

**Town of Haverhill
ADVISORY BUDGET COMMITTEE
MEETING MINUTES
Wednesday, January 20, 2021
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

The meeting was **Called to Order** at 6:01 PM by David Robinson, Chair.

Town Employees Present:

Town Manager: Brigitte Codling

Assistant Town Manager: Jennifer Boucher

Member of the Select Board Present: Howard Hatch

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

A quorum was met.

Visitors (online): Tina Hebert, Treasurer, and Debi English, Librarian, (Patten Library, N. Haverhill); Joe Kirkpatrick (Haverhill Library Association, Haverhill Corner).

Visitor (in person): Sherri Sargent.

AGENDA

Robinson stated that at this meeting the budgets for the Parks & Recreation Department and Libraries will be discussed.

PARKS & RECREATION

Sharri Sargent opened with a listing of the Community Enrichment Programs offered by the Parks & Recreation Department. The Parks & Recreation Commission works with the Rec Department to provide fund raising opportunities. Sargent listed on her budget memberships and certifications.

Discussion began related to the budget. Questions and discussions ensued. Codling, Sargent, and Boucher noted that the Town will be increasing the fundraising efforts. Sargent and Codling noted that the pool is a huge expense for the Town and is a large expense using fundraising money. There was discussion by Fortier and others about cutting the Recreation budget by eliminating the cost of the pool and implementing alternative options.

MOTION #1: Richardson made a motion to recommend that any fund balance from the Parks & Recreation Department as opposed to cutting the budget be used to offset taxes this year. Fortier seconded the motion with the purpose of further discussion.

- Fortier noted that it gives the Committee time to see what the fiscal environment will be next year and give relief to the taxpayers this year.
- Hammond noted that the costs of staff increased from last year.

Roll Call Vote: Donnie Hammond (Abstain), Guy Mitchell (Yes), Wayne Fortier (Yes), Sandi Pierce (Abstain), David Robinson (Yes). With three “Yeses” and two abstentions, the motion passes.

Robinson stated that the Parks & Recreation Department fund balance is to be used to offset the tax burden.

MOTION #2: Mitchell made a motion to recommend removing \$44,676.00 from the Parks & Recreation budget and removing the AP pool component of the HARP Program. Hammond seconded the motion.

- Discussion ensued. Sargent noted that she does not have alternate plans in the absence of the pool. Sargent stated that bus transportation will be required.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Wayne Fortier (No), Sandi Pierce (Abstain), David Robinson (No). The motion is defeated with two “Yes” votes, two “No” votes, and one abstention.

Robinson offered a suggestion to Sargent to scrutinize the cost/benefit of the AP pool.

MOTION #3: Mitchell made a motion to recommend increasing the weekly rate to \$130.00 for the HARP program in 2021. Robinson seconded the motion.

The motion was rescinded by Mitchell, and the second was rescinded by Robinson.

MOTION #4: Robinson made a motion to recommend the budget of \$159,828.00 for the Parks & Recreation Department. Fortier seconded the motion.

- Robinson stated that salaries will be discussed separately.
- Fortier noted that next year, the Committee will need figures and data for each of the programs.

Roll Call Vote: Donnie Hammond (No), Guy Mitchell (Yes), Wayne Fortier (Yes), Sandi Pierce (Abstain), David Robinson (Yes). The motion passed with three “Yesses,” one “No,” and one abstention.

LIBRARIES

Patten Library

Tina Hebert opened the discussion of the Patten Library stating that the trustees would like to keep the library at fund level and are requesting the same amount as last year. Hebert noted that the library had donation of \$4,000.00 and they were unable to do any other fund raising.

MOTION #5: Robinson made a motion to recommend the budget of \$15,034.00 for the Patten Library. Pierce seconded the motion.

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

Robinson stated that the Committee recommended \$15,034.00 for the Paten Library.

Haverhill Library Association, Haverhill Corner

Joe Kirkpatrick, president of the Haverhill Library Association, stated that he is asking for an equity increase of \$1,500.00 for operating expenses to bring the Haverhill Corner library into parity with the other libraries in Town.

MOTION #6: Pierce made a motion to recommend the budget of \$15,000.00 for the Haverhill Library Association. Hammond seconded the motion.

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

Robinson stated that the Committee unanimously recommended \$15,000.00 for the Haverhill Library Association.

Woodsville Free Public Library

MOTION #7: Fortier made a motion to recommend \$20,011.00 for the Woodsville Free Public Library. Pierce seconded the motion.

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

Robinson stated that the Committee unanimously recommended \$20,011.00 for the Woodsville Free Public Library.

PATRIOTIC PURPOSES

MOTION #8: Robinson made a motion to recommend \$500.00 for Patriotic Purposes (cemetery flags). Fortier seconded the motion.

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

Robinson stated that the Committee recommended \$500.00 for Patriotic Purposes.

CONSERVATION COMMISSION

MOTION #9: Robinson made a motion to recommend \$100.00 for the Conservation Commission. Fortier seconded the motion.

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

Robinson stated that the Committee recommended \$100.00 budget for Conservation Commission.

COHASE CHAMBER OF COMMERCE

MOTION #10: Hammond made a motion to recommend \$1,150.00 for Cohase Chamber of Commerce. Pierce seconded the motion.

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

Robinson stated that the Committee recommended \$1,150.00 for the Cohase Chamber of Commerce.

DEBT SERVICE

MOTION #11: Robinson made a motion to recommend \$1,500.00 for Debt Service. Pierce seconded the motion.

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

Robinson stated that the Committee recommended \$1,500.00 budget for Debt Service.

WARRANT ARTICLES

Dean Memorial Airport: Safety Scoping Study and Aviation Safety Easement GRANT FUNDS

MOTION #12: Robinson made a motion to recommend \$230,000.00 for the Safety Scoping Study and Aviation Safety Easement grant funds. Pierce seconded the motion.

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

Robinson stated that the Committee recommended \$230,000.00 for the Safety Scoping Study and Aviation Safety Easement grant funds.

Capital Reserve Vehicle Fund

MOTION #13: Pierce made a motion to recommend \$20,000.00 for the Capital Reserve vehicle fund. Hammond seconded the motion.

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

Robinson stated that the Committee recommended \$20,000.00 for the Capital Reserve vehicle fund.

Highway Reconstruction Capital Reserve

MOTION #14: Pierce made a motion to recommend \$150,000.00 for the Highway Reconstruction Capital Reserve fund. Fortier seconded the motion.

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

Robinson stated that the Committee recommended \$150,000.00 for the Highway Reconstruction Capital Reserve fund.

Buildings Capital Reserve

MOTION #15: Fortier made a motion to recommend \$20,000.00 for the Buildings Capital Reserve fund. Pierce seconded the motion.

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

Robinson stated that the Committee recommended \$20,000.00 for the Buildings Capital Reserve fund.

Cellular Broadband Capital Reserve

MOTION #16: Hammond made a motion to recommend \$20,000.00 for Cellular Broadband Capital Reserve. Robinson seconded the motion.

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

Robinson stated that the Committee recommended \$20,000.00 for Cellular Broadband Capital Reserve.

Recreation Facility Development Capital Reserve

MOTION #17: Robinson made a motion to NOT recommend \$50,000.00 for Recreation Facility Development Capital Reserve. Robinson seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Wayne Fortier (Yes), Sandi Pierce (Abstain), David Robinson (Yes). The motion passed with four “Yesses” and one abstention.

Robinson stated that the Committee did not recommended \$50,000.00 for Recreation Facility Development Capital Reserve. Robinson stated there will be \$0.00 for this Capital Reserve.

Haverhill Police Cruiser

MOTION #18: Pierce made a motion to recommend \$52,500.00 for a Haverhill Police Cruiser. Fortier seconded the motion.

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

Robinson stated that the Committee recommended \$52,500.00 for a Haverhill Police Cruiser.

Haverhill Special Events’ Sanitation

MOTION #19: Pierce made a motion to recommend \$3,001.00 for Haverhill Special Events sanitation. Robinson seconded the motion.

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

Robinson stated that the Committee recommended \$3,001.00 for a Haverhill Special Events Sanitation.

Haverhill Health Officer / Deputy Health Officer

MOTION #20: Pierce made a motion to recommend reducing the line item for the Deputy Health Officer by \$500.00 and all applicable taxes and benefit costs to be determined later. Robinson seconded the motion.

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

Robinson stated that the Committee recommended unanimously reducing the Deputy Health Officer’s salary by \$500,00 with all applicable taxes and benefits to be determined later.

Emergency Management

MOTION #21: Pierce made a motion to recommend \$28,927.00 for Emergency Management. Mitchell seconded the motion.

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

Robinson stated that the Committee recommended unanimously \$28,927.00 for Emergency Management.

Insurance Not Otherwise Allocated

MOTION #22: Pierce made a motion to recommend \$2,000.00 for 4196 Insurance Not Otherwise Allocated. Robinson seconded the motion.

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

Robinson stated that the Committee recommended unanimously \$2,000.00 for 4196 Insurance Not Otherwise Allocated.

ADJOURN

MOTION #23: Hammond made a motion and Robinson seconded the motion to adjourn the meeting at 9:15 PM.

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

The meeting was ADJOURNED at 9:15 PM.

NEXT MEETING

- **Wednesday, January 27, 2021, 6:00 PM.**

Transcribed by Joanna Bligh