Approved 9-2-20

Budget Committee

Town of Gilmanton, New Hampshire

January 18, 2020

6**:00pm.** – Gilmanton Academy

**Committee Members Present:**

Chairman Brian Forst, Vice Chairman Anne Kirby, Joanne Melle, Grace Sisti, Mark Warren- Selectmen’s Rep, Alec Bass, Malcom Macleod- School Board Rep., Steve Bedard, Patrick Hackley-Sawyer Lake Rep.,

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| Also present: Danielle Bosco- Patrick Bore- Town Administrator, Brenda Paquette- Finance Director. |

**6:06pm** Chairman Brian Forst opened the meeting and led the Pledge of Allegiance.

**Highway**

**Mrs. Kirby moved for discussion purposes $535,840, seconded by Mr. Macleod.**

Mr. Bass asked to be briefed on the needs of these two positions. Mr. Perkins said one of the positions is Parks & Rec and will help him at the shop when free and the other position is a full-time staff member. Mrs. Kirby said until now there hasn’t been a person doing the grounds maintenance. Mr. Bore said Crystal Lake Park was mowed by a park attendant but the other lawns were contracted out for $6,705. Mr. Bedard questioned if this was a want or a need. Mr. Perkins said this is a need. Chairman Forst questioned in the 30 plus years Mr. Perkins has worked in this Department how many employees have been there. Mr. Perkins said four. Chairman Forst said in every part of this Town there has been an increase in employees. Chairman Fost said in his opinion this Department has needed its staff to grow and the problem is being fixed. Mr. Wilson said they hope they can split shifts to ease overtime, have extra hands to work on projects that need to be done. Mr. Bedard questioned just adding one position. Mr. Bore questioned if Mr. Perkins was on board with the Public Works position. Mr. Perkins said he is not. Mrs. Kirby brought up the increase in gas, diseal and repairs. Chairman Forst said there isn’t any CRF set up for repairs.

**Mr. Hackley made a motion for the Selectboard to look into a CRF for next year. Seconded by Mr. Macleod. All in favor.**

Mr. Bedard said he would like to just add one position added this year and change the budget to reflect the reduction of one new employee.

**Mr. Bedard made a motion to reduce the overall line to $488,178 Seconded by Mr. Bass. 3-yes 5-no. Motion denied.**

Mr. Bass said there is only $750 in the budget line and with new employees he would like to propose adding $250 to that line.

**Mr. Bass made a motion to change the Highway Administration line to $536,090. Seconded by Mrs. Macleod.**

**Mr. Bass made an amendment to his motion to deduct $500 from line 431 for a total of $535,590. All were in favor.**

Mr. Macleod discussed lowering the overtime line since they are adding two positions. Mr. Perkins said he doesn’t see it going down. Mr. Wilson said they should look at it next year.

**Mr. Macleod made a motion to reduce over time by $3000 for a bottom line of $532,590. Seconded by Mrs. Kirby. Yes- 5 No- 3. Motion carries.**

**Chairman Forst called to approve line 4311 Highway Administration for $532,590. All were in favor.**

**Highway Streets**

**Mrs. Kirby moved for purposes of discussion; line 4312 $418,150. Seconded by Mr. Wilson.**

Mr. Perkins said Loudon plowing has increased to $7,500. Mr. Bore said the Selectboard is sticking to $2,750 so the Town can plow and track expenses to see if its cost effective for Gilmanton to plow. Chairman Forst said if they are already plowing in that area, they could plow it. Mr. Perkins said it is smaller trucks that plow that area. Chairman Forst said he would like to see the cost analysis from Loudon on what it costs to plow the 1.2 miles of road. Mr. Perkins said in his estimates it would cost Gilmanton $9,600 to plow this stretch. Chairman Forst said it will take a full winter to determine cost. Mr. Wilson brought up liability if there is an emergency and Loudon is plowing. Chairman Forst said the liability is with the contracted party.

**Mr. Bass made a motion to add $4750 to line 393 to make a total bottom line of $422,900. Yes-9 No -1. Motion carried.**

**Chairman Forst called to approve line 4312 for $422,900. Vote yes-9 no-1. Approved.**

**Mrs. Kirby moved for discussion purposes lighting $4,500. Seconded by Mr. Macleod.**

**Chairman Forst called to approve lighting for $4,500. All were in favor.**

**Mrs. Kirby moved for discussion purposes line 4319 Road Betterment $279,447. Seconded by Mr. Macleod. All were in favor.**

**Chairman Forst called to approve Road Betterment for $270,447. All were in favor.**

**Mrs. Kirby moved $37,000 for Article 15- Highway Pickup Truck. Seconded by Mr. Macleod. All were in favor.**

Chairman Forst said buying a new pick up comes with a warranty. Mr. Bore said buying a used trailer is less risky.

**Chairman Forst called to approved Article 15 for $37,000. All were in favor.**

**Mrs. Kirby moved $14,500 for Article 22- Sanders. Seconded by Mr. Macleod. All were in favor.**

Chairman Forst questioned if these are going on Town equipment or Sub Contractors. Mr. Perkins said it is for Town equipment. Chairman Forst said the Budget Committee questioned the rates of pay for subcontractors that have their own plows and sanders versus the Town supplying the plows and sanders. Mr. Bore said the different rates are for the type of equipment and it doesn’t matter if they provide their own equipment or not.

**Chairman Forst called to approved Article 22 for $14,500. All were in favor.**

**Mrs. Kirby moved $11,102 for Article 23- 2 plows. Seconded by Mr. Macleod. All were in favor.**

Chairman Forst questioned where these plows would be used. Mr. Perkins said they are going on Contractors vehicles. Mr. Wilson said he would like to see what other Towns pay for Sub Contractors equipped versus not equipped. Mr. Wilson questioned how much the Town pays drivers that are not equipped. Mr. Perkins said $75/hr. Chairman Forst said the State pays $83 for Sub Contractors and doesn’t supply plows or sanders but does replace cutting edges.

**Chairman Forst called to approve Article 23 for $11,102. Yes-6 No-2 abstain-1. Majority- Approved.**

**Mrs. Kirby moved $5,500 for Article 24- mower. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 23 for $11,102. Yes-6 No-2 abstain-1. Majority- Approved.**

**Mrs. Kirby moved $10,000 for Article 25- Road Study Assessment. Seconded by Mr. Macleod.**

Mr. Hackley questioned what this study would provide. Mr. Wilson said it will give a plan with costs. Chairman Forst questioned if this would help Mr. Perkins. Mr. Perkins said he knows what needs to be done but the Selectmen want a plan. Mrs. Kirby said you may know the roads but if you retire it would be nice to have a detailed plan.

**Chairman Forst called to approve Article 25 for $10,000. All were in favor. Approved.**

**Mrs. Kirby moved $15,000 for Article 26- Culvert & Stream Study Assessment. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 26 for $15,000. All were in favor. Approved.**

**Chairman Forst called a 5 minute recess at 10:01am.**

**Chairman Forst called the meeting to return at 10:06am**

**Mrs. Kirby moved for discussion purposes line 4220 Fire Department for $701,118. Seconded by Mr. Macleod.**

Mr. Bass said the part time wage line has been under budget, overtime has been over budget and heat has been under.

Mr. Bass made a motion to decrease line 120 by $7,000, increase line 140 by $5000 and increase line 411 by $500 for a new total of $699,618. Seconded by Mr. Macleod.

Chief Hempel said he has difficulty filling the per diem spots.

**Vote on the motion yes-8 no-1**

**Chairman Forst called to approve line 4220 for $699,618. Yes-8 No-1. Motion carried, approved.**

**Mrs. Kirby made a motion for discussion purposes to move line 4290 Emergency Management $2,500. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4290 for $2,500. All were in favor. Approved.**

**Mrs. Kirby made a motion for discussion purposes to move warrant article #12 Refurbish/Remount Ambulance A1 $129,000. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 12 for $129,000. All were in favor. Approved.**

**Mrs. Kirby made a motion for discussion purposes to move warrant Article #13 to add to previously established $285,000. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 13 for $285,000. All were in favor. Approved.**

**Mrs. Kirby made a motion for discussion purposes to move warrant Article #19 Iron Works Fire Station Lease Agreement $0. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 19 for $0. All were in favor. Approved.**

**Mrs. Kirby made a motion to move for discussion purposes to move warrant article #20 Iron Works Fire Station Roof Replacement $30,000. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 20 for $30,000. All were in favor. Approved.**

**Mrs. Kirby made a motion to move for discussion purposes to move warrant article #21 Extrication Tool Set $17,000. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 21 for $17,000 All were in favor. Approved.**

**Mrs. Kirby made a motion to move for discussion purposes to move warrant article #28 Establish an EMS Revolving Fund. Seconded by Mr. Macleod.**

Chief Hempel said this will help stabilize the tax rate.

**Chairman Forst called to approve Article 28 $0. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes move warrant article #29 Add to Ambulance Capital Reserve Fund $25,000. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 29 $25,000. All were in favor. Approved.**

**Police Department**

**Mrs. Kirby moved for discussion purposes line 4210 Police Department $611,661. Seconded by Mr. Macleod.**

Chief Currier gave Chairman Forst a paper that had salaries from Police Chiefs in the surrounding areas showing Gilmanton to be one of the lowest paying Towns. Chairman Forst said they have approved a number in years before and the Selectmen have always done what they see as to be right for each employee. Mr. Chairman Forst said he doesn’t see approving a line that isn’t going to be done. Chairman Forst said he has seen a big change in the relationship between the Selectmen and the Chief. Mr. Bass suggested adding $1 to lines 141 and 650 so they remain open.

**Mr. Bass made a motion to add to the bottom line by $2 making it $611,663. Seconded by Mr. Macleod. All were in favor.**

**Chairman Forst called to approve line 4210 for $611,663. All were in favor.**

**Mrs. Kirby moved for discussion purposes Article 14 PD Cruiser $48,022. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Warrant Article 14 for $48,022. All were in favor.**

**Mrs. Kirby moved for discussion purposes Article 30 Establish new Non-Capital Reserve Fund for PD Vehicle repairs $5,000. Seconded by Mr. Macleod.**

Mr. Wilson said the extended warranty covers the vehicles up to 100,000 miles and they generally only keep them until 120,000 miles so this is to cover expenses after warranty. Chairman Forst said this is a good idea and they should have this.

**Chairman Forst called to approve Warrant Article 30 Establish new Non-Capital Reserve Fund for PD Vehicle repairs $5,000. All were in favor.**

**Mrs. Kirby moved for discussion purposes Animal Control line 4414 $500. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4414 Animal Control for $500. All were in favor.**

**Mrs. Kirby moved for discussion purposes Executive line 4130 $242,617. Seconded by Mr. Macleod.**

Mrs. Kirby questioned why the training line wasn’t fully spent previously. Mr. Bore said there was training for Mrs. Carpenter that wasn’t offered last year. Mrs. Kirby questioned why the reclassification of the Town Administrator. Mr. Wilson said this position is the head of the Town and should be a higher paid position. Chairman Forst said in the last 5 years they have had 4 different Town Administrators and Mr. Bore has proven himself. Mr. Bedard said he would like to see $500 from printing line 550 and $500 from office supplies deducted from this budget.

**Mr. Bedard made a motion to reduce the budget for line 4130 to $241,617. Vote- yes-8 no 1. Motion carries.**

**Chairman Forst called to approve line 4130 for $241,617. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes line 4140 Election & Register $33,420. Seconded by Mr. Macleod.**

Mrs. Kirby questioned why there was money left in the supervisor’s column. Mr. Bore said they are currently short 2 vacancies so they are not meeting as they should.

**Chairman Forst called to approve line 4140n for $33,420. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes line 4150 Finance $106,828. Seconded by Mr. Macleod.**

Mr. Bedard questioned why the Budget Committee expenses went up so much. Mrs. Paquette said this is for new binders. Mr. Bedard said he can not support an increase like this.

**Mr. Bedard made a motion to reduce line 4150 to $106,450. All were in favor.**

**Chairman Forst called to approve line 4150 for $106,450. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Town Clerk/Tax Collector line 4151 $218,898. Seconded by Mr. Macleod.**

Mr. Bass questioned line 116. Mr. Bore said this position will be filled after Town Elections. Mrs. Kirby questioned if this was enough money to fund this position. Mr. Bore said it is.

**Chairman Forst called to approve line 4151 for $218,898. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Assessing line 4152 $120,111. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4152 for $120,111. All were in favor. Approved.**

**Chairman Forst called for a 30 minute lunch break at 12:35**

**Mrs. Kirby moved for discussion purposes Planning Board line 4191 $33,837. Seconded by Mr. Macleod.**

Mrs. Kirby said $1,800 can be deducted from Professional Services Consultant and $200 from training due to not using the money in the past.

**Mrs. Kirby made a motion for line 4191 to be reduced to $31,837. Seconded by Mr. Bass. Vote- yes-7 no-2**

**Chairman Forst called to approve line 4191 for $31,837. All were in favor. Vote yes-7 no-2**

**Mrs. Kirby moved for discussion purposes ZBA line 4192 $13,485. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4192 for $13,485. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Historic District line 4193 $3,082. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4193 for $3,082. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Town Clerk/Tax Collector line 4151 $218,898. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4151 for $218,898. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes General Government line 4194 $82,719. Seconded by Mr. Macleod.**

Mr. Bass said the repair line should be reduced by $5000, the building supplies line should be increased by $3,000 and the groundskeeping and subcontracted groundskeeping should add $1 each to keep the line open until the new positions are established.

**Mr. Bass made a motion to reduce line 4194 to $80,721. Seconded by Mr. Bedard. All members were in favor.**

Mr. Bore said the brick wall and front deck need repair. Mr. Wilson commented on the ceiling repair and said he would like employees to get key fobs to enter the building.

**Chairman Forst called to approve line 4194 for $80,721. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Cemetery line 4195 $14,069. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4195 for $14,069. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Insurance line 4196 $108,900. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4196 for $108,900. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Building Inspector line 4240 $94,506. Seconded by Mr. Macleod.**

Mr. Bedard said the wages should be reduced by $12,288 and the contracted wages increased by $1,200 because this position won’t be filled until after the March vote.

**Mr. Bedard made a motion to reduce line 4240 to $83,418. Seconded by Mr. Bass. Vote yes-8 no-1 motion carried.**

**Chairman Forst called to approve line 4240 for $83,418. Vote yes-8 no-1 Approved.**

**Mrs. Kirby moved for discussion purposes Hazardous Waste line 4323 $3,583. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4323 for $3,583. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Transfer Station line 4324 $343,289. Seconded by Mr. Macleod.**

Mr. Bass said line 290 should have $0 and not be blank and the notices line should have an increase of $250 since the line generally runs over.

**Mrs. Kriby made a motion to increase line 4324 to $343,539. All were in favor.**

**Chairman Forst called to approve line 4324 for $343,539. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Town Clerk/Tax Collector line 4151 $218,898. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4151 for $218,898. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes General Assistance line 4441 $11,922. Seconded by Mr. Macleod.**

Chairman Forst said he would like to see a $5,000 increase due to a large amount of money being used from the CRF this past year.

**Chairman Forst made a motion to increase line 4441 to $16,922. All were in favor. Approved.**

**Chairman Forst called to approve line 4441 for $16,922. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Parks & Rec line 4520 $25,035. Seconded by Mr. Macleod.**

Mrs. Kirby said the major problem is the goose poop at the park and possibly allowing dogs would help prevent geese from coming.

Mrs. Kirby made a motion to reduce the budget to $24,035. Seconded by Mr. Bedard. Vote yes-6 no-3. Motion carried.

**Chairman Forst called to approve line 4520 for $24,035. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Corner Library 4550 $7,700. Seconded by Mr. Macleod.**

Mrs. Kirby said in 2018 the operating expense request was $5,000, in 2019 $6,000 and for 2020 is $7,000. This is a large increase over the past few years.

Mrs. Kirby made a motion to reduce the budget to $$7,200. Seconded by Mr. Macleod. Vote yes-8 no-1. Motion carried.

**Chairman Forst called to approve line 4550 for $7,200. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Patriotic Purposes line 4583 $1,200. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4583 for $1,200. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Conservation Commission line 4611 $5,063. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4611 for $5,063. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Other Conservation line 4619 $3,700. Seconded by Mr. Macleod.**

Chairman Forst said he did not agree with this budget item, instead of building something to keep people from moving water levels drastically reduce the budget and use the money for a sign. Mr. Bedard suggested one of the new Highway staff could easily check the water levels on a drive by. They can always reevaluate this next year.

**Chairman Forst made a motion to reduce the line to $100. Seconded by Mr. Bedard. Vote yes-6 no-3**

**Chairman Forst called to approve line 4619 for $100. Vote yes-8 no-1. Approved.**

**Mrs. Kirby moved for discussion purposes Principal Debt Service line 4771 $35,570. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4771 for $35,570. All were in favor. Approved.**

**Mrs. Kirby moved for discussion purposes Town Clerk/Tax Collector line 4151 $218,898. Seconded by Mr. Macleod.**

**Chairman Forst called to approve line 4151 for $218,898. All were in favor. Approved.**

**Warrant Articles**

Chairman Forst said Article 10 Operating Budget currently stands at $4,266,889.

**Chairman Forst moved for discussion purposes Article 13 to add to Non-cap and CRF’s $285,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 13 for $285,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 16 Paving $98,350 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 16 for $98,350. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 17 Contingency fund $43,197 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 17 $43,197. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 18 Town Hall Roof $33,630. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 18 for $33,630. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 27 Pay Scale Survey $12,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 27 for $12,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 31 Old Town Hall Restoration $194,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 31 for $194,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 13 Loon Pond Dam $7,700 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 13 for $7,700. Vote yes- 8 no-1. Approved.**

**Chairman Forst moved for discussion purposes Article 35 Year-Round Library $46,700 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 35 for $46,700. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 36 Snowmobile Association $2,500 Seconded by Mr. Macleod.**

Mrs. Kirby said she could not stand behind this warrant article due to them asking for money then they make donations, the money is approved for the association.

**Chairman Forst called to approve Article 36 for $2,500. Vote yes- 7 no-2. Approved.**

**Chairman Forst moved for discussion purposes Article 37 GYO $5,500 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 37 for $5,500. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 38 Gilmanton Ironworks Library $1,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 38 for $1,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 39 Visiting Nurse Association $7,600 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 39 for $7,600. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 40 Rocky Pond Association $3,000 Seconded by Mr. Macleod.**

Chairman Forst said if this warrant article was written differently then he could stand behind it but it is only aimed toward using the money for Rocky Pond.

**Chairman Forst called to approve Article 40 for $3,000. Vte yes-1 no- 90. Not Approved.**

**Chairman Forst moved for discussion purposes Article 41 Red Cross $902 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 41 for $902. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 43 CAP $5,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 43 for $5,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 44 Lakes Region Mental Health $7,500 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 44 for $7,500. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 45 CASA $1,000 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 45 for $1,000. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 46 4th of July Association $4,500 Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 46 for $4,500. All were in favor. Approved.**

**Chairman Forst moved for discussion purposes Article 10 Total Operating Budget $4,266,891. Seconded by Mr. Macleod.**

**Chairman Forst called to approve Article 10 for $4,266,891. All were in favor. Approved.**

Chairman Forst questioned what the expected Revenue would be. Mrs. Paquette said $2,085,902

**Mrs. Kirby made a motion to adjourn at 4:50pm. Seconded by Mr. Macleod. All were in favor.**

Respectfully Submitted,

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Danielle Bosco

Recording Clerk