

Advisory Budget Committee

Meeting Minutes

January 7, 2015

The following members were present: Laraine King, Dan Brady, Dick McDanolds, Barb Dutile, Peter Conrad, Jon Hobbs, Andrew Maffei, Howard Hatch, and Christopher Luurtsema. Also present: Selectboard members Wayne Fortier, Tom Friel, Robert Roudebush and Lynn Wheeler; Town Manager Glenn English; Admin. Asst./Finance Officer Jo Lacaillade; Jim Marshall, Recreation Director Sherri Sargent; Clerk Karen Hyde; Darwin Clogston and Austin Albro.

Members Excused: Dick Fabrizio

Chairman Luurtsema called the meeting to order at 7:01 pm.

Howard Hatch asked that the Minutes of the 1/5/2015 Meeting be amended to read "550 Ford or a 5500 series Dodge" rather than "550 Ford or a 500 series Dodge". He also asked that the same Minutes be amended to read "Howard Hatch commented that he was not prepared to vote on this Highway budget" rather than "Howard Hatch commented that he could not vote on this Highway budget". Jon Hobbs made the motion to accept the amended Minutes of 1/5/2015; seconded by Barb Dutile and all approved. Barb Dutile made the motion to accept the Minutes of the 12/30/2014 Advisory Budget Committee Meeting; seconded by Dan Brady and all approved.

AA Lacaillade stated that she had heard from two of the Fire Departments and there was no problem with changing their meeting night to February 4, 2015. Chairman Luurtsema asked if all the Fire Departments' budget proposals were in now and TM English stated that he had received Woodsville's budget that day. He now had all three (3) budgets. The libraries and Warrant Articles would be present on January 28, 2015.

Jim Marshall was introduced to the new members of the Committee. Chairman Luurtsema asked Jim how long he had been doing the IT work for the Town and Jim stated that he started in 2009. Chairman Luurtsema stated that the Committee was looking for an update on the two-year project that Jim started last year. Jim explained that the goals last year were to do an upgrade to the servers and create a back-up offsite somewhere, which has been accomplished. The new server is more modern and he can run multiple servers from one piece of equipment. What he is looking for this year is another identical server to be used as a replication server, which would be a back-up to the back-up. This would create no down time. Jim explained that he does a full back-up every Sunday and incremental back-up every day. Jon Hobbs asked what the storage capacity was of the system and Jim stated that it was 5 or 6 terabytes. There is also one drive dedicated to a failure if any one drive fails, this drive would take over in that machine. He expected the life span to be about 5 or 6 years. Dan Brady asked about the environment of

the servers and Jim explained that the equipment was in a room at the Robert E. Clifford Building by itself that was not used for storage. It was in a concrete room and the temperature stayed pretty much the same. Dan Brady asked what company supplied the equipment and Jim stated that it was custom-designed by himself, using only quality parts. Chairman Luurtsema asked Jim if there was currently a solid wi-fi connection at the Robert E. Clifford Building and Jim stated that there was. It had been installed last year. There has been positive feedback on the connection. Chairman Luurtsema asked what functions the server had and Jim stated that it had all of the Town's data – the budget, tax assessing and police data. Laraine King thanked Jim for all the work that he had put in over the last year. Jim believes that after this year, there will only be maintenance fees and possible computer stations. AA Lacaillade stated that some of the equipment cost was for replacement laptops for Recreation and Welfare and to purchase a laptop for the Supervisors of the Checklist. Dan Brady asked Jim if he thought that laptops would be used more in the future and Jim stated that for a non-mobile station, desktops were still the way to go. A motion to approve the IT budget was made by Dan Brady; seconded by Laraine King. Howard Hatch abstained from the vote because he didn't feel qualified to vote for this; all others voted in the affirmative. The motion passed.

The Committee then moved on to the Recreation budget. TM English did a brief overview of the Recreation budget, which was down by 8.49%. The Recreation Commission had worked very hard with the Recreation Director to cut out programs that were not bringing in revenue. Rec Commission Member Jo Lacaillade stated that the Rec Commission had decided to charge more for non-residents at the Pool this year. Jon Hobbs asked Jo what the difference was for non-residents compared to residents and she believed the difference was \$5 a person. The fees for other activities had also been increased. Chairman Luurtsema asked if there was a non-resident breakdown of what towns and how many from those towns. Recreation Director Sherri Sargent had a breakdown of the HARP program. She stated that there were 43 residents and 15 non-residents. Laraine King asked about the Field Trips & Bussing line item. She commented that only \$80 was used in 2014, but \$1,845 was being budgeted for 2015. Jo stated that last year, the Middle School paid for almost all of the Recreation bussing costs through grants. It cannot be projected that the Middle School will help. Laraine also asked about the HARP Counselor Salaries and if the increase was just raises or something else. It was just the raises for 6 counselors. Laraine also asked about the increase in the REC Youth League Activities and REC Director Sargent stated that it was because of the baseball camp that Willy Kingsbury does in the summer. Jo stated that it was a break-even program. Chairman Luurtsema then went back to the HARP Counselor Salaries and commented that the increase seemed to be more than just raises. REC Director Sargent explained that this was due to the increase in hours for one or two of the counselors who come in early and stay later. Chairman Luurtsema commented that the Pool Supplies line item has gone down. Jo stated that it was because of the pool cover that had to be accepted into the 2014 budget through a public hearing in order to spend it out.

Chairman Luurtsema asked what programs had been cut and Jo stated that the skating rink had been sold, no more ping pong, and Haunted Happenings budget had been cut down to \$800 instead of \$1,000. Darwin Clogston asked why there was a REC program and Barb Dutile explained that by having a REC program, it helps to keep children off drugs and out of trouble. She feels that it's a good investment for the future of the Town's children. Lynn Wheeler commented that a REC program was asked for quite frequently before they actually had a REC Program. This seemed to be something that residents wanted. Mr. Clogston stated that since the year 2000, the REC budget had increased annually by 13½%, but at the same time, the Police Department's average annual increase was about 6½%. Laraine King commented that the REC program covers everyone from kindergarten to seniors. It brings people and the Town together. Peter Conrad made a motion to approve the Recreation budget in total, seconded by Barb Dutile and all approved.

The Committee then went back to the Robert E. Clifford Memorial Building and the JRM Building. TM English commented that there had been a lot of discussion at the 12/30/2014 meeting on these two buildings. Chairman Luurtsema asked if anyone had thought about whether the RECM Building was a viable building going forward. Dan Brady commented that if the building was abandoned, what would the REC program use? There are other applications in the building that are legitimate. He feels that it is not a simple question of whether to abandon the building. Barb Dutile commented that the Town has made huge improvements to the building and if the building is given up now, those improvements would be lost. Jon Hobbs asked who the agency request was from and TM English stated that it was a collaborative effort on his, AA Lacaillade, Rich Clifford and REC Director Sargent's part. Laraine King asked what the \$4,500 in JRM Professional Services was for. TM English stated that he had asked the Selectboard to have a study done on the heating system. He also stated that another reason the JRM budget was down 20% was because of the parking lot job that was done last year. Jon Hobbs asked what kind of revenue was coming from the Robert E. Clifford Building. TM English stated that for weddings, the rate was \$400 and \$450 if the kitchen was used. Starting this year, Archie Steenburgh has been using the building for his auctions. The other thing that would possibly be happening this year would be the rental of offices to the Food Pantry. The Acoustic Music Jams were also held there twice a month. Dan Brady made a motion to approve the Robert E. Clifford Memorial Building budget; seconded by Barb Dutile and all approved.

JRM Building – Motion to approve by Barb Dutile, seconded by Laraine King and all approved.

Haverhill/Bath Covered Bridge – Laraine King made a motion to approve; seconded by Dan Brady and all approved.

Cemeteries – Dan Brady commented that this budget has been level funded and the contract with Steve Robbins has been extended for another year. Jon Hobbs made a motion to approve; seconded by Dick McDanolds and all approved.

Insurance Not Otherwise Allocated – AA Lacaillade explained that this was the Town’s insurance deductible. There were no occurrences in 2014. Peter Conrad made a motion to approve; seconded by Barb Dutile and all approved.

Regional Associations – Motion to approve by Dan Brady, seconded by Dick McDanolds and all approved.

Sewer/Business Park – Motion to approve by Barb Dutile, seconded by Laraine King and all approved.

Next meeting will be Wednesday, January 14th at 7:00 pm.

Barb Dutile made the motion to adjourn the meeting; seconded by Laraine King and all approved. The meeting was adjourned at 8:50 pm.

Minutes transcribed by Karen Hyde