ms. Hall said she would like to have the opportunity to hear from Mr. Winham and she does not want to vote.

Mr. Kelly asked what is the sub-committee's take on this.

Ms. Belanger replied she did not realize that Mr. Winham would not be here and asked if they could put this off until he is here.

Mr. Dean asked if the Committee would like to defer taking action on the Economic Development budget until October 25th and have Mr. Winham do a presentation for them that night.

Chairman Papakonstantis said they did discuss the meeting with Mr. Winham and he explained the matter of the work for the interns. He said that we understand that the Recording Secretary fees have gone up.

Mr. Dean said that the rate for all town-wide Recording Secretaries has been increased to \$14.00/per hour from \$12.00/per hour. He said not every Recording Secretary's budget is the same, some meet once a week, some meet for four hours, and the transcription of the minutes can take two or three hours, or up to ten hours.

Chairman Papakonstantis said that the Budget Recommendations Committee will defer taking action on the Economic Development budget until October 25th.

Trustee of the Trust Funds:

Mr. Dean said it is a three-member elected board, and historically the Chair is paid \$828, and the other two members are not paid. He said it is a volunteer board.

Chairman Papakonstantis said the sub-committee met with Donna in June and the wages reflect some of the work she does not do from home. He said he asked her for an average, but she told him that it varies week-to-week.

MOTION: Nancy Belanger moved they approve \$891 for the Trustee of the Trust Funds, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Board of Selectmen:

Chairman Papakonstantis said that Don Clement met with him last Friday. He said he agreed to increase line item 5810, Conferences/Room/Meals from \$250 to \$500, as Mr. Clement would like the Board members to attend more NHMA seminars. He said when they visit this next year, he will ask you if the Board has not attended.

Chairman Papakonstantis asked for the Committee's thoughts. He said the Special Expense is the ongoing E911 study.

Mr. Clement said that they have public utilities and he felt comfortable requesting an additional \$1,000.

Mr. Lennon wanted to know how much money was spent in previous budgets.

Mr. Clement said they are required to post legal notices.

Mr. Dean said the cost could be \$100-\$150 for each notice.

Mr. Clement said that other expenses would include such items like the food that we are getting today, the holiday party, plaques or awards.

Chairman Papakonstantis asked Mr. Clement if he wanted to give them a brief overview of the E911 program.

Mr. Clement said this is being set up throughout the State and is required by State statute, to review all addresses in the town. He said this will help the Emergency Service personnel to get to the right place. He said they had to do the entire mapping of the town, and they have a list that is 40 pages of street addresses they have to look at. He said they have Maple Street, Maple Court and Maple Avenue, and the new regulations frown upon that. He said they cannot use proper names.

Mr. Clement said they will have to speak with the citizens about address changes and this is an extensive process, and the numbering is very confusing.

Mr. Kelly asked if it is a one-year program.

Mr. Clement replied that work will continue and a lot will be done by next year. He said going forward, the work will be less as this will apply to new development.

Mr. Clement said he would like to see money put into the budget for a new Town Office sign.

Chairman Papakonstantis asked if he knew how much a sign would cost.

Mr. Dean said a sign would cost about \$5,000.

Mr. Kelly asked Ms. Gilman if that was okay with her.

Ms. Gilman replied they have three different signs entering Exeter, and she would like to pick one.

Mr. Clement said when someone drives by, they do not get a sense that this is the Town Hall.

Mr. Dean said a hand-carved wooden sign would cost more. He asked if there was a clear consensus of what kind of a sign we wanted.

Mr. Ficara asked if they wanted it to be decorative or a sign so people can find us.

Mr. Clement responded that this is a Town Office and it should be informative and list departments, but we are in the historic district. He said it should come from the Town Manager's budget.

Mr. Dean said it should come from the Board of Selectmen's budget and it should have the Town Seal on it. He said the seal will be installed on street signs.

Discussion continued on whether the sign should be modern, or decorative.

Chairman Papakonstantis asked for a motion.

MOTION: Nancy Belanger moved they approve \$5,000 in line item 5561 for a new Town Office sign, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Ms. Chester asked if the Committee had voted on the changes to line items 5810 and 8050.

Chairman Papakonstantis asked for motions on the two changes.

MOTION: Nancy Belanger moved to increase line item 5810 by \$500, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

MOTION: Nancy Belanger moved to increase line item 8050 by \$5,000, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Chairman Papakonstantis asked for a motion on the new total for Board of Selectmen.

MOTION: Nancy Belanger moved they approve the new total for the Board of Selectmen in the amount of \$29,025, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Legal:

Chairman Papakonstantis asked the Town Manager if the legal expenses were the same as last year.

Mr. Dean responded yes, they were, and they have a contract with the attorney. He said for instance, land use matters come out of this budget, as well as labor negotiations.

Chairman Papakonstantis asked if \$80,000 was needed for different issues and special items.

Mr. Dean responded that the money was split.

MOTION: Nancy Belanger moved they approve \$80,000 for legal expenses, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Transportation:

Mr. Dean said this is the COAST assessment, and the cost has dropped to \$10,000 from \$20,000.

Ms. Soutter said there has been a cut in service.

Mr. Dean said the bus only runs three days now, and not five. He said also, COAST is getting additional grant funds from other sources.

Ms. Hall asked what are the stats on the number of users in Exeter and wanted to know if there is a low level of users in town.

Ms. Gilman said they are tied into the service deficit, cutting the service decreases the number of opportunities for people to be picked up by the busses, but they are picking up people at the train station.

Mr. Dean said they are paying for the slack out of the transportation fund.

MOTION: Nancy Belanger moved to decrease line item 5224 from \$26,770 by \$10,000 for the Transportation Fund, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Chairman Papakonstantis adjourned the meeting for a lunch break at 12:15 p.m.

AFTERNOON SESSION

Chairman Papakonstantis reconvened the meeting at 1:14 p.m. to take up Human Resources.

Ms. Belanger said they met with Donna Cisewski and they have no recommendations to make. She said they support her funding total. Chairman Papakonstantis said that everything was straight forward, but he did ask Ms. Cisewski to give the members an opportunity to ask her about HR and other issues related to that area. He said he knows they had questions regarding employment of interns.

Ms. Soutter said it is a legality issue on if we do not pay inters, and what are they allowed to do. She said she knew there are restrictions.

Ms. Cisewski said you can pay them or not pay them, but if you do not pay them, you have to file paperwork with the Dept. of Labor and get approval for that. She said they have always paid interns a fee, which helps them and we get the benefit from their work on projects.

Ms. Soutter said she believes there is also an issue in not paying an intern, you cannot ask them to get Dunkin' Donuts coffee today, it must always be work associated with the internship, so it is more challenging.

Ms. Cisewski said the interns have to work on the task at hand.

Chairman Papakonstantis asked if there were any questions related to the budget line items. Hearing none, he asked for a motion.

MOTION: Chris Soutter moved that they approve the new total for Human Resources in the amount of \$90,419, seconded by Nancy Belanger. All were in favor by a voice vote, aye. Motion passed unanimously.

Town Manager:

Chairman Papakonstantis said that \$4,000 is being requested in line 5750 for someone to cover for Sherri when she is on vacation. Ms. Belanger said also if she is out sick or takes a personal day.

Mr. Dean said this amount is for coverage for any leave time.

Chairman Papakonstantis said it is necessary for someone to be in the office, so this would be for forty hours a week multiplied by four weeks.

Ms. Hall asked how this has been handled in the past.

Mr. Dean said they used to maneuver taking staff from another department. He said this is a two-person office and if she is out and he is not around, the office is closed. He thought about hiring someone part-time, but it would be broader than just this office.

Mr. Dean said when Sherri is out, someone has to be in the office to facilitate matters. He said it is more for the public, interfacing with residents, phones, handling permits, parking spaces, etc.

Chairman Papakonstantis asked if there were other questions.

Mr. Dean said under dues, the \$14,600 is part of the town-wide NHMA, and the dues are \$12,000 annually. He said they basically monitor all legislation for us during the season. He said a lot happens that municipalities are interested in.

Mr. Clement said there will be E911 training next week.

Mr. Dean said they offer a variety of services that board members have access to.

Chairman Papakonstantis asked if all the towns participate in NH Municipal Association.

Mr. Dean replied just about every town does.

Mr. Lennon asked if the dues are based on the town's population.

Mr. Dean replied he will check on that.

Mr. Lennon asked if they have the feasibility to check on what other towns are paying.

Mr. Dean answered yes, they do, and he will check on that.

Mr. Dean said he attends the annual conference for ICMA, and that is also included under dues. He said he will be going to San Antonio.

Mr. Lennon said that Mr. Dean is being reimbursed for travel to the conference, but wanted to know if he was getting paid for other related costs.

Mr. Dean replied the conference, room and meals are \$2,500 and it cost \$663 to register for attendance.

Mr. Dean said as he already informed the committee, he is on the Health Trust Board, for New Hampshire municipal employees but they pay for his mileage.

MOTION: Nancy Belanger moved they approve \$227,585 for the Town Manager's budget, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Treasurer:

Mr. Dean said that it is great to have Penny and she works for the Fremont School District.

Ms. Chester said the dues went up slightly to \$50.

Ms. Soutter wanted to know why doesn't she get a modest increase in pay.

Mr. Dean replied that is because it is an elected position and would have to be approved by the townspeople.

MOTION: Nancy Belanger moved to approve increasing line item 5450 by \$50, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

MOTION: Nancy Belanger moved to approve the total in the amount of \$11,269 for the Treasurer's budget, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Tax Collection:

Ms. Belanger said the Town Manager had answered her question regarding line items 5470 and 5471.

Mr. Dean said they are replacing the tax bill. He said the supply budget involves everything from paper and postage to outside printing. He said legal expenses involves bringing in special counsel regarding bankruptcy proceedings to make sure our interests are protected. He said with tax liens, user expenses are involved in that process because they have to go to court for an eviction.

Mr. Dean said every town has to have a tax collector, which is the Town Manager. He said the Deputy Tax Collector handles the day-to-day tasks of the office.

Mr. Kelly asked about the Deputy Tax Collector and the salary range.

Ms. Chester replied the Deputy is a union employee, not the Tax Collector.

There was a lengthy discussion on the MUNIS conversion.

Mr. Lennon said he would like to have an opportunity to discuss this Ms. Chester and Mr. Dean.

Mr. Dean said \$49,250 was budgeted for the MUNIS conversion in 2018, \$253,000 was in the MUNIS budget, but the Committee provided only \$170,000.

Mr. Lennon said what started out as one-quarter million dollars is now almost \$300,000,000 and his concern is based on additional monies in this budget.

Chairman Papakonstantis said that during Mr. Kelly's and Mr. Lennon's sub-committee meeting, they brought this to my attention. He said he would defer discussion on MUNIS as a whole as it pertains to all the budgets. He asked the Town Manager to get the Committee more information.

Mr. Dean replied that he would.

Assessing:

Ms. Belanger said that \$5,200 is required by law to maintain current maps and she wanted to know where they were in the process.

Mr. Dean said that the tax maps have been updated and additional charges have been added to new buildings to the tax maps. He said the GPS locates the building and adds it.

Mr. Dean said they may see an increase in wages as the Assessing Clerk and the Deputy Assessor's positions have been reclassified, and the Deputy is fully certified to be an assessor.

Mr. Lennon asked if all veterans were exempt or is this for a specific time period. He wanted to know if the town verified who they are and if they get a tax credit.

Mr. Dean said no they have not done that.

Mr. Lennon asked if that could cost a significant amount of revenue.

Mr. Dean said that in the past, they may have had groups or organizations looking for tax exemptions, but this is the first time we have seen a letter from Riverwoods asking to be tax exempt and they are a major revenue for the town.

Mr. Lennon said his question was related to this group regarding assessment.

Mr. Clement said it is the legislative body's decision and it would have to go to the town voters to approve.

Discussion continued.

MOTION: Nancy Belanger moved to approve the Assessing Budget in the amount of \$212,881, seconded by Judy Rowan. All were in favor by a voice vote, aye. Motion passed unanimously.

Finance/Accounting:

Chairman Papakonstantis said they can talk about this, with the exception of the MUNIS discussion, which is deferred to the beginning of the Water and Sewer Sub-Committee Meeting. He said they would not be voting on the Finance total today.

Chairman Papakonstantis asked Ms. Chester to summarize compliance.

Ms. Chester responded the triennial evaluation is done by the actuary and will do the pension /retirement benefits. She said it is a three-year evaluation.

Chairman Papakonstantis said it is his understanding it is a requirement through the Health Trust and asked if there were any resources offered to the municipalities?

Mr. Dean said he bring this up with the Board and the Executive Director.

Discussion ensued.

Chairman Papakonstantis asked for a motion to approve General Government.

MOTION: Nancy Belanger moved they approve the General Government total of \$1,012,964, seconded by Peter Lennon.

Chairman Papakonstantis said that Finance, Economic Development and Tax Collection have been deferred.

Ms. Hall said that the CIP is scheduled for Wednesday.

Chairman Papakonstantis said they will address the Dept. of Public Works, then they will discuss CIP. He said Finance will be deferred until Nov. 6th.

Debt Service:

Mr. Dean said the total is \$1,014,970, an increase of \$319,175, and the two main drivers for this are the Lincoln Street project and the Court Street Bridge project, which is in its final phase, and two bond issues will come out. He said that the String Bridge is in its final reconciliation between funding.

Mr. Kelly said it is an ongoing project and interest rates have been low. He asked if it was worth considering retiring any of the 2019 final payments a year earlier.

Mr. Dean said it is not that large of an issue and 2019 is not that far away.

Mr. Kelly said they have had this conversation on water and sewer and it can be a reasonable cost savings measure.

Mr. Dean said he will take a look at that.

MOTION: Nancy Belanger moved to approve the debt service amount in of \$1,014,970, seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Chairman Papakonstantis asked if this would be an appropriate time to go through insurances.

Mr. Dean replied they could do that.

Chairman Papakonstantis said that Mr. Swanson did not get into his two CIP IT items and asked if either Mr. Swanson or Mr. Glowacky could come out and speak with them.

Mr. Lennon said the broadcast service is \$60,000 and the studio at the Town Hall and they are both funded from the Cable Television fund.

Mr. Dean said the Cable Television fund supports both and Mr. Swanson and Mr. Glowacky will be here together to speak about it.

Mr. Lennon said the Cable Television fund is under the Board of Selectmen and wanted to know if the BRC had any authority.

Mr. Dean said they do not.

Mr. Clement said the Select Board will spend money for that part, but they always welcome the Budget Recommendations Committee to recommend.

Mr. Lennon said if they are not part of it, they have to decide whether or not to review it.

Mr. Clement said it went through CIP.

Insurance:

Chairman Papakonstantis asked for the bottom line totals for payroll taxes, unemployment, benefits, insurance and workers comp.

Ms. Chester replied \$120,468 for payroll taxes and benefits; unemployment = \$3,456; Workers Comp. - \$203,250 and insurance = \$111,205.

Chairman Papakonstantis asked if there were any questions.

Ms. Belanger said, prior to receiving the new insurance premium, the amount budgeted was an 8% expected increase and wanted to know if that is not the case and have all costs been allocated.

Ms. Chester replied they received an 11.1% decrease in allocations.

Mr. Kelly said he would like the Finance Director's input into the buildings and asked if anyone was reviewing what they are. He also wanted to know if there are any mechanisms in place for reviewing them.

Ms. Chester said they come out every few years and this year it has been allocated based on capital. She said the costs for water and sewer are based on the infrastructure.

Mr. Kelly asked if it was based on the value of those facilities.

Mr. Dean said the property was appraised this year.

Mr. Kelly wanted to know if there was an opportunity to challenge the re-assessment, and if there is a similar mechanism.

Mr. Dean replied not really. He said they are rated on a couple of methods, by the property value and the pool piece. He said there has been a value assigned to all properties which is put in the town report every year. He said that Mr. Kelly was referring to the new groundwater plant.

Mr. Kelly asked if the town reviews insurance carriers periodically.

Mr. Dean replied not really, they are in two pools through the State insurance carrier, Primex. He said the health trust is now separate from the property liability trust, which went out of business. He said Primex specifically handles municipalities and the kind of things that towns deal with. He said there will not be the experience if they go elsewhere.

Chairman Papakonstantis said that Primex is a sister company of his client in Massachusetts and the Town Manager is correct. He said in Massachusetts, municipalities go out to bid every 2-3 years.

Mr. Dean said that is a good point, and the current policy will expire in 2019.

Chairman Papakonstantis said he brought that up because you risk complacency.

MOTION: Nancy Belanger moved the total of benefits and taxes in the amount of \$438,379 seconded by Nicholas Gray. All were in favor by a voice vote, aye. Motion passed unanimously.

Chairman Papakonstantis asked if the Chairman would like to give the Committee an update, since there was a Select Board meeting on Monday night.

Mr. Clement said there was a motion made and approved that there be an ad hoc Human Services Funding Committee and they would go ahead for the 2018 budget and vet all agency requests and put forth their recommendation.

Ms. Hall asked if they would go before the Select Board first.

Mr. Clement responded no, they would go to the Budget Recommendations Committee first, then the Select Board.

Chairman Papakonstantis asked what was the limit, was it \$100,000.

Mr. Clement said he did not know – he thought the BRC would establish that amount of money.

Ms. Soutter said last year they voted for \$100,000 in funding, and she would hate to cut that amount by \$14,000. She wanted to know who creates that budget, and what the budget is this year.

Mr. Dean answered they have a place holder of \$100,000.

Ms. Soutter said they have \$133,000 in requests.

Mr. Clement said that Mr. Kelly made the motion to put \$100,000 in the budget and it was voted by the BRC last year.

Ms. Soutter said she has a long list of non-profits requesting money and she would have to research other towns to see what their numbers are.

Mr. Clement said that Seabrook has \$200,000 in requests.

Ms. Soutter said she will be looking at towns that are serviced by a Chamber of Commerce. She said she is currently the Chair on the Board of Non-Profit Organizations and will report back to the BRC.

Ms. Soutter said she will vet the applications and bring forward to the Committee. She said she should have something by November 9th.

Mr. Clement said his recollection from Monday is that the Human Service Funding Committee should manage the upcoming year's budget requests. He said they would need to update the Human Services Selective Funding policy.

Mr. Dean said the format is still being discussed.

Ms. Rowan, Mr. Kelly and Ms. Hall asked Ms. Soutter to come up with another amount if she did not think it should be \$100,000.

Ms. Hall said Ms. Soutter could recommend something and they could always deliberate.

Chairman Papakonstantis asked if there was any other discussion.

There was a brief discussion by Ms. Rowan regarding design review for small projects and whether or not there is a coordinator.

Chairman Papakonstantis reminded everyone that the next meeting is October 25th.

Adjournment:

MOTION: Nancy Belanger moved to adjourn the meeting at 3:10 p.m., seconded by Fran Hall. All were in favor by a voice vote, aye. Motion passed unanimously. Meeting adjourned.