

**TOWN OF GILMANTON
BUDGET COMMITTEE MEETING
NOVEMBER 09, 2016**

APPROVED

Members Present: Brian Forst -Chair, Stan Bean- Vice Chair, Anne Kirby-Member, Steve Bedard-Member, Mark Sawyer- Member, Joanne Melle-Member, Steve McWhinnie- Selectman Rep- filling in, Richard Bakos-Sawyer Lake Rep, & Michael Hatch-School Board Rep,

Members Absent: Michael Jean- Selectman's Rep; came in around 6:30 p.m.

Also, Present: Heather Carpenter –Recording Secretary, Heidi Jackson-Rhine-Assistant Town Administrator, Brenda Paquette-Finance Officer, and Paul Branscombe- Town Administrator

Meeting Opened at 6:00 P.M.

Approval of March 29, 2016 Wrap up Minutes-

Motion for approval: Stan Bean

Second: Mark Sawyer

Board voted to accept the minutes as written, Michael Hatch- Abstained, and Steve McWhinnie-Abstained

Old Business-

-Chairman discusses his involvement with the High School Options Committee and the CIP Committee during the off season. He believes that the CIP is moving forward. The High School Options Committee is moving in a positive direction; concerns are being looked and it seems to be productive. This committee is scheduled to meet four times per year, the next meeting for the HSOC will be in January.

-There was a lengthy discussion about revenues, anticipated revenues and estimated revenues. The conversation revolved around the MS-535 and the process and timeline of completion.

New Business-

Executive Budget

Fire

Overall increase of approximately 3.3%, some the increase is due to fixed cost. Discussion of salaries, step increase being utilized in this budget.

Line 01-4220-114- #1 – is currently on Grade 7 Step 5

Line 01-4220-115- #2- is currently on Grade 7 Step 5

Line 01-4220-116-#3 is currently on Grade 7 Step 2; this employee is on a probationary period. This position is level funded at Step 5, in the event that a new employee needs to be hired there will be room for negotiation.

Line 01-4220-150- Holiday pay is a new line; it's considered a benefit and the Administration feels that it should not be placed within the Salary line.

Lines 01-4220-210 through **01-4220-215** are fixed costs.

Line 01-4220-290- Pre-employment physicals. This budget line has a requested increase from last year's budget to be able to provide a rotational schedule for employee physicals. The Fire Chief feels that physicals and the documentation of the physicals are of high importance for the Town and for the employee. The cost of the physicals is approximately \$500 per NFPA physical, two thousand should cover four employees.

Line 01-4220-291- Insurance Call Fire Fighter- This funds insurance for the call personnel. Life and disability and wage gap replacement for these employees.

Line 01-4220-391- Professional Dispatch Services- This is a \$400.00 increase due to a formula based on census, population, fixed rates and evaluation.

Line 01-4220-660- Vehicle repairs- This budget was cut last year and was suggested that if an occurrence happened that the Non-Capital Reserve Fund could be utilized. The Forestry Vehicle needed a blown head gasket repaired which cost \$7,000.00 to fix. This account also funds tires.

Overall Fire Department budget request is \$637,416- 1.3% of the increase is from fixed costs.

Warrant Articles-

- Forestry Truck and Fire Pump Skid for the amount of \$48,750.00
- Self-Contained Breathing Apparatus -\$17,500
- Fire Radio- \$17,500
- Discussion on the Ambulance Service Warrant Article that had been brought forward. Further discussion in the future will continue for this need.

Assessing-

Line 01-4152-110- Wages for Assessing Administrator- Increase from a step 4 to step 5.

Line 01-4152-210- Insurance has a decrease due to a buy back option but in order to be prepared the request has been based on if future changes could happen.

Line 01-4152-312- \$40,000.00 is for the Assessors contract and \$5,000.00 is for Utility Evaluation.

Warrant Article- Discussion on the language for the Statistical Update Warrant Article.

Overall Assessing budget request is \$112,858.00 which is a decrease from last years' budget due to insurance.

Finance-

Discussion on the Finance budget which includes all departments such as Treasurer, Trustees of Trust Fund, Auditing, and Budget Committee. This set up is different from last year's budget layout.

Line 01-4150-110- Salary- This salary increase is due to an employment change earlier in the year, this position is Grade 21, Step 5.

Line 01-4150-116- *Deputy Treasurer* is a decrease of approximately \$3,500.00

Line 01-4150-301- Annual Audit- the increase is due to expectation of a new auditor.

Discussion of how the Grade/Wage Scale works, the fact that the Board of Selectman have not decided on the mechanics of the step increases on the scale and how it will be implemented.

Line 01-4150-370- Computer expenses- There was no additional expense added from the finance software change, in the future you will see a standard increase of 2.5-3% yearly increase.

Overall Finance Budget request is \$108,214.00

Welfare-

Overall Welfare budget request is \$24,809.00

Legal-

Overall Legal budget request is \$35,000.00; there is also a Non-Capital Reserve account for Legal as well which has \$34,000.00 in it currently.

Insurance-

Overall Insurance budget request is \$88,871.00

General Government Buildings-

Overall General Government Building budget request is \$73,700.00

Debt Services-

Given that the Ambulance Lease has been paid off, the Town is down to three debts.

Line 01-1711-980- Public Safety Building-Consists of two principle payments per year and two interest payments per year, which will be paid off in May of 2020.

Line 01-4711-983- CDFA- This loan, in the amount of \$56,585, was for Energy Improvements done to the Academy Building in 2012. This improvement was part of an L-Chip Grant which the Town received.

Line 01-4711-984- Fire Eng. Lease- This is an annual payment and will be paid off in 2019.

Capital Reserve-

Overall Capital Reserve requested budget is \$159,500.00

Discussion on the Generator, the quotes, and the fact that the fire pump system is a large pull on the system. A new Fire pump will be a future cost that will need to be looked at as the old system cannot be re-fixed.

The Compactor funds will be encumbered and as the quotes are still being looked into.

Conclusion- The next meeting will be Wednesday, November 16, 2016; budget categories will be Highway and Solid Waste.

Motion to Adjourn: Stan Bean

Motion seconded: Steve McWhinnie

Board voted unanimously to adjourn

Adjournment: 9:35 P.M.

Respectfully submitted,

Heather Carpenter