

1 TOWN OF GILMANTON

2 BUDGET COMMITTEE MEETING

3 WEDNESDAY, NOVEMBER 15, 2017

4 Budget Committee members present: Brian Forst, Chairman, Anne Kirby, Vice Chairperson,
5 Steven Bedard, Joanne Melle, Grace Sisti, Stephen McWhinnie, Selectmen Alt. Representative,
6 Mark Sawyer and Robert Carpenter, School Board representative, Heidi Duval-Town
7 Administrator

8 Department Heads Present: Brenda Paquette-Finance; Paul Perkins-Highway Department and
9 Ron Nason-Transfer Station

10 Chairman Forst called the meeting to order at 6:01 p.m.

11 Chairman Forst: Tabled The November 8th minutes until the November 29th meeting.

12 Mr. Perkins from Highway Dept. will cover Highway Admin, Highways and Streets, and Road
13 Betterments.

14 01-4311-110 HA Salary Agent:

15 01-4311-112 HA wages Foreman:

16 01-4311-114 HA Wages Equip OP #1:

17 01-4311-115 HA Wages Equip OP #2:

18 **All salaries step increase.**

19 01-4311-140 HA Wages Overtime: at \$18,000 now still have the rest of the year up to \$20,000.

20 Health insurance 3.3% increase

21 Heidi Duval: There is actually a decrease in the health insurance line due to change of staff.

22 Brian Forst: The 3.3% is now a hard cost, no longer an estimate

23 Brenda Paquette: There is a new benefits sheet that reflects that. July 1 2018, Six months of one
24 rate six months of another.

25 01-4311-431-Telephone should remain at \$2,000, not \$2,400.

26 01-4311-430: JoAnne Melle- Do you have an anticipated amount for repairs and maintenance
27 for building costs outlined for what to be done?

28 Paul Perkins: Still waiting on ventilation system.

29 Steve McWhinnie: The platform is up right?

30 Paul Perkins: Yes-platform; Regular maintenance on doors, four other buildings besides that one.

31 Anne Kirby: So you will probably spend the whole amount?

32 Paul Perkins: Yes, The furnace, and stuff.

33 JoAnne Melle: Was it \$2000?

34 Paul Perkins: Yes.

35 01-4311-635/636 :Brian Forst: How is the town purchasing its fuel at this point? Are we in a
36 locked situation or are we in a ?

37 Heidi Duval: Eastern Propane is set at \$1.45 a gallon, Heating oil is contracted with Huckleberry
38 with no flat rate, gas is from Stafford rolling price not contacted because we are too small and
39 diesel is from Foley \$2.30 something last week.

40 Brenda Paquette: Gas prices are fluctuating Foley fluctuates as well; unable to get a fixed rate
41 due to our volume being so low. This has been to our advantage all year.

42 Brian Forst: What kind of volume of fuel is going through? Fire Dept, Police, Highway and
43 Transfer, They all use the tanks correct?

44 Brenda: Yes, they all use

45 Steve McWhinnie: How often are they delivering gas?

46 Paul Perkins: About every two weeks...roughly

47 Brian Forst: Do we have any accurate numbers on how much we use in a year?

48 Brenda: No spread sheet to show, but have gathered two years of history on heat, gas, propane,
49 and diesel.

50 Heidi Duval: But just on heat and oil right?

51 Steve McWhinnie: Can't we just get the figures off the budgets what they budget for?

52 Brian Forst: Dollar figures would not give us gallons used.

53 Brenda: Doesn't have the numbers that they would want to see right now. Hopefully next year
54 there will be a spreadsheet for the different fuels.

55 Brian: The numbers are not big enough to lock, however if you pool all numbers, so if we could
56 go to a supplier with the amounts and say this is what we use.

57 Brenda: there isn't a company that does all fuels anymore. We switched from Dead River for
58 diesel because the cost was high. It would be nice to consolidate, we would all love that.

59 Steve Bedard: Maybe just two then.

60 Brian: if you can get people to say to you that this is what it will cost, looking at Paul's numbers
61 saying I hope so... With a fixed cost number it is easier to budget. Paul knows how much he
62 used for gallons last year. With an amount used and a fixed cost number it would be better to
63 budget.

64 Brenda: Particularly difficult to get a locked in amount, because we don't use enough. Top off
65 tank with a tanker and because we don't use enough volume they cannot lock in a price. Foley
66 even as small as they are they cannot give us a fixed price.

67 Brian: The gasoline piece is difficult. They are not fuel companies dealing in gas anymore.

68 Brenda: Sending out a tanker for as little as 200 gallons; couple of times a month is \$1.93 a
69 gallon.

70 Brian: We don't pay fuel tax is why the number looks good.

71 Brenda: Would like to put all the fuels together but we can't right now. Someday that may
72 happen.

73 Steve McWhinnie: Three Depts: Fire, Police, Highway: 25,000 gas 34,000 in diesel for those
74 three dept-

75 Brian: I know it's not huge but 55,000-60,000 worth of fuel a year, averaging, \$2.00 area, is a
76 lot of money for fuel.

77 Brenda: A lot to us not a lot to them—it's the usage---they don't want to send a truck for 100
78 gallons

79 Steve M.: Would it be having a bigger tank?

80 Brenda: Not delivery its usage.

81 Brian: Some of that is in management. Middle of winter Paul is using more fuel than in the
82 middle of June.

83 Brenda: Fuel company is looking at an annual basis use not looking at peak usage.

84 Brian: Management on part of the fuel company.

85 Robert C: Is there a maintenance schedule for all the things that have a life span?

86 Paul Perkins: Doors yes, every year; furnace-yes, twice a year.

87 Robert C: For services but how about for replacement purposes?

88 Paul P: Money for replacement at GYO top, is in capital reserve.

89 Robert C: Just curious if there was a replacement schedule for the bigger items.

90 Paul P: Yes

91 01-4311-661: Maintenance on grader was upped

92 JoAnne: When is it going to need to be replaced?

93 Paul: Seven years.

94 JoAnne: How much?

95 Paul: The one we have \$250,000-\$300,000 with a trade in. Now it would be \$375,000 unless
96 there is a municipal discount.

97 Anne: Repair that you did unusual?

98 Paul: Yes, very unusual.

99 01-4311-667- increase, up in age over 100,000 miles.

100 Brian: Any other questions on HWY Admin?

101 Steve M: The only change was on the telephone the \$400.00?

102 Paul: Yes, should just be \$2000.00

103 Heidi-bring to BOS and note the change

104 Hwy&Streets:

105 01-4321-694: From \$50,000 to \$60,000 reflects usage and delivery. No longer get the sand
106 from the iron works so delivery cost is up.

107 01-4312-688: Street signs and posts will need to be replaced.

108 Anne K: Mowing and Culverts show a \$0.00 spent.

109 Paul: The payments for culverts haven't been processed.

110 Anne: So you did do stuff it's just not showing yet?

111 Brenda: Yes, The bills had not been paid as of the spread sheet date 10/31/2017.

112 Robert C: On account line 696 paving materials is this another case like mowing and culverts
113 (650/670)?

114 Paul: Yes, some paving has been done and will be done. Help off- set the cost of the grader
115 repairs.

116 JoAnne: Is there money in the capital reserve to replace the grader?

117 Paul: Yes, we started putting money in last year and are going to put more in this year.

118 Brian: That will put you close to \$350,000

119 Mark Sawyer: In the same line? The PILS the older one that we have still operable?

120 Brenda/Heidi: Hwy capital reserve \$60,000.00 (4915440) account hold \$286,976.00 (NH
121 0101240057 Brian Forst the next number is a CD number) Trustee of Trust funds as of the
122 spreadsheet printing.. Line number 60 on capital reserve account. We have not put the money in
123 yet this year. The money will go in.

124 Anne: Is the 9/30/16 date correct or should it be 17?

125 Heidi: Merging of documents may have not be corrected. Will get an updated one for the next
126 meeting.

127 Brian: When the towns people vote to put the monies into capital reserve, when is it being done?
128 I understand within the fiscal year.

129 Brenda: Before the end of the year. In time for the trustees to get the checks to the trustees, to
130 get the money in the bank, and record it during the same year, Ideally right after the second issue
131 tax bill goes out. Will be getting the money to the trustees to deposit so that their numbers will
132 match her numbers.

133 Brian: Once the trustees receive the money they immediate deposit into account?

134 Brenda: Yes.

135 Brian: The reason is based on the discussion when money was taken out capital reserve for Paul
136 to purchase the dump truck wasn't ordered and the money just sat in limbo for two or three
137 months where it wasn't, barring interest. Is there a way to put money into the accounts, that are
138 interest bearing accounts, before the end of the year so that the money can gain interest on these
139 accounts?

140 Brenda: We have an interest bearing account. Standard procedure is when the company that we
141 send the check to cashes the check. Therefore when the check is drawn by the town that is when
142 it is appropriate to ask the trustees for the funds.

143 Brian: The taxpayers voted to put money into capital reserve.

144 Heidi: There is a large payment that goes out to the school? When is that large payment? In the
145 summer? When does it typically go out? Only because that would depend on our towns cash
146 flow and how the funds are distributed.

147 Brenda: Yes, this does depend on cash flow. There are some capital reserve accounts established
148 or when money is added to it that the town has, by RSA 25-30 days to pay the trustees. Most
149 that we have, is up to our cash flow as to when we do it and the BOS has ultimate decision to do
150 it.

151 Steve B: Makes it more difficult to look at numbers that are accurate as to see how much money
152 is in each account because we have last years numbers. Get numbers in there in September.

153 Brenda: If you wait to the end of the year to tell the trustees per warrant article passed to draw
154 funds to cover, it should happen as it happens. If it happens in March do it in March. You can
155 see in the capital reserve tab that it hasn't been spent yet. Hasn't been drawn and given to them
156 yet.

157 Steve B: Its about how much money is in Paul's account, should be in Paul's account based on
158 what we voted on in March. \$286,000 is inaccurate because the town (in March) has voted
159 \$60,000 to be placed into the account. Not showing in the total.

160 Brenda: No it's not. We have all year to do that.

161 Steve B: In an interest bearing situation, and for clarity as to what is in the account, going
162 through this process, they should get paid sooner as proposed to later.

163 Brenda: The tax money is raised to do that, so in essence passed in March the tax money doesn't
164 come in until June (1st issue tax bill) .

165 Steve B.-Don't we have an undesignated fund balance, we use for short term issues? We have
166 no access to that?

167 Brenda-that is not a bank account, all towns carry a fund balance but its paper. Its not cash.
168 Typically, we should have that cash on hand, we do but in some cases we don't.

169 Steve B: thank you for clarifying.

170 Paul Perkins: 01-4316-410 Street Lights

171 01-4219-730: RB Block Grant: State portion did go up that they are going to give us but the
172 town's portion stayed the same.

173 Brian: So now the town does not have to match the states contribution?
174 Paul P: No, That's right.
175 Brian: The old was to match contribution if give 100 we match 100?
176 Paul P: Yes
177 Brenda: Numbers we should be budgeting for should be originally submitted for because the
178 state is on a fiscal year and we are on a calendar year. We don't know what the number is going
179 to be right now and won't know until March. Recommend the number we use is the one from
180 2017 because we know what we are going to receive this year 154,208 is what we will receive
181 this year.
182 Heidi: There is a breakdown, in the letter that was received this summer as an estimated
183 payment in 2017.
184 Brenda: Best to go by what we receive than to over budget than what we would recieve.
185 Brian: Warrant articles that you will be presenting?
186 Paul: \$60,000 for Highway equipment: bridge money to expended from bridge fund next year;
187 Brian: do you have a number on that?
188 Paul P: No I don't have a number on that.
189 Heidi: Hoyle&Tanner and associates working on spread sheet.
190 Paul P: The temp bridge on Beauty Hill is not happening. That will save us re-route up through
191 Hatch-save \$200-240,000, plus a month of construction.
192 Heidi: Hoyle& Tanner-June 4 to do Stage Rd. Bridges Public Meeting-Updated information.
193 Brian: Work on the corner of Hatch to accommodate travel of road?
194 Paul P: Checking out the corner. High traffic every day.
195 Brian: Jim Dow has been spoken with and this has been discussed. Savings out-weighed the
196 traffic detour.
197 Robert C: Do we have and idea of what the roads look like?
198 Paul P.: Had not planned on rebuilding roads, this year put us behind bad. not until we catch up,
199 on the is a list of roads that are scheduled. Surplus money from the state. Have done some
200 paving this year because they were able to get some stuff done. Close to eating all the surplus
201 money.
202 Robert C: Does your budget cover catching up or being close to catching up next year? Or do
203 you have a plan on how to?
204 Paul P: No, trying to space and spread out the money so as not to raise the town portion of the
205 block grant. I have to work with what we have. That is about it.
206 Brian: Any other questions for Paul?

207 Mark S: Is there going to be significant signage and notification to residents?

208 Heidi: Twin Bridges and Baily Bridge there. Hoyle and Tanner does a specific website to link
209 to Gilmanton Public Meeting Dec 4th-Pulling a widespread abutters list to ensure impacted
210 people are being notified turn out when post cards are sent. Turn out has had a positive response
211 to being notified these two ways.

212 Brian: Construction only being done in the summer time.

213 Paul P: Yes

214 Ron Nason from Transfer Station:

215 Brian: Ron is going to address Solid Wates budge and Hazardous Waste Collection.

216 Steve McWhinnie: Transfer Station looks great.

217 **01-4323-800: Hazardous Waste Collection-** The Company sends us the bill letting us know
218 how much it will be.

219 Brian: Do they limit you to a certain amount that can be processed that day?

220 Heidi: They poll you about what town they are from. The impact may be limited to five gallons.

221 Anne K. Do people from town use it?

222 Brenda: Tracking for a few years in the town of Belmont. Gilmanton had about 100 or less. But
223 Gilmanton has a transfer station that will accept these things. Other communities do not. There
224 is a spread sheet that is made up to show community contribution. Computation on compilation
225 of how much they contract to get rid of and what.

226 Brian: They give you a number and it's that number?

227 Heidi: Yes. Changed vendors last year with a flat rate and that same vendor came back this year.

228 01-4324-110: Salary line for Managers position has requested full time status at 36 hours a
229 week. This has been approved by Selectmen, thus adding numerous budget lines that have not
230 previously been included in this budget (01-4311-210,211,215,220,225,230)

231 01-4324-800/801/802/804/805/806/808-Happy to see changes in hauling lines, sat with Waste
232 Management: break down the tipping fees, and how they are billed. This budget shows
233 significant changes because everything changes throughout the year.

234 Brian: The municipal solid waste trash, goes to Penacook and gets burned? We are getting
235 charged a rate no matter where the trash goes.

236 Heidi: Line item #800 and 801 are now combined.

237 Does the town still have a contract with Penacook?

238 Heidi: Expecting an updated contract from him for the next Selectmen's meeting.

239 Brian: These are tipping as well as transportation.

240 Heidi: Once we have the quote we will see the breakdown.

241 Brian: Cost per haul on contracts?

242 Heidi: Yes

243 Brian: No extra fee for coming out to haul extra.

244 Heidi: Having a second compactor is going to help with the hauling of the trash.

245 Steve M: Compactor should be able to compact more to lessen the cost.

246 Ron Nason agreed.

247 Heidi: See line #805-Glass we are no longer crushing glass so #662 lines is nothing. Agreement
248 with NNRA to haul the glass out. We are paying 32 a ton. They are taking the glass to facilities
249 that are process and pulverize it and give it back to towns to be used as road fill. At this point
250 Gilmanston has not done this because our town road agent will not use it.

251 Brian: The 32 per ton is to take glass out of facility? Do we know what it would cost if we
252 hauled the glass to New London?

253 Heidi: Facility is owned by New London but the glass is a NNRA project so the hauling is part
254 of the price.

255 Brian: How are you loading those out?

256 Ron N; 30 yard lay out

257 Steve M: Research has been done on what to do with it we are not the only town with this
258 problem.

259 Brian: Charge for machine? If being hauled in 30 yard dumpsters it could be hauled differently.

260 Steve M: This is whole glass not crushed that is why it is hauled the way it is.

261 Brian: Thought we were dealing with the mountain of glass.

262 Heidi: No, that has been taken care of. NNRA is actively working on legislation on using glass
263 in fill.

264 Anne K: 801-Disposal demo fees? Contract?

265 Heidi: What we pay (a set number) based on tonnage we put out based on last year.

266 Anne K: Did rates change?

267 Heidi: Yes, the fee schedule changed. We changed some fees changed not all.

268 Steve B: Do we know what the off setting revenue is so far? Can you show us?

269 Brenda: has a spread sheet that can show this.

270 Brian: Have available for next meeting?

271 Steve B: Surprised about spending \$40,000 last year and only getting \$10,000 back last year.

272 Brian: A great degree may have been management of facility.

273 Brenda: The recording in the past has been improved upon. Revenue was applied to budget
274 code account. Rather than seeing line #801 actual at \$33,429 you would see it at \$10,000.
275 That's against all budgeting rules. You have too gross appropriate-there is no revenue charged
276 on this account.

277 Steve B: Last year showed expense of \$40,000 and income of \$10,000

278 Brenda: That is because the money was recorded wrong; applied to the wrong budget line.
279 That's why it only showed \$10,000 worth of revenue, DRA says revenue goes into revenue
280 account.

281 Steve B: Is there any reason why we shouldn't be collecting \$40,000 or more i.e. what we are
282 expending?

283 Brenda: No.

284 Steve M: Just re approved a new fee schedule. No big-change right away but it will get back to
285 numbers that we like to see.

286 Brian: There were money gaps last year that we couldn't see. Brenda was just explaining it was
287 though a procedure.

288 Brenda: We will see a match or a plus this year due to the changes in fee schedule.

289 Brian: Won't see it in the 2017 budget but will see it in the 2018 budget.

290 Mark S: Situation of the Bobcat?

291 Ron: Three Quotes and a warrant article.

292 Steve M: trade in value on that?

293 Steve B: What are we doing about non-residents dumping in Gilmanton.

294 Ron: Checking stickers. It's the only thing we can do, and it seems to be working.

295 Heidi: There has been a huge increase on dump sticker issuance. This is coinciding with the less
296 amount in Tipping fees.

297 01-4324-390: DES contractual In November Des required an additional test. This was unknow.
298 Budgeted for additional testing for the future. Required.

299 Brian: Largest piece changing in this is man power-

300 Anne K: Going Full time.

301 Heidi: The glass was also an increase that was unforeseen.

302 Brian: Any other questions?

303 Warrant articles: Bobcat Skid steer: Is the warrant article three quotes: \$40,000-\$42,000 -
304 \$47,000. Roof over the ally way and pave it so that the Televisions that we are shipping out are
305 not filled with water. Concrete pad or Asphalt pad.

306 Brian: ...and that would be coming forth as a warrant article?

307 Heidi: Hasn't come to the BOS yet. Facilities improvement.

308 Brian: Facilities improvement with a question mark; helps with what we may be seeing and
309 understand that the BOS hasn't put forth any warrant articles yet. Try to ask all dept. heads so
310 that the budget committee of what might be.

311 Brenda: Right now we capital reserve account for the Recycling facility. The BOS are agents to
312 expend for that account and will be spending those funds on the compactor work.

313 Brian: Skid Steerer: Where is that now?

314 Heidi: that would be a Warrant Article

315 Ron: Three bids: \$40,000; \$42,000; \$47,000

316 Steve M: Are these prices guaranteed?

317 Ron: Yes, from whatever time we ask for the quote.

318 Brian: How many hours is the machine getting put on it?

319 Ron: 6000 hours from 2002 (year is just an estimate)

320 Brian: 6000 hours over 16 years is not a lot of hours per year. I am not questioning condition,
321 trying to get at has anyone checked into a lease? Bobcat has a deal where they have a five year
322 lease, and then trade the machine back in and get a new one. The leases are cheap. As we have
323 done CIP stuff, we asked are we better off to lease stuff then to own.

324 Heidi: That just takes a phone call.

325 Steve M.: Solid number on Warrant article.

326 Ron: We will look into that.

327 Brain: Only mentioned it because it is a good deal for a leased Bobcat. Bobcat did pull out on
328 unlimited lease but the hours that we use may fit into the lease arrangement. It may not be the
329 way but instead of spending \$42,000 if we could spend \$20,000 and at the end of five years you
330 get a new machine.

331 Brian: Thank you Ron. Any other business to discuss or address?

332 Nov 29th for the school at 6pm.

333 **ADJOURNMENT**

334 **On a motion made by Steve McWhinnie, seconded by Robert Carpenter, the Budget**
335 **Committee meeting adjourned at 7:48 p.m.**

336 Respectfully submitted,

337 Amy Russell, Recording Clerk