

Advisory Budget Committee

Meeting Minutes

January 14, 2014

The following members were present: Dick McDanolds, Barb Dutile, Dick Fabrizio, Jon Hobbs, Andrew Maffei, Christopher Luurtsema, Peter Conrad, Laraine King and Howard Hatch. Also present: Selectboard members Wayne Fortier, Tom Friel, Robert Roudebush and Lynn Wheeler; Town Manager Glenn English; Admin. Asst./Finance Officer Jo Lacaillade; Moderator Doug McDonald; Road Agent Stuart McDanolds; and Clerk Karen Hyde.

Dick McDanolds called the meeting to order at 7:00 pm.

Chairman McDanolds asked if there were any questions before they started on the Highway budget. AA Lacaillade stated that she had updated information with new year-end figures as of 1/14/2014. She also reported that the Selectboard had requested that she move all the IT/Professional Services that is just for Information/Technology Services to a separate category, which she had done. This made the Selectmen Professional Services line item lower and the Computer Upgrade line item was completely moved to DP Professional Services and DP Equipment under the INFORMATION TECHNOLOGY category.

Dick Fabrizio asked Road Agent Stuart McDanolds if the Town now had its own gravel pit and Stuart responded that they did and actually operated two. Mr. Fabrizio then asked if the \$68,000 Sand/Gravel was coming from our pit or other pits. Stuart replied that it came from a combination. The first trucking at our pit at Center Haverhill was \$17,000, which is 4600 yards of  $\frac{3}{4}$  crushed at our pit. They received another 4,000 yards at Hugh Underhill's pit. They also purchased for the road project on Briar Hill a 3-inch minus gravel, which is a lot heavier stone for a base layer because our pit here doesn't have enough stone content in it to use that alone. Mr. Fabrizio then asked if the \$68,000 included from our pit, the Underhill pit and what was purchased elsewhere. Stuart replied that it was. Mr. Fabrizio asked if there were any new projects this year and Stuart responded that they were hoping to do another road project on Lime Kiln Road. Howard Hatch asked how much it would take to finish French Pond Road – paving from one end to the other and the coat on that it needs. Stuart replied that this was under the Capital Tar Budget – approximately 21,000 feet of road, 23 feet wide, 1-inch layer, it would be 3,060 tons; 2-inch layer, it would be 6,120 tons, a 1500-ton shim layer, grand total on pavement alone would be \$634,000 in tar, of which roughly \$46,000 would be subtracted due to a shim already put down this year for a finished product total of \$588,000. TM English stated that that is not in the operating budget; it would be part of the Capital Bond. Chris Luurtsema asked if this project would require more salary to complete and Stuart replied that anything in the Capital Tar project would not be done by the Highway Department.

Laraine King asked about the Building Maint/Sup line item. She stated that Stuart had asked for \$30,000, but TM English only recommends \$2,500 and she wondered what Stuart had been looking for. Stuart responded that the Highway building was not as energy efficient as it could be and he had received a price to reinsulate the building, which was \$28,000. TM English stated that he didn't think that they could do it this year based on other needs. Laraine then stated that the Calcium Chloride, Salt, and Sand all seemed to be much higher this year. The salt is twice as much; the budget was \$14,000 last year with the same amount this year, but the projections to get through the end of this year was only \$7,500. AA Lacaillade stated that Stuart may have had money remaining in that line item, but not in his overall budget so he could not order toward the end of the year. Chris Luurtsema then asked about the Woodsville Hwy. Reimbursement and HW Vehicles. TM English explained to Chris what the Woodsville Hwy. Reimbursement was and the HW Vehicles was for a replacement of the 1-ton truck, which he had denied. TM English explained that he had added an extra \$5,000 to the Vehicle Maint./Repairs line item in case there is a significant repair to that vehicle. At some point, that truck would need to be replaced. Howard Hatch asked what the Highway Garage's source of heat was and Stuart responded that it was #2 oil as well as waste oil. Waste oil was beginning to be more difficult to obtain because of DES regulations. The quantity that they need to store going into winter is above what they are allotted to have. They now have to rely more on #2 heating oil. TM English explained that the DES had done an inspection and found that the Highway Garage was keeping too much waste oil on site, even though it was properly stored in barrels with secondary containment. They were told that they could only keep so much at a time. The other problem with accepting oil from another entity or other people is that over a certain amount, it needs to be tested and the testing costs are very expensive. They try to get as much household waste oil as they can, because that is not subject to those guidelines.

Howard Hatch asked if the bonding amount was to finish French Pond Road, did Stuart still need \$100,000 in Tar funds. Stuart replied that they need to as there is maintenance paving to be done. TM English stated that he had originally projected a \$2 million bond, and that would address about eight roads, but the Selectboard felt that was a bit overambitious. They wanted to get the bond back down to \$1 million and that is what the Board is considering right now. The million would pay for the French Pond Road project, total reconstruction on Lily Pond Road and the paved portion of Lime Kiln Road. The \$100,000 that is in tar is just to maintain the other roads that were not on the capital list. They may just need an overlay or a chip seal or some kind of minor treatment. If the bond is not approved, they would still have the \$100,000 to do some paving but it wouldn't go very far. Brushwood Road is on the list as a priority, but it could be finished out of the operating budget. Howard then asked if the Advisory Budget Committee had any input on altering the amount of the bond. TM English stated that he thought that they did as it was a Budget item; they could weigh in on it. If the Selectboard proceeds with the plan, a bond vote requires a Public Hearing and it requires a 2/3 vote.

Howard also thought that the chloride figure could be brought down quite a lot if road grading was down earlier in the year. There wouldn't be so much dust control. Stuart stated that this year, there was moderate rain and they were down on chloride. The year before, they went through the entire chloride budget. He stated that he came into the year with 2 full tanks and he would be using 8,000 gallons of chloride to the tune of around \$7,000. TM English stated that the earlier road grading issue needed to be addressed. Stuart stated that they could possibly start earlier. Stuart doesn't fully agree with trying to reuse all the ditching because there is a lot of debris that would have to be cleaned up. TM English stated the construction that they were going to do on Lime Kiln Road would be much later in the year. He believed that they did County Road the first year in August and Briar Hill last year, which shouldn't affect spring grading, but it could affect fall grading. Most of that work is contracted – the truck hauling and the excavation are contracted. The Highway Department is pretty much limited to supervision and some trucking. TM English stated that when the Highway Department gets tied up a lot in the spring with mud, it delays the grading. He also stated that by continuing to do these road projects, in 10 years, there would be a major improvement.

Howard then asked Stuart if he knew how much he was getting paid a year. Stuart responded that the top figure was different from the bottom figure. He also responded that when he worked for Howard, he was never afraid of overtime or work. Howard responded that he wasn't afraid of overtime now, but Stuart was getting 347 hours of overtime. Howard has heard that people are upset that Stuart is working all weekend and his people are not getting any overtime. TM English stated that Stuart's salary is \$52,000 and everything else is extra hours worked. Most of the hours worked are callouts from dispatch during snow. They did have more overtime due to the summer construction projects. Stuart stated that everyone had considerable overtime. When he gets a call in the middle of the night; instead of calling his people out, he goes himself. Howard commented on the mowing that was done on the weekends and Stuart stated that that was Railroad Park. TM English stated that Railroad Park needed to be brushed at least once a year to keep the tree and shrub growth down to the overlook. Howard thought there was a lot of money in overtime. TM English stated that by looking at past budgets, overtime has been running in the high 20's; some years, over budget and some years, under. It is largely contributed to by the storming patterns that we have. It has been fairly consistent for a number of years.

TM English stated that there was a new line item in the Highway budget, which is for part-time salaries. This part-time help would be to help on some of the road projects in the summer, particularly. Most of the vacation and personal days are taken in the summer as the Highway Department can't take time off in the winter. It does affect the work that gets done in the summer, so it is advantageous to have some part-time help come in. He then asked Stuart to address this. Stuart stated that many times they have two people out at a time in order for

them to get their time off that they have earned throughout the year. They are asked to take their time off in the summer so they are available in the winter. Stuart feels that it would be very good to have a person who is qualified to drive the trucks, etc., to help out. TM English stated that they have added about a month's work with the road projects and it does cut into other work. They can't contract for a mower and an operator; you have to hire a mower and have your own people run them. The roads need to be brushed at least once a year. Robert Roudebush asked Stuart about the \$65,000 Machine Hire line item. Stuart explained that this covers the roadside mowing, any construction equipment that needs to be brought in from the outside; it also applies to the crushing because you bring in machines to do the crushing. TM English stated that the reason it is up substantially, in recent years, is the extra construction work the Highway Department has been doing. Stuart explained the cost of the Briar Hill Road project, which amounted to \$82,552 to rebuild 3400 feet of road. Dick Fabrizio asked if the Page Road culvert hadn't been reconstructed a few years ago. Stuart responded that the Flat Iron Road culvert was relatively new; the Page Road culvert hadn't been done in many years. TM English stated that the Page Road culvert was red-listed and there were grants to help replace this culvert.

Chris Luurtsema asked if the increase in the Highway budget would continue each year. TM English explained that he would like to continue doing different road projects each year to get the roads to where they should be. He also explained that the budget could go down, depending on the tar price each year.

Howard Hatch stated that when he asks TM English a question and if TM English does not know the answer, to just tell him that he doesn't know. Howard asked about the separate meter for the buses and stated that there wasn't a separate meter for the bus and TM English had told him there was. TM English stated that he told Howard he wasn't sure, but he thought that there was a separate meter. He had found out after the meeting that there was no meter. He was wrong. The SAU did pay to put the electrical system in and the Town pays for the electricity. TM English stated that he had given Howard bad information.

Dick Fabrizio asked if the Gravel line item could be brought down by using more gravel from the Town's pit. TM English stated that they use as much as they can mine and the Town's cost is the crushing cost. They buy a limited amount. The other thing that they used to do was buy stone (trap rock). It is now crushed in the Town's pit, thereby making their own. He doesn't suggest cutting the Gravel budget. Dick stated that he thought that by having its own pit, it would save money. TM English stated that it didn't really save money in the budget; it gave them more material, which is needed drastically.

Howard Hatch stated that until he could see a plan for the bonding, he wasn't ready to vote on the Highway budget. TM English stated that the bonding was a separate Warrant Article. Peter Conrad stated that the bond had nothing to do with the operating budget. Barb Dutile asked if

the Town was still paying on the French Pond Road bond and TM English stated that we were and that there were approximately 6 years remaining. Peter Conrad again stated that the bond will not affect this budget, only budgets in the future. Barb Dutile made the motion to approve the Highway budget; seconded by Peter Conrad. Barb Dutile stated that she only had questions on the salaries and wondered if their next step shouldn't be to discuss all salaries. Barb Dutile amended her motion to approve the Highway budget, excluding salaries; seconded by Chris Luurtsema; Howard Hatch and Dick Fabrizio voted in the negative; remaining members voted in the affirmative; the motion was passed.

Peter Conrad stated that they should next discuss salaries as a whole. TM English recapped that the Rec Director, the Airport Manager, and the Welfare Administrator were more than the 2% salary increase. There would be a \$1/hr. raise for the uniformed Police Officers. Everyone else would get the 2% increase. Peter Conrad stated that he had heard from a few people on the Rec Director increase and the consensus of their opinions was more on the line of a 3% increase, but not a 10% increase. There was some discussion as to whether Sherri Sargent's, Rec Director, duties had changed. TM English stated that the Sherri's duties had grown over the years, along with the Rec program. Chris Luurtsema asked if the increase in responsibilities was self-inflicted or requested. TM English stated that on the Rec program, Sherri was the initiator. Some went through the Rec Commission; some through TM English and some that she implemented on her own. The scheduling of the buildings was something that he had put on Sherri. Sherri and other employees have asked, in previous years, for more than the 2% cost-of-living increase and TM English has said no. This year, he has changed his mind on a couple of them. Peter stated that he's been involved with the program for many years and has seen the progression of it. The program has become much better. Barb Dutile stated that for a number of years, the Rec Commission has asked for statistics and they hadn't really had great numbers. Sherri has supplied them with statistics and Sherri has the numbers to back her up. Dick Fabrizio made the motion to give the Rec Director a 3% salary increase; seconded by Peter Conrad and the vote was in the affirmative.

TM English stated that the next salary to be discussed was that of the Welfare Administrator and asked AA Lacaillade to address this. AA Lacaillade stated that the Welfare Administrator, Leslie Ramsay, had been with the Town since 2006/2007. She is a salaried employee with 20-25 hours a week, depending on the time of year. She works over her hours many weeks; she will come in when called. She has gained a lot of respect and knowledge over the years with the Town; she found a lot of avenues for Welfare to be shifted to other agencies. Leslie also does some fraud investigation. The Welfare budget is high, but it would be much higher if it weren't for Leslie's expertise. Laraine King asked what the percentage increase was and Chris Luurtsema stated that it was 8.9%. AA Lacaillade stated that Leslie does not get any benefits (insurance, retirement, etc.). AA Lacaillade explained the various ways that Leslie generated revenue for

the Town. Dick Fabrizio made the motion to approve the 8.9% increase in the Welfare Administrator salary; seconded by Barb Dutile and the vote was in the affirmative.

The next salary to be discussed was that of the Airport Manager. Peter Conrad made the motion to accept the recommended salary for the Airport Manager; seconded by Barb Dutile and the vote was in the affirmative.

The next was the Police Department salaries. TM English explained that the uniformed Police Officers would get a \$1/hr. pay increase. Peter Conrad made the motion to accept the recommended salary for the Police Department; seconded by Barb Dutile. Chris Luurtsema asked about the Town paying 25% of the Police Officer's retirement and when they retired. TM English stated that this was State mandated. The Board then voted on the motion and the majority was in the affirmative with Dick Fabrizio and Howard Hatch voting no and Dick McDanolds abstained. The motion passed.

Peter Conrad made the motion to approve the remaining salaries with a 2% increase; seconded by Barb Dutile and the vote was in the affirmative.

Next meeting will be Thursday, January 16<sup>th</sup> at 7:00 pm.

Laraine King requested that the January 28, 2014 meeting be for Warrant Articles as she had people, specifically the Senior Center, who wanted to come in and address the Advisory Budget Committee. TM English stated that he would try and get the word out. AA Lacaillade stated that No. Country Home Health had had a zero request, but that day, they had submitted a request of \$15,000.

Chris Luurtsema made the motion to adjourn the meeting; seconded by Barb Dutile and all approved. The meeting was adjourned at 8:47 pm.

Minutes transcribed by Karen Hyde.