

**Approved
Budget Committee Meeting Minutes
October 29, 2009**

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

Absent: None

Chairman Ann Tierno called the meeting to order at 7:05 pm.

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

Highway Department

- Q.** What is the difference between Asphalt Maintenance and Patching?
- A.** Patching is filling in an individual hole in the pavement and asphalt maintenance is paving a whole road. When we do Asphalt Maintenance, it cuts down on the patching expense.
- Q.** Has there been an increase in the Salt?
- R.** No, it has actually gone down approximately .80 cents a ton less.
- Q.** Why is there a large increase in Asphalt Maintenance? Are you trying to catch up and do two areas at one time?
- A.** No, when I took over that line used to be \$68,000.00. When more roads were added and winter maintenance got busier, we had to subtract from somewhere and we took it out of asphalt maintenance. In 2002 when we were at \$68,000.00 we were paying \$27-\$29 a ton for asphalt. Currently, we are paying \$65.00/ton. Now we are having to take the Asphalt Maintenance line and put it towards winter. We are way behind on paving.

- Q.** Why has Winter Payroll increased?
- A.** That has gone up steadily. We have added 10 roads and 3 parking lots within the last 13 years and the amount of snow has increased. There has been no increase in wages. It is just the increased number of hours it takes.
- Q.** Why is Grading and Patching gone over budget?
- A.** Another item that is totally weather related. The more rain you have the more patching and grading that needs to be done.
- Q.** Why is the gravel and sand line budgeted less than what was expensed this year?
- A.** Hoping for a better winter and we ended up with left over sand but not enough gravel. Unfortunately, many of our dirt roads should be paved by now. It is difficult to keep them maintained due to the amount of traffic now. Constantly fighting the mud and that is where the gravel is used up.
- Q.** Did we use all the money from the special warrant article?
- A.** Yes.
- Q.** Are you going to have special warrant articles?
- A.** Same 2 Warrant Articles. \$100,000.00 for Patten Hill and \$75,000.00 on the Winter Contingency.
- Q.** Is the Salt price locked in?
- A.** Yes.

Welfare Department

Note: Donna DelRosso took over the Welfare Department position on 8/15/09.

- Q.** Why is there such an increase in the telephone line and does it include the cell phone line as well?
- A.** I deleted the pager. Added the telephone line upstairs because my cell phone does not work at my house. I only use it when I am on the road.
- Q.** How many families are we assisting?
- A.** 200 – 250 calls and over 50 families (households) since August 15th. But will be much higher from October to March.
- Q.** What does the mileage line include?
- A.** Includes client visits, seminars and meetings, and food deliveries if the client does not have transportation.
- Q.** Could you provide a listing with the number of families and the type of assistance?
- A.** Yes.

- Q.** Could you give us a sense of what those calls might be?
- A.** Clients going on Unemployment, clients that have ended unemployment.
- Q.** What do you do when a client goes on unemployment?
- A.** The Town has guidelines to follow. If a client's income does not meet that level, then we are obligated to help these people find programs within Candia and the State of NH for them.
- Q.** Can you give some examples other types of calls.
- A.** Someone that their unemployment benefits have run out and they have no other source of income. We provide the Food Pantry, Medical discounts from the State and the Town, transportation. We also help Senior Citizens.
- Q.** What is your involvement with the Food Pantry?
- A.** I run it. The Women's Club volunteers 2 hours a week. If a family provides confirmation that they are a resident, we provide food for them up to once a week. Outside of those hours, they will call my cell phone and I will provide food for them.
- Q.** Are you available 24 hrs a day? If a client calls and they are out of fuel what do you do?
- A.** I am always available but I do have a fuel program with a company in town. There is an extra charge after 5:00 pm and on weekends. I have never used it. If the client calls me to say they are getting low we take care of it but if it is after hours they have to wait until the next morning.
- Q.** When a person applies for assistance and you check their income level, are we verifying their resource levels?
- A.** Yes.

Solid Waste

Note: Chuck Witcher was unable to attend. Selectmen Joe Duarte represented the Solid Waste Department.

- Q.** Last year we let a part time person go and this year we are re hiring a Part Time person. How did that transpire?
- A.** Now we have two full time people and one part time person. Which are adequate but sometimes they may be sick or on vacation. Rather than pay Chuck overtime at a higher rate it is prudent to hire a part time person at a lower rate. The weekends are busy and it is necessary to have another person available. We are getting three candidates and will certify them and select one that appears to be the best person for the job.
- Q.** Is the Communication line Telephone?

A. Yes, it should read Telephone.

Q. Why is there a need for Internet Service?

A. To be able to communicate with the girls in the office and to keep the Selectmen informed. Chuck is also using the Internet for research on recyclables.

Q. What are the plans for “Trash Talk”?

A. To inform the people of changes around the recycling center. Also, signs to direct people within the facility.

Q. New Account lines which are Transportation of Recyclables, Hydraulic Equipment Operating and Maintenance, and Disposal of Recyclables. Were these somewhere else in the budget or brand new accounts?

A. New Lines. We have to pay a company to haul the recyclables, and the revenue from the recyclables has to go into the General Fund and you cannot mix the two.

Q. Can we get a break out of Permanent Wages and Overtime Wages.

A. Cheryl will get that information for the BC.

Q. Is the floor sealed each year and how long does it last?

A. It is suppose to be resealed each year.

Q. Is this new PT employee going to be on scheduled hours or an on call basis?

A. On call basis.

Direct Assistance

Q. How many households are on Direct Assistance?

A. 25 –30 households at this time.

Q. Why is there a 20% increase?

A. The economy, unemployment benefits that are running out. There are four programs that the State previously funded and will no longer be funding.

Animal Control

Q. Why is there a Wage increase?

A. Chief McGillen was representing the Animal Control Department and did not have any written responses so he plugged in 4% on an excel spread sheet at \$11.95/hr. Which Chief McGillen feels is underpaid for that position. The Animal Control Officer is paid eight hrs per week regardless of the number of hours. There were 111 calls to date this year. Last year was 144.

Q. What were the types of calls?

A. The majority are stray dogs and then picking up dead animals. I can get a list of what the calls were.

Police Department

Note: Questions and Answers are attached.

Library

Note: There were no questions for the Library. However, Library Director Jon Godfrey presented the Budget Committee with the 2010 Library Budget Proposal.

Conservation

Q. Why is there an increase in Wages?

A. This figure more accurately represents the time that is put in for the Secretary. There is more activity so the meetings are longer.

Q. What is Administration?

A. Administration are Fees paid to other organizations.

Q. What is the Education line?

A. Trainings & Seminars.

Town Building Expenses

- Carla mentioned hearing several times about the roof for the Town Building not being in good condition. Why don't the Selectmen consider a Warrant Article to start a fund for the roof?
- Selectmen Robie said if the money was appropriated over time under Building Maintenance then a Warrant Article would not be necessary.

Q. What are the plans for Building Maintenance.

A. General Maintenance.

Q. What was done with the old Library regarding maintenance?

A. Cleaning ivy, mowing lawn, cutting shrubs.

Q. Why is \$4,500.00 budgeted on the heating line when the projected expense for this year is \$3,000.00?

A. They have not filled the tank yet and it is unknown how much it will cost when it is filled.

Q. Is there any money left in the Trust Fund that could help with the roof?

A. No, there is very little remaining in that fund. It is important to know that the work that was done for the last 2 years on the building, replacing rotted wood, windows, painting, etc., that those funds were taken from the Trust Fund not out of the operating budget.

Q. What were the funds in the General Fund used for?

A. Electrical repairs & Maintenance, light bulbs, pumping septic tank, pest control, lock and keys, shoveling snow off roof, boiler inspections fees, fire extinguisher inspection, heating system annual service and service contract on the generator and replacement of the septic pump.

Q. Is there any discussion on the Selectmen level on leasing the Old Library Building?

A. The Voters in the past have never approved leasing the building. We do use it for the Garden Club, Lights on the Hill, and storage.

Town Officers Expenses

Q. Who do the Office Wages Cover?

A. Three Town Office Personnel

Q. Are there Wage increases in this budget?

A. There are no wage increases or COLA in a recommended budget by Selectmen Kelly, however that has not been approved by all of the Selectmen as of yet.

Q. Explain large increase under Equipment Maintenance?

A. The replacement of three computers and two new battery backups. If there is any money left in the fund that will be used towards this equipment.

Q. What potential ADA requirements do you think may be necessary?

A. We have a Candia Resident who is deaf and if he wishes to attend a meeting and needs to communicate with any Board then by law we need to accommodate that person.

Q. Why is the Telephone budget so high?

A. These are actual costs per month. It is bundled at this time.

Q. Has there been any consideration to bundle the Telephone and Internet Service and put that out for bid?

A. It is a good idea but very time consuming and has never risen to the top of the priority list.

Note: Budget Committee member Allyn Chivers commented in relation to the computer issues and how the Library contacts patrons through e-mail asking for donations when equipment is needed there and it is amazing the response they

receive.

Questions for the Selectmen

Q. Why was the stipend increased for the Welfare Director when She just started in August and the position has had health removed from its responsibilities?

A. The majority of the Selectmen voted that they felt the increase was justified. More work and time than previously is necessary now. It is more in line with other towns.

Q. What is the job description for the Welfare Director?

A. Selectmen's Assistant Cheryl Eastman and Selectmen Lazott informed the BC of the duties of the Welfare Director.

- Chairman Tierno spoke on behalf of the BC regarding some thoughts they had when deliberating and one of the thoughts was regarding the Volunteer Fire Department. The BC understands that the Fire Department are volunteers however, we do pay for their training and following their training some of the volunteers move on to bigger departments. Would the Selectmen consider in a way to contain some costs implementing a department policy following training to require the Firemen to commit to a year with the department. This is not a reflection on the department it is strictly a policy issue.
- Would the Selectmen consider increasing the costs for some of the fees that we charge in town, building permit fees, police charge fees, etc., to relieve some of the tax burden to residents and increase revenue.

Motion to adjourn at 9:50 pm. All were in favor.

Recorded by Mary Phillips