

**Town of Haverhill
ADVISORY BUDGET COMMITTEE
MEETING MINUTES
Wednesday, January 27, 2021
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

The meeting was **Called to Order** at 6:02 PM by David Robinson, Chair.

Town Employees Present:

Town Manager: Brigitte Codling

Assistant Town Manager: Jennifer Boucher

Members of the Select Board Present: Howard Hatch and Darwin Clogston

Roll Call Attendance of the Advisory Budget Committee: Donnie Hammond (Here), Guy Mitchell (Here), Dave Joslin (Here), Wayne Fortier (Here), Sandi Pierce (Here), David Robinson (Here). **A quorum was met.**

Visitors (online): None.

Visitors (in person): None.

AGENDA

Robinson stated that at this meeting the Wage Evaluation Report; the budgets for pages 2, 3, 4, and part of page 5 (Accounting and Auditing through Zoning Board); and the Cemetery Report will be discussed.

ACCOUNTING AND AUDITING

Codling and Boucher discussed the restructuring of the Administration office.

MOTION #1: Robinson made a motion to recommend the budget for \$106,934.00 for Accounting and Auditing. Pierce 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 passes unanimously.

Robinson stated that the Committee recommended unanimously the budget of \$106,934.00 for Accounting and Auditing.

PROPERTY RECORDS

Robinson noted that Property Records is zeroed out. There will be no vote for that line item.

TAX COLLECTION AND PROPERTY

MOTION #2: Pierce made a motion to recommend the budget for \$44,849.00 for Tax Collection and Property. 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 passes unanimously.

Robinson stated that the Committee recommended unanimously the budget of \$106,934.00 for Tax Collection and Property.

TREASURER

Codling noted that a stipend was added to the appointed Deputy Treasurer position, which is being filled by Lorie Aldrich. Codling notified the Committee that the current elected Treasurer resigned; however, the previous deputy Evelyn Elms will be moving into the Treasurer's position temporarily and will be seeking election. Discussion ensued.

MOTION #3: Fortier made a motion to recommend the budget for \$2,974.00 for the Treasurer. 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 passes unanimously.

Robinson stated that the Committee recommended unanimously the budget of \$2,974.00 for the Treasurer.

INFORMATION TECHNOLOGY

The members, Codling, and Boucher discussed newly installed towers for cell service and the right-of-way ordinance for broadband utilities. Codling discussed the new PayData payroll system and the J.R. Morrill Building internet service. Discussion continued.

MOTION #4: Robinson made a motion to recommend the budget for \$103,798.00 for Information Technology (Profile Technologies). Joslin seconded the motion.

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

[Pierce exited the meeting.]

Robinson stated that the Committee recommended unanimously the budget of \$103,798.00 for Information Technology.

REVALUATION OF PROPERTY

Boucher stated that revaluation will be done this year, and the utility contract has increased. Discussion ensued.

MOTION #5: Fortier made a motion to recommend the budget of \$81,760.00 for Revaluation of Property. Joslin seconded the motion.

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

Robinson stated that the Committee recommended unanimously the budget of \$81,760.00 for Revaluation of Property.

LEGAL EXPENSE

Codling discussed the Woodsville lawsuit, commercial utilities, RSA 91-A requests, gravel pit permitting, and more, which had legal costs.

MOTION #6: Robinson made a motion to recommend \$60,000.00 for Legal Expenses. Fortier seconded the motion.

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

Robinson stated that the Committee recommended unanimously the budget of \$60,000.00 for Legal Expenses.

EXPENSES NOT OTHERWISE ALLOCATED

Boucher noted that staff health benefits have increased. Discussion ensued. The members discussed removing family from the Town's health insurance benefit. Boucher and Codling discussed the history of the health plans in the Town. Hammond stated that the Town cannot afford to pay the entire health insurance costs for the staff and their families. Discussion resumed.

MOTION #7: Robinson made a motion to recommend the budget of \$327,238.00 for Expenses Not Otherwise Allocated. Fortier seconded the motion with the caveat that the Town Manager and Select Board look for alternatives for next year.

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

Robinson stated that the Committee recommended unanimously the budget of \$327,238.00 for Expenses Not Otherwise Allocated with the caveat that the Town Manager and Select Board look for alternatives for next year.

PLANNING BOARD

Boucher noted that the money in last year's budget was for the development of the Master Plan, but that money was reallocated to gravel pit inspections. Boucher stated that the budget includes \$22,000.00 for professional services for the development the Master Plan. Codling provided the history of permitting the gravel pits.

MOTION #8: Robinson made a motion to recommend the budget of \$31,550.00 for the Planning Board with the caveat that the Town Manager and Select Board look into whether the engineering costs can be passed along to the gravel pit owners. Hammond seconded the motion.

- Hammond noted that the licenses were lapsed because of Town failed to attend to the regulations.

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

Robinson stated that the Committee recommended unanimously the budget of \$31,550.00 for the Planning Board with the caveat that the Town Manager and Select Board look into whether the engineering costs can be passed along to the gravel pit owners.

ZONING BOARD

MOTION #9: Joslin made a motion to recommend the budget of \$526.00 for the Zoning Board. Hammond seconded the motion.

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

Robinson stated that the Committee recommended unanimously the budget of \$526.00 for the Zoning Board.

CEMETERIES

MOTION #10: Robinson made a motion to recommend the budget of \$43,169.00 for the Cemeteries. Joslin seconded the motion.

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

Robinson stated that the Committee recommended unanimously the budget of \$43,169.00 for the Cemeteries.

REGIONAL ASSOCIATIONS

MOTION #11: Hammond made a motion to recommend the budget of \$8,970.00 for Regional Associations. Joslin seconded the motion.

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

Robinson stated that the Committee recommended unanimously the budget of \$8,970.00 for the Regional Associations.

SALARIES

Robinson discussed raises for full-time and part-time employees. Codling and Boucher discussed merit bonuses, especially in the Police Department, for the door monitor, and for the highway foreman. The members discussed with Codling and Boucher the payroll policies—COLA, merit bonus, and performance raises.

MOTION #12: Robinson made a motion to recommend that the Select Board review and adjust the personnel policy for 2021 to freeze all raises for Town employees and adjust that policy back in one year. Fortier seconded the motion.

- Fortier discussed specifically about saving money from the Parks & Recreation Department and removing the expense of the pool.
- Clogston approached the topic and stated that COLA is not a raise. Discussion ensued.

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

Robinson stated that the Committee recommended unanimously that the Select Board review and adjust the personnel policy for 2021 to freeze all raises for Town employees and adjust that policy back in one year.

AP POOL, cont.

Fortier restarted the discussion on the pool noting that the number of individuals who use the pool is small, and there would be a large savings for the Town of Haverhill by eliminating the pool staff and the pool maintenance.

MOTION #13: Fortier made a motion to recommend reconsidering what the Committee approved previously and NOT fund the Recreation AP Pool staff for \$29,241.00, NOT fund AP Pool maintenance for \$13,125.00, and NOT fund Pool Operations for \$2,310.00, which is a savings of \$44,676.00. Hammond seconded the motion.

- Joslin noted that the Town has an agreement with Woodsville to maintain the pool.

Amended MOTION #13a: Fortier made a motion to recommend reconsidering what the Committee approved previously and NOT fund the Recreation AP Pool staff for \$29,241.00, NOT fund AP Pool maintenance for \$13,125.00, and NOT fund Pool Operations for \$2,310.00; however, leave a Maintenance account of \$1,000.00 to maintain the pool for one year. Hammond seconded the motion. Hammond seconded the motion.

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

Robinson stated that the Committee recommended unanimously to adjust the three AP Pool funding line items: NOT to fund the Recreation AP Pool staff for \$29,241.00, NOT fund AP Pool maintenance for \$13,125.00, NOT fund Pool Operations for \$2,310.00, and leave a minimal Maintenance account of \$1,000.00 to maintain the pool for one year.

PATRIOTIC SERVICES, cont.

Robinson asked the members if there was anything else in the Town's Budget to address.

- Hatch addressed Patriotic Services making sure there was funding for the 4th of July Parade. Boucher noted that funding for the parade is a warrant article this year for voters to approve.

MOTION #14: Mitchell made a motion to recommend that \$2,000.00 be reinstated to Patriotic Services (4th of July Committee). Fortier seconded the motion.

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

Robinson stated that the Committee recommended unanimously that \$2,000.00 be added to Patriotic Services (4th of July Committee) resulting in a total of \$2,500.00.

THANK YOU!

Robinson thanked the Committee members, the Town Manager, the Assistant Town Manager, and the Select Board members Darwin and Howard for their time, commitment, and attendance at the meetings. Robinson thanked everyone for allowing him to be the Chair.

Hammond noted that the commitment to attend the Advisory Budget Committee meetings is important. Fortier complimented Robinson for his running of the meetings.

ADJOURN [No Motion]

The meeting was ADJOURNED at 9:17 PM.

Transcribed by Joanna Bligh