

**Town of Haverhill
ADVISORY BUDGET COMMITTEE
MEETING MINUTES
Tuesday, January 12, 2021
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

The meeting was **Called to Order** at 6:06 PM by Robinson, Chair. A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling
Assistant Town Manager: Jennifer Boucher
Highway Department: Colton Grant

Member of the Select Board Present: Howard Hatch

Resignation from the Advisory Budget Committee

Robinson announced that Robert Roudebush will be stepping down for the Committee because of family concerns.

Roll Call Attendance of the Advisory Budget Committee: David Robinson, Chair; Wayne Fortier, Vice Chair; Donnie Hammond; Guy Mitchell; Dave Joslin; and Sandi Pierce

Visitors (online): None.

Visitors (in person):

AGENDA

Robinson stated that at this meeting the budgets for the Highway Department, the Airport, and the Welfare Department will be discussed.

UPDATES

Codling stated that she updated the Airport and Fire Department budgets.

HIGHWAY DEPARTMENT

Colton Grant, Road Agent, presented the Highway Department budget stating that there were no significant changes in 2020. For 2021, Grant noted that there are two roads in need of repair. There is underdraining on Lime Kiln Road and Brushwood Road was washed out. The State re-engineering of the intersection at Central Street and Forest Street in Woodsville was discussed. Robinson queried the Town Manager about money put into the Highway Reserve fund. Codling noted that two major bridge projects are needed.

Grant stated that there are five full time staff in the Highway Department and part time staff may be used for plowing or in the summer. The Committee discussed in detail all budget line items.

Boucher and Codling discussed the formula for the operating budget under Woodsville Precinct.

Codling noted that the Highway budget is a level budget in 2021.

MOTION #1: Fortier made the motion to recommend the Highway Department BUDGET of \$1,174,003.00 as proposed by the Town Manager. Robinson seconded the motion.

Roll Call Vote: Donnie Hammond (Aye), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), Sandi Pierce (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended unanimously the \$1,174,003.00 budget for the Highway Department proposed by the Town Manager.

DEAN MEMORIAL AIRPORT

Ralph Crosswell, Airport Manager, presented the budget for the Dean Memorial Airport. Codling noted that the card reader was the biggest item in the airport budget. Discussion followed. Crosswell noted that fuel at the airport is sold for \$4.95/gallon. The members discussed the decrease in airport fees, which Crosswell explained to Covid-19 and the lack of activity and events at the airport. Codling noted that a Safety Study that was on hold has now been funded and will be begun in April or May. Codling discussed the AIP (FAA Airport Improvement Program) grant money awarded to the airport each year for additional projects to fund the 10- and 20-year capital improvement plans. The members discussed the cost of insurance premium changes over three years from 2019 to 2021. The members discussed the fund balance and discussion continued.

MOTION #2: Fortier made the motion to recommend the Dean Memorial Airport BUDGET of \$81,137.00 as proposed by the Town Manager. Joslin seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), Sandi Pierce (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended unanimously the \$81,137.00 budget for the Dean Memorial Airport as proposed by the Town Manager.

WELFARE DEPARTMENT

Amanda DeFosse presented the budget for the Welfare Department and stated that she increased housing costs by \$5,000.00 for 2021 because the pandemic will be unpredictable and because shelter housing at \$25/week were closed. Motels were used instead at hundreds of dollars a week.

David Robinson stated that he abstained from discussion and voting on this department budget.

Codling noted that the Town is advertising for a Welfare Administrator because DeFosse is moving her hours to the Police Department as an administrator.

The members asked about overexpenditures, Boucher noted that money comes from other budgets.

MOTION #3: Fortier made the motion to reallocate \$2,000.00 from GA Retirements line 01-4441-10-230 and reduce \$2,396.00 to \$396.00 and move the \$2,000.00 to the salary of the Welfare Administrator (01-44041-10-110 GA Welfare Administrator) to make it \$23,450.00. Pierce seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), Sandi Pierce (Yes), David Robinson (Abstained). The motion passed.

Robinson stated that the Board recommended adjusting those two line items for the Welfare Department.

MOTION #4: Pierce made the motion to recommend the Welfare Department General Assistance BUDGET of \$76,700.00 as proposed by the Town Manager. Joslin seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), Sandi Pierce (Yes), David Robinson (Abstain). The motion passed.

Robinson stated that the Board recommended unanimously the \$76,700.00 budget for the Welfare Department General Assistance as proposed by the Town Manager.

ADJOURN

MOTION #5: Joslin made a motion and Pierce seconded the motion to adjourn the meeting at 8:55 PM.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), Sandi Pierce (Yes), David Robinson (Yes). The motion passed unanimously.

The meeting was ADJOURNED at 8:55 PM.

NEXT MEETINGS:

- Wednesday, January 13, 2021, at 6:00 PM to address the Fire Department and Ambulance.
- Wednesday, January 20, 2021, for Parks & Recreation and the Libraries.

Transcribed by Joanna Bligh