

**Approved
Budget Committee Meeting Minutes
10/28/09**

Attendees: Chairman Ann Tierno, Carla Penfield, Allyn Chivers, Judith Szot, Erin Asselin, Craig Sandler, Selectmen's Rep. Carleton Robie, School Rep. Melissa Madden

Absent: Kim Byrd

Chairman Tierno called the meeting to order at 7:00 pm.

Department Head

- Chairman Tierno explained the meetings' format. The public will have an opportunity to ask the Budget Committee questions immediately following the Department Head interviews.

Town Clerk

Q. Explain the \$1,500.00 increase under the E-Reg. line.

A. The E-Reg is a wash item. It is a service provided through the Internet that allows customers to register their vehicles and dogs on line. The customer pays an additional fee to the company that maintains the E-Reg. It seems to be becoming more popular. It does not decrease the number of hours or reduce the workload.

Q. What is Conferences & Mileage?

A. The Spring Regional Workshop and the NH City & Town Clerks Conferences are the only 2. If there is money remaining then there is a reimbursement for mileage to the bank for deposits.

Q. Explain what the conferences are for.

A. The Conferences are put on by the NH City and Town Clerks Association and all the State Agencies (Dept of MV, Title Bureau etc.) The Spring Regional Workshop keeps us up on the RSA's, Election Law Workshops. The NH City & Town Clerks Conference are broader issues that we face in the area. Training on Computers, basically training in relation to our job. Very Valuable.

- Q.** Estimate what percentage of people are registering on line.
A. Approximately 50 per month. Approximately 300 people register each month. However, more and more are the on line option.

Elections

Note: There are 3 elections next year and there is a purge of the checklist, which is required every 10 years.

Fire Department

Roger Davis (Interim Fire Chief) provided the BC with financial information in relation to the Fire Department.

- Q.** Why does it appear that we are paying more than other area towns for protective clothing?
A. Cannot explain why we would be paying more but I know what we are doing, we buy 5 sets per year. Currently have approx. 28 on the Roster. Average life cycle is 4 to 5 yrs. Depending on activity.
- Q.** More information on the Water Supply.
A. We will be repairing the hydrants that are out of service.
- Q.** Why is the Fire Equipment Maintenance proposed budget is \$7,000.00 and only \$220.00 spent?
A. Typically what is done is the Fire Department does not spend all their money early in the year. Recently there have been a lot of items ordered.
- Q.** Why is the fuel line increased but diesel costs have been going down?
Diesel prices have recently increased future prices are unknown and we do not want to leave ourselves short.
- Q.** What is the plan for informational mailings?
A. We try to do at least 1 mailing to town residents as to how they can get information on burning permits. Also, if we have equipment that needs to be sent back for repairs.
- Q.** Why is there such a large increase in Telephone Expenses?
A. Can't explain what it is due to but what the amount is an average \$150.00 per month on 2 land lines and 3 mobile units in different apparatus for things that cannot be discussed over the radio.
- Q.** What is the training policy for Volunteers?

- A.** There is no current policy.
- Q.** The Medical Evaluation line seemed high in respect to the past.
- A.** There are a lot that are up for required shots. They are not as up to date as they should be.
- Q.** What is the impact to the town if this budget is reduced by 2%?
- A.** No specific sense. The FD has run bare bones for quite a few years and the Association has kicked in some but not sure where the amount would be taken from if that happened.
- Q.** There was \$3,500.00 under Fire Prevention and \$165.00 spent. Where did that money get spent?
- A.** Typically the Fire Prevention is spent in the month of October.
- Q.** Do you lock in your fuel prices?
- A.** No.
- Q.** Is 5 years normal for replacement of equipment gear?
- A.** 5 years are reasonable for the guys that are active. New members do not get new gear. The old gear is used for training.
- Q.** Rather than using a mailing. Would you consider using the Internet?
- A.** We do try to steer residents towards the website.
- Q.** Do you have a statement with number of calls?
- A.** Calls to date were 289. Last year calls to this date were 310 and the full year was 443.
- Q.** Could the BC have a copy of the calls and if the type of calls could be identified.

Forestry

No questions

Emergency Management

- Q.** Explain what Fit Testing is?
- A.** The purpose of the Fit Testing is the recommendations From the CDC as well as other agencies is that anyone that who is going to be in contact with the public and could potentially be exposed through airborne contaminants should be fit tested with an M95 mask.

- Q.** Do you plan to do Fit Testing?
- A.** I have planned every year and every resource that I have contacted has fallen through, Including the City of Manchester.
- Q.** What is contamination equipment and how is it different from the Fit Testing?
- A.** Contamination equipment are kits that are to protect individuals in the atmosphere that they are walking into.
- Q.** What are photo id supplies?
- A.** We have a photo id program. Typically most years we have to Purchase laminate, paper cards, update in Software. This is for proper identification under emergency situations.
- Q.** Why not a Warrant Article for the Emergency Management?
- A.** The concern that it wouldn't pass. Keep in mind that many hours are spent preparing documentation for potential FEMA reimbursements.
- Q.** Clarify the \$1,200.00 spent in 2008 for the ice storm.
- A.** Primarily food, facilities, heating, generating the lighting and portable Johns. FEMA reimbursed the town 75% of it's approved expenditures through a Grant that was prepared by myself and Road Agent Dennis Lewis.
- Q.** Are you the only person involved or do you have other Volunteers to help.
- A.** Looking for an Assistant. We are doing 2 large projects this Winter and it is 100% Grant funded.

Building Inspector

- Q.** What clothing items are you intending to buy this year?
- A.** 4 Shirts per year.
- Q.** How many permits, inspections, etc., was there this year?
- A.** As of today 176 permits, 10 more than last year at this time. Inspections are 768, 795 as of the end of the month last yr.
- Q.** Are the costs the same?
- A.** Yes.
- Q.** Could you provide us with what the permits were for and the amount of income generated from them?
- A.** Yes. I have a summary showing \$16,186.95 in permits.

Q. Is the salary that is posted on the proposed budget for 36 hours per week?

A. Yes. With a 3% COLA.

Health Officer

Q. How much time do you think you will spend being the Health Officer per week?

A. Unfortunately, being in this position for such a short time and at this point of time I have been chasing EEE. I have now prepared the viral disease control plan for next year in the event we have to do any spraying we will be eligible to get some funding back from the State. Up to this point I have been spending approximately 8 to 10 hours per week on this but it will settle down. There is just a phenomenal amount of work on this.

Q. How did that workload of the Health Inspector transfer to you?

A. I was the Deputy Health Officer to the prior Welfare Officer.

Q. Is there a job description for the Health Officer?

A. If I had to put a description to it without a whole lot of thought I would say it is trying to make the community a safer place in a healthy manner.

Q. If we would have an outbreak of H1N1 in the school would you be the person from the town to go in there as the Health Officer.

A. I would be involved in that with the Dept. of Health and Human Services and the School Board.

Note: Selectmen Lazott, Duarte, Robie and Emergency Management Director Robert Panit commented on the additional workload that Building Inspector/Health Officer Bill Hallock has taken on and what a good job he is doing.

Tax Collector

The Tax Collector was not available for questions. However, the questions would be submitted to the Tax Collector. The questions are as follows:

1. Tax Collector Membership Fees. Is that the exact cost that we will pay for that line?

2. What is the cost for identifying mortgages? What is the process?
3. What are the Tax Collector Fees expense for?
4. What is the % of people that are paying their taxes in comparison to last year?

Parks & Recreation

Dick Snow provided the Board with pictures and documentation in relation to the Parks & Recreation line. The Board will review this documentation at a later time.

- Q.** What is Old Home Day Prep?
- A.** Extra work is necessary for preparation for Old Home Day. Smoothing the grounds, cleaning the Park, making it ready.
- Q.** Why did they break out the Parks & Recreation and the Other Culture and Recreation? Shouldn't they be lumped together?
- A.** Going back to the 2006 Town Report you would find that they really are 2 groups and those 2 groups according to the State Accounting chart of accounts are separate.

Other Culture and Recreation

- Q.** What are Summer Rec Supplies for?
- A.** Summer Rec Supplies are any supplies that are used for summer time recreation. People using the park seem to think a sand box would be nice. I am trying to organize a summer rec program, which would possibly involve a local day care center, CYAA (for rain days) and Liquid Planet.

Cemetery

- Q.** Is it possible to reduce the budget by \$4,000.00?
- A.** Absolutely not.
- Q.** \$3,500.00 in improvements spent. Is another \$3,500.00 necessary?
- A.** The \$3,500.00 this year was used to provide 2 new roads in the Holbrook Cemetery. There are a number of projects and the \$3,500.00 are in there because we would like to do a project every year. It needs to be done to improve the infrastructure of our cemeteries.
- Q.** How much does a plot cost?

- A.** A plot cost \$200.00 at the current time. \$200.00 for perpetual care and \$225.00 for the entire plot for corner markers. The Cemetery Trustees are going to review that to see if that is a common fee.
- Q.** Maintenance is necessary but given the state of the economy if there is a possibility that some of the maintenance that you planned could be put off for a year?
- A.** Basically no because there are a number of things that need to happen. The Hill Cemetery needs some maple trees to come down so they will not don't come down and damage monuments, which you would end up with significant costs.

Note: Selectmen Lazott commented on the outstanding job that Mr. Anderson (resigned) has done on the cemeteries.

- Following the question and answer session. Chairman Tierno broke the BC into 2 groups to discuss departments within the budget. The work will be discussed at the next BC meeting.

Motion to adjourn at 10:00 pm. All were in favor.

Recorded by Mary Phillips