

**TOWN OF GILMANTON
BUDGET COMMITTEE- SUPER SATURDAY
JANUARY 9, 2016**

APPROVED

Members Present: Brian Forst -Chair, Stan Bean- Vice Chair, Steve Bedard- Member, Mark Sawyer- Member, Anne Kirby-Member, Michael Jean- Selectman's Rep, Richard Bakos-Sawyer Lake Rep, & Robert Carpenter-School Board Rep, Richard Gelatt-Member

Also Present: Heather Carpenter –Recording Secretary, Paul Branscombe- Town Administrator, Marie Mora- Finance Administrator, Rachel Hatch- Chairman of the Selectman, Chief Currier-Police Dept., Chief Hempel- Fire Dept., Paul Perkins- Highway Dept.

Meeting Opened at 8:30 a.m.

Approval of December 30, 2015 Minutes-

MOTION: for approval: Michael Jean

Second: Mark Sawyer

Board voted unanimously to accept the minutes as written.

New Business- Work Session “Super Saturday” for the Town budget.

Police Department-PG. 18- Chief Matthew Currier:

Brian Forst-Move Department Request for discussion, column four.

MOTION: by Stan Bean move to discuss Police Department request for \$557,558.00

Seconded: Mark Sawyer

Discussion between the Board , Finance Administrator, Town Administrator and Department Head about the breakdown on Town revenues compared to last years, Police Detail as revenue, the break down on that budget, the accounting, requests, expenditures, grants, salaries, certification for the new hire, computer maintenance and the unanticipated expense for the server. The discussion moves on to supporting or not supporting the warrant article for the COLA increase or supporting or not supporting the COLA increase within each departments budgets.

MOTION: by Stan Bean

Seconded: by Michael Jean

Board votes UNANAMOUSLY yes for the budget of \$551,566 for the Police Department.

Warrant Article #10- Police Cruiser

MOTION: by Anne Kirby to recommend the Warrant Article#10 for the New Police Cruiser.

Seconded: by Mark Sawyer

Board votes UNANAMOUSLY to recommend yes on Article #10.

10:00 A.M. - Brief recess

Stan Bean- Page 49, column six. Recommendation of \$21,000 on line 02-42101-230-00.

The Board recommendation for Police Detail is \$21,000.

MOTION: by Stan Bean

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$21,000 for Police Detail.

Fire Department- PG.23- Chief Paul “Joe” Hempel:

The cuts reflect a \$7,700 from the proposed budget, this has been taken from a couple of places. See list below-

\$1,700- Gas

\$6,000- Vehicle repairs with the intention the Selectmen will use the Non-Capital for the money if needed.

Discussion between the Board members, Finance and Department Head about salaries and the accuracy of the accounting.

The Board recommendation for the Fire Department Budget is \$615,416.

MOTION: by Brian Forst

Seconded: by Anne Kirby

Board votes UNANAMOUSLY for the budget of \$615,416 for the Fire Department.

Discussion about the Fire Department revenues based on run activity. The monies from that activity getting deposited by the ambulance company in this special account which is considered a part of the General Fund Account. The account holds approximately \$234,000.

Chief Hempel ask for support for the \$2,500. It is earmarked to complete the Emergency Management Grant for a generator for the Iron Works Fire House. They have received 50% funding from the state on an \$8,000 project. The 2015 funds have been encumbered to pick up the balance.

Emergency Management- PG. 25

Board moves to recommend \$2,500 to fund emergency management.

MOTION: by Stan Bean

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$2,500 for Emergency Management.

Discussion on the importance of putting money into the CIP to make sure that we have the money for large projects down the line. Chief Hempel speak to the fact that he believes the Board of Selectmen and the Budget Committee needs to make it a clear understanding to the Department Heads that we are going to endorse, implement and follow a CIP and that is an important discussion in 2016 so we can get back on track, it has been about three to four years since we have been on track with a CIP. Chief Hempel understands that the Budget Committee has been a supporter of the CIP but the Planning Board has to do their job. There is some discussion that the power lies in the Board of Selectmen but for the last three years the Chief feels that the Board of Selectmen has not been a supportive environment, where department heads have been berated, laughed at and under supported.

On February 2nd at the next Department Head meeting there will be put forth an analysis for vehicles and infrastructure.

Warrant Article #6 - Command Vehicle

MOTION: by Stan Bean moved for consideration \$50,589 for Article #6.

Seconded: Michael Jean

Warrant Article #6 - Command Vehicle

MOTION: by Stan Bean

Seconded: by Rich Gelatt

Board votes UNANAMOUSLY to recommend Article #6 for \$50,589.

Discussion on Tax Impact and how the figures come about through rounding. For every hundred thousand dollars in this budget, up or down, the impact is twenty-two cents.

Warrant Article #7- Lucas Devise

MOTION: by Stan Bean moved for consideration \$20,000 for Article #7.

Seconded: by Michael Jean

MOTION: by Stan Bean

Seconded: by Richard Bakos

Board voted UNANAMOUSLY to recommend Article #7 for \$20,000.

Warrant Article #8- Self Contained Breathing Apparatus Capital Reserve Fund

MOTION: by Stan Bean moved as read

Seconded: by Michael Jean

Warrant Article #8- Self Contained Breathing Apparatus Capital Reserve Fund (SCBA FUND)

MOTION: by Brian Forst

Seconded: by Stan Bean

Board voted UNANAMOUSLY to recommend \$17,500 for Article #8.

Discussion on targeted funds on this account is \$122,000, seven year project funding \$17,500 every year, this was instituted in 2011. The current cost to replace each unit is \$6,250 and there are twenty units that would be replaced.

Warrant Article # 9- Fire Radio Capital Reserve Fund

MOTION: by Mark Sawyer moved for consideration

Seconded: by Stan Bean

Board voted UNANAMOUSLY to recommend \$8,000 for Article #9.

Highway Department- PG. 27 Paul Perkins- Road Agent

MOTION: by Stan Bean moved for discussion for the Highway Administration request of \$411,786.

Richard Bakos asks if year to date expended is up to date, to Marie's knowledge it is. Paul Perkins agrees that there are no additional P.O.'s to add. Discussion on uniforms and safety boots, the cost of diesel fuel, building maintenance and radios.

-The cuts reflect a \$6,000 reduction to the diesel line due to the current price.

MOTION: by Stan Bean

Seconded: by Robert Carpenter

Board votes UNANAMOUSLY for the budget of \$402,812 for the Highway Department.

HIGHWAY & STREETS- PG.28, COLUMN 4

Discussion on inventory that is in place expended in 2015, aside from salt that just came in at \$13,000. The cuts from last year on plowing which were a problem due to the severe weather. The budget from mowing got used in plowing and mowing didn't get done. This year the idea of the request is to be able to have enough for plowing, mowing and paving that needs to be done.

The request for putting a line on Allen Mills was brought up as a safety issue. Quotes to have a line placed on the road have been done and the estimate is around \$2,000.

MOTION: by Stan Bean moved for consideration Department request at \$349,763 for Highway and Streets.

Seconded: by Mark Sawyer

Board votes UNANAMOUSLY to recommend \$349,763 for the budget of Highway and Streets.

ROAD BETTERMENT & GRANTS- PG.29, COLUMN 4

MOTION: by Stan Bean

Seconded: by Mark Sawyer

Board votes UNANAMOUSLY to recommend \$268,363 for the budget of Road Betterment and Grants.

Warrant Article #11- Six Wheel Dump Truck (fully equipped)

MOTION: moved as read for discussion by Stan Bean

Seconded: by Michael Jean

Discussion on the fund being reduced by half. The account is left with \$176,000 sitting in it which doesn't replace the loader, it does not replace the grader, and it does not replace any of the next things on the CIP. As the asset of the town becomes less, the bond rate increases, it is important to keep the town health in this respect. Paul Perkins is a proponent of putting money into the CIP. The truck in the warrant article is fully outfitted/equipped which includes plows, sander etc. Suggestion of putting more information on the Town website about with a picture and a description so the public can see exactly what they are voting on. There will also be a voter's guide coming out after deliberative session through the Selectmen's office. The lack of public involvement at Deliberative session is an issue and the hope is to increase the flow of knowledge so that the voters can make thoroughly educated votes.

Board votes UNANAMOUSLY to recommend Article #11 in the amount of \$175,000.

Warrant Article #13- Bridge Capital Reserve Fund

MOTION: by Brian Forst

Seconded: by Michael Jean

Discussion on the need to make sure this fund is adequately funded, the reimbursements and the need to make sure that those reimbursements are placed correctly. If the money is returned to the town through the reimbursement, next year when we are voting on a Capital Reserve Input to the Bridge Fund, we need to put that money plus additional back in it to keep the fund healthy.

Board votes UNANAMOUSLY to recommend Article #13 in the amount of \$50,000.

Administrative request from the Budget Committee- next year can all sheets that are given be dated so that all the information is kept current and to help with the understanding of new information they should be working with.

Warrant Article # 19- Bridge Engineering Study

MOTION: by Stan Bean \$125,000 move for discussion.

Seconded: by Anne Kirby

Discussion of the wording in the article “non-lapsing appropriation” and the definition of that phrase. The savings of over fifty thousand dollars by having the study being done together for the two bridges on Stage Road.

Board votes UNANAMOUSLY to recommend Article #19 in the amount of \$125,000.

EXECUTIVE- PG.2, COLUMN 4

MOTION: by Stan Bean move \$184,579 for discussion

Seconded: by Mark Sawyer

Discussion of COLA, increase in the budget due to restructuring of positions, insurance plans for full time employees’, computer contracts on maintenance and new equipment vs the contract of last year.

MOTION: by Stan Bean move to recommend \$182,949

Seconded: by Steve Bedard

Board votes UNANAMOUSLY to recommend \$182,949 for the Executive Budget.

Steve Bedard notes that we will not be going through the revenue portion during this meeting due to the lack of information and that topic will be discussed at another budget meeting.

ELECTIONS/VITALS- PG.3, COLUMN 4

MOTION: by Stan Bean move \$17,996 for purposes of discussion.

Seconded: by Anne Kirby

Board votes UNANAMOUSLY to recommend \$17,996 for the Election Budget.

FINANCE ADMINISTRATION- PG. 4, COLUMN 4

MOTION: by Stan Bean move \$88,009 for purposes of discussion.

Seconded: by Mark Sawyer

Discussion on Finance and HR Administrator based on a 28 hour a week schedule, the necessity/importance of the position, the details of the job requirements, the need for someone with town municipal experience, outsourcing the position vs keeping it in house to avoid the issue of errors from the past.

MOTION: by Brian Forst to amend the budget to \$80,729

Seconded: by Richard Bakos

Board votes 4-oppose to 4-agree, Chairman breaks the tie in the affirmative.

Budget Committee to recommend \$80,729 for the Finance Administration Budget.

TAX COLLECTOR/CLERK- PG.5, COLUMN 4

MOTION: by Stan Bean move \$169,126 for discussion.

Seconded: Mark Sawyer

Discussion on the warrant article for document restoration.

MOTION: by Stan Bean to amend Budget Committee recommendation for \$167,268

Seconded: Richard Bakos

Board votes UNANAMOUSLY to recommend \$167,268 for the Tax Collector/Clerk budget.

TREASURER- PG.6, COLUMN 4

MOTION: by Stan Bean move \$11,207 for discussion

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$11,207 for the Treasurer budget.

TRUSTEE OF THE TRUST FUND- PG.7, COLUMN 4

MOTION: by Stan Bean move \$8,205 for discussion

Seconded: Mark Sawyer

Board votes UNANAMOUSLY to recommend \$8,205 for the Trustee of the Trust Fund budget.

BUDGETING-PG.8, COLUMN 4

MOTION: by Stan Bean move \$3,878 for discussion

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$3,878 for the Budgeting budget.

ASSESSING- PG.9, COLUMN 4

MOTION: by Stan Bean move \$109,747 for discussion

Seconded: Mark Sawyer

MOTION: by Stan Bean to amend to \$109,098

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$109,098 for the Assessing budget.

LEGAL- PG.10 COLUMN 4

MOTION: by Stan Bean moving \$40,000 for discussion

Seconded: Mark Sawyer

Discussion on Non-Capital reserve account and the target amount for it. The account is sitting currently at approximately \$32,000.

MOTION: by Stan Bean to amend to \$35,000

Seconded: by Anne Kirby

Board votes UNANAMOUSLY to recommend \$35,000 for the Legal budget.

PLANNING BOARD-PG.11, COLUMN 4

MOTION: by Stan Bean move \$51,697 for discussion

Seconded: Michael Jean

Discussion around updating the Master Plan and the contractor needed for that, Lakes Region Planning line was transferred from Outside Agencies.

MOTION: by Stan Bean to amend to \$51,320

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$51,320 for the Planning Board budget.

ZONING BOARD OF ADJUSTMENT (ZBA)-PG. 12, COLUMN 4

MOTION: by Stan Bean move \$9,857 for discussion

Seconded: by Michael Jean

MOTION: by Brian Forst to amend.

Seconded: by Stan Bean

Board votes UNANAMOUSLY to recommend \$9,726 for the Zoning Board of Adjustment budget.

HISTORICAL- PG.13, COLUMN 4

MOTION: by Stan Bean move \$5,097 for discussion

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$5,097 for the Historical District budget.

GENERAL GOVERNMENT-PG.15, COLUMN 4

MOTION: by Stan Bean move \$71,850 for discussion

Seconded: Mark Sawyer

Discussion of why the maintenance has been doubled at the old Town Hall and the need is due to painting, outside drainage, and heating oil from the time of the flooding issue in the building.

Board votes UNANAMOUSLY to recommend \$71,850 for the General Government Building budget.

CEMETERIES-PG.16, COLUMN 4

MOTION: by Stan Bean move \$8,996 for discussion

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$8,996 for the Cemeteries budget.

INSURANCE-PG.17, COLUMN 4

MOTION: by Stan Bean move \$68,089 for discussion

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$68,089 for the Insurance budget.

BUILDING INSPECTOR-PG.24, COLUMN 4

MOTION: by Stan Bean move \$29,089 for discussion

Seconded: Mark Sawyer

Discussion the difference between the Department Head request and the Selectman's request. The Selectman based their number on the work load and the Department request comes from the change in the contracted rate going up from \$30 per hour to \$40 per hour.

MOTION: by Stan Bean to amend to \$23,899

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$23,899 for the Building Inspector budget.

HAZARDOUS WASTE COLLECTION- PG. 30, COLUMN 4

MOTION: by Stan Bean to move \$85 for discussion

Seconded: by Michael Jean

Discussion as to why this is low in this year's budget is due to the fact that this was paid twice in 2014. The understanding that this will go up the next budget cycle.

Board votes UNANAMOUSLY to recommend \$85 for the Hazardous Waste Collection budget.

TRANSFER STATION- PG. 32, COLUMN 4

MOTION: by Stan Bean to move \$253,617 for discussion

Seconded: Michael Jean

Discussion why \$715 for mowing is showing in a line 01-43241-390-01 but it didn't get done, Finance will look into that charge. The discussion continues to the use of diesel fuel from the waste oil burner instead of using heating oil/ propane, the collection of waste oil and the use on sight along with the Highway Department.

MOTION: by Brian Forst to amend to \$252,347

Seconded: by Stan Bean

Board votes UNANAMOUSLY to recommend \$252,347 for the Transfer Station budget.

Brian states that for all the money this town spends somehow these guys keep pulling it off, there budget is under every year.

ANIMAL CONTROL-PG. 33, COLUMN 4

MOTION: by Stan move \$500 for consideration

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$500 for the Animal Control budget.

OUTSIDE AGENCIES- PG.34, COLUMN 4

MOTION: by Stan Bean move \$29,982 for consideration

Seconded: by Michael Jean

Board votes UNANAMOUSLY to recommend \$29,982 for the Outside Agencies budget.

WELFARE- PG.35, COLUMN 4

MOTION: by Stan Bean move \$36,809 for consideration

Seconded: Michael Jean

Discussion about the current Non-Capital fund for this department, the target of that account is \$50,000. The account currently sits at \$62,000 which is \$12,000 over target. The reduction to this budget is with the hope that the money if needed will be taken out of that Non-Capital fund as long as Warrant Article passes and allows the Selectmen to be agents to expend for this account.

MOTION: by Brian Forst to amend to \$24,809

Seconded: by Stan Bean

Board votes UNANAMOUSLY to recommend \$24,809 for the Welfare budget.

PARKS & REC- PG.36, COLUMN 4

MOTION: by Stan Bean move \$14,748 for consideration

Seconded: Michael Jean

Discussion about voting down the Labor Day fireworks and giving an increase for the grounds keeping attendant.

Board votes UNANAMOUSLY to recommend \$13,748 for the Parks and Rec budget.

CORNER LIBRARY- PG .37, COLUMN 4

MOTION: by Brian Forst move \$17,500 for discussion

Seconded: Steve Bedard

Discussion on a compromise on the amount of repairs done this year, fund raising that has been done to cover some of those cost, and the estimates that are based on doing the whole project at once. Steve Bedard is supportive of getting the whole project done at once and as long as it is kept painted then the building should be good for a while.

Board votes 1-Abstain, 1-Opposing, and 6-For, to recommend \$17,500 for the Corner Library budget.

IRON WORKS LIBRARY-PG.38, COLUMN 4

MOTION: by Brian Forst move \$1,000 for discussion

Seconded: Michael Jean

Board votes UNANAMOUSLY to recommend \$1,000 for the Iron Works Library budget.

PATRIOTIC PURPOSES- PG. 40, COLUMN 4

MOTION: by Stan Bean move \$3,875 for discussion

Seconded: Mark Sawyer

Board votes UNANAMOUSLY to recommend \$3,875 for the Patriotic Purposes budget.

CONSERVATION-PG.41, COLUMN 4

MOTION: by Stan Bean move \$3,963 for discussion

Seconded: Mark Sawyer

Board votes UNANAMOUSLY to recommend \$3,963 for the Conservation budget.

DEBT SERVICES-PG. 42, COLUMN 4

MOTION: by Stan Bean move \$162,166 for discussion

Seconded: Mark Sawyer

Discussion about the investigation into what CDFA is used for. It stands for Community Development Finance Authority and it is still under research as to what the bill is for, and possible refinance.

Board votes UNANAMOUSLY to recommend \$162,166 for the Debt Services budget.

WARRANT ARTICLES-

#4- Gilmanton Year-Round Library

MOTION: by Stan Bean move for discussion

Seconded: Anne Kirby

Board votes 1-Opposed, 7-For to recommend Article #4 for \$150,000.

Discussion on the three year contract.

#12- Compactor for Transfer Station

MOTION: by Stan Bean moved for discussion

Seconded: Mark Sawyer

Discussion on the Recycling Transfer Facility Improvement Fund which contains \$40,000 in the account and the possibility of future improvements. The topic of the Joint Loss Committee tour of the facility and their recommendations will be brought up at the Monday night Board of Selectman meeting.

Board votes UNANAMOUSLY to recommend Article #12 for \$19,120.

#14- New Generator for the Academy Building

MOTION: by Brian Forst moved for discussion

Seconded: Mark Sawyer

Discussion of the quote and what if that is a complete quote for wiring, transfer switches, well, heat etc., it does not include the propane tank.

Board votes UNANAMOUSLY to recommend Article #14 for \$18,000.

#15- Document Restoration

MOTION: by Stan Bean moved for discussion

Seconded: by Mark Sawyer

Board votes UNANAMOUSLY to recommend Article #15 for \$6,000.

#16- Capital Outlay Maintenance

MOTION: by Stan Bean moved for discussion

Seconded: by Mark Sawyer

Board votes UNANAMOUSLY to recommend Article #16 for \$6,200.

#17- Cost Of Living Allowance (COLA)

MOTION: by Stan Bean moved for discussion

Seconded: by Mark Sawyer

Discussion of a different number vs no COLA, and the history of the COLA in the town for the past five years.

Board votes 1-Oppose, 7-For to recommend Article #17 for \$18,980.

#18- Milfoil

MOTION: by Stan Bean moved for discussion

Seconded: by Mark Sawyer

Discussion about the funds, saving the money to make more of an impact, how the money was used in the mitigation process and that geese and ducks can bring it in and spread it from lake to lake.

Board votes 2- Oppose, 6-For, to recommend Article #18 for \$1,000.

#21- Gilmanton Year Round Library

MOTION: by Stan moved for discussion

Seconded: by Mark Sawyer

Board votes 1-Oppose, 7-For to recommend Article #21 for \$50,000.

Mark Sawyer personally thanks the Budget Committee for supporting the Fire Department.

Steve Bedard makes a request, if it would be possible to get the revenue information from the years of 2013 and 2014 along with this year's complete information, to see if there is a trend in revenues.

Article #5- Operating Budget

MOTION: by Brian Forst moved \$3,576,702 for discussion

Seconded: by Stan Bean

Discussion about the breakdown of numbers.

Board votes UNANAMOUSLY to recommend Article #5 for \$3,576,702.

Conclusion- Wednesday at 7 P.M. -Public Hearing for the School

Motion to Adjourn: Brian Forst

Motion seconded: Robert Carpenter

Board voted unanimously to adjourn.

Adjournment: 3:50 P.M.

Respectfully submitted,

Heather Carpenter