DRAFT

Budget Committee

Town of Gilmanton, New Hampshire

Budget Meeting

November 7, 2018

**6:10pm.** – Gilmanton Academy

**Committee Members Present:**

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

Also present: Danielle Bosco- recording Secretary, Patrick Bore- Town Administrator, Brenda Paquette-Finance Director and Heather Carpenter- Assistant Town Administrator

**6:00pm** Chairman Forst open up the meeting and led the Pledge of Allegiance.

Mr. Bore started off by explaining the binders had sections for each budget as well as supporting information on different changes to the budget. Mr. Bore said it was brought up to projecting the budget on a screen and said they could do that on a trial basis and see how it works.

Chairman Forst said that last year Mr. Bore got involved with the budget as it was in process. Chairman Forst said that generally the Town Administrator presents the budget, hits on the pieces that have significant increase or decrease and the Committee will ask questions as needed.

**4130 Executive Budget:**

Mr. Bore said line 110-Town Administrator Salary has increased by a reclassification to grade 22 step 1, increasing $5,498 per year. Mr. Bore explained the supporting information is included in the binder showing a survey of other Town’s salaries for this position. Mr. Bore said that line 116 has an increase due to a new hire for the position. Mr. Bore said Insurance line 210 has increased due to increase in cost. Mr. Bore said the training line 270 has decreased $1,000. Mr. Bore said line Professional Services line 391 has been added for the PD reassessment, this is a follow-up from the first MRI report to see what recommendations were followed. Mr. Bore said the Town Website line 429 has decreased $750 due to the new website now up and running. This is a maintenance fee. Mr. Bore said printing line 550 has increased $500 due to needing new transfer station stickers with expiration dates. Mrs. Carpenter said at some point the stickers changed to not having an expiration date. Chairman Forst questioned how many years the sticker would allow. Mrs. Carpenter said the thought is to renew it annually. Mr. Bore said office supplies line 620 has increased $500. Mr. Bore said Office Equipment line 750 has increased $400 due to needing to purchase two file cabinets. Chairman Forst said the increase in budget is partly due to the extra week and questioned what that amount is. Mrs. Paquette said the extra week is $28,000 in salaries and $4,300 in retirement for the total budget. Mrs. Paquette said the salary increase won’t take place until April 1st this year. Mr. Bedard questioned if Chief Currier was on Board with the MRI re-evaluation. Mrs. Carpenter said this is a follow-up to the original MRI report to ensure the action plan has been followed. Mr. Bore said MRI preformed an evaluation on the Police Department and several recommendations were made, this final re-evaluation is to see if these changes have been made. Chairman Forst said having MRI do this evaluation in the first place was to get an outside view and make unbiased suggestions, this is only a follow-up. Mr. Hackley questioned if this was going to cause more legal issues by implementing new policies. Mr. Wilson said this isn’t to create new policies this was only to ensure the Department is following their own policies.

**4150 Financial:**

Mrs. Paquette said they are still waiting on the audit for line 301. Mrs. Paquette said Computer Expenses line 370 is up 2%. Chairman Forst questioned why the Budget Committee expense line 691 doubled. Mrs. Paquette said the binders don’t all come back every year so they do purchase new ones, they are also difficult to put together so she would like to purchase pre-printed tabs. Mrs. Paquette said there is an increase of 7.4% in health and 2.3% in dental this year. Mr. Bore questioned Chairman Forst in his experience as Selectman, how were several positions salaries determined. Mrs. Carpenter questioned if they were Warrant articles in the past. Chairman Forst said he didn’t recall them being warrant articles. Mr. Bore questioned how they could determine any adjustment or COLA on these positions. Chairman Forst said the only one he can speak to is the Budget Committee Secretary, at one point in time a rate of pay and hours were determined for that position. Mr. Hackley suggested doing a survey similar to the one done for the Town Administrator. Chairman Forst said he believes the Selectmen should be determining if these should be adjusted. Mr. Bore said he has previous experience in the corporate world. Chairman Forst said that business is done differently in Municipal, they don’t need to worry about revenue. They need to determine how to spend the money. Mr. Bass brought up several step increases for different positions and other positions that are not receiving raises. Mrs. Carpenter said most of these are minimal raises of .25. Chairman said the competition to find employees is tough right now. Mr. Wilson said they are having a hard time attracting qualified people for positions and need to look at salaries. Mr. Wilson said giving a .25 raise doesn’t give employees incentive to put in the extra work whereas $1.00 raise does. Mr. Wilson said salaries need to be looked at for performance as well as a salary adjustment due to competitive need. Mr. Bore said they can’t find a qualified Building Inspector due to the salary currently being offered. Chairman said the private sector is taking the jobs and the Municipal and State are fighting to hire people.

**4152 Assessing:**

Mrs. Carpenter said that the Salary line 110 increased by $3,527 due to an increase in hours and step increase. This increase in hours will be taken from Planning as she has spent more time on Assessing.

**4153 Legal:** Mr. Bore said there is no increase or decrease in budget due to upcoming trials and ongoing litigation. Mr. Bedard asked for a breakdown of the lawsuits and how much it is costing the Town. Mrs. Carpenter said they are listed. Mr. Bore said some of the numbers are confidential. Mr. Bore said these legal fees don’t cover any settlements the Town may have to pay. Mr. Bore said primex covers a portion of it about $100,000.

**4191 Planning Board:**

Mr. Bore said the hours have decreased and line 115 salary is down by $5,238. Mr. Bore questioned reactivating the CIP. Mr. Bore questioned if the Selectmen should appoint a subcommittee or Budget Committee. Chairman Forst said the Town voted for a CIP and it falls under the Planning Board not the Budget Committee to ensure this is happening. Chairman Forst said in the past the Subcommittee met with Department Heads and then brought the information to the rest of the group.

**4192- Zoning Board:**

Mrs. Carpenter said the salary has increased slightly being the only change.

**4193 Historic District:**

Mrs. Carpenter said the hours have decreased so the salary line has decreased being the only change.

**4194 General Government:**

Mrs. Carpenter said there is an increase in line 411 heating. Mr. Bore explained there is a new line 610 Town Building supplies and services for water testing, inspections and cleaning products of $7,100. Mrs. Paquette said line 640 custodial services has decreased $5,400. Mrs. Paquette said line 650 and 720 have been brought to $0. Chairman Forst questioned where the money for the new Highway Department position for grounds keeping is coming from. Mr. Bore said some of the money has come from lines 650, 720 and 950. Chairman Forst said that is roughly $3,500 coming out of this budget for the new position.

**4196 Insurance:**

Mrs. Paquette said workers compensation went up 8.3% and property, auto and liability went up 9%. These numbers are based off of 2018 wages. Mrs. Paquette said the payroll for 2018 was $1,294,146.

**4611 Conservation:**

Mr. Hackley said the $700 increase on line 650 is due to needing to hire someone for trail maintenance.

**4619 Other Conservation:**

Mr. Bore said that this is for Loon Pond Dam maintenance and repair. Mr. Bore said there was research done that found an agreement made that the Town will be responsible for this. Mr. Bore said they are unsure of any liability to the Town. Chairman Forst said this is a private body of water with no public access. Mr. Hackley said Sawyer Lake is in charge of their own Lake and Dam with several public access points. Chairman Forst said several years ago there was discussion of another Dam that the State said the Town owned and needed to spend money on repair and the Selectmen didn’t agree and said there was no proof the Town owned it. Mr. Bore said NHDES stated the Town does own it. Mrs. Carpenter said a staff member found in research where the Town owns it.

**4441 General Assistance:**

Mrs. Carpenter said there is an $800 increase due to need. Mr. Bore said $25,000 from the CRF has been used this year and they will have a warrant article to work on replenishing that.

**Minutes:**

**April 10, 2019-** Mr. Macleod made a correction to the spelling of his name. **Mr. Macleod made a motion to approve the minutes as amended. Seconded by Mr. Bass. All were in favor.**

**November 6, 2019-** Mr. Macleod made a correction to Mr. Fauci’s name. **Mr. Macleod made a motion to approve the minutes as amended. Seconded by Mrs. Melle. All were in favor.**

**Adjournment:** made a motion to adjourn at 7:35, seconded by Mrs. Melle; All were in favor.

Respectfully Submitted,

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Danielle Bosco

Recording Clerk