

Town of Haverhill
ADVISORY BUDGET COMMITTEE
MEETING MINUTES
Thursday, January 7, 2020
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785

David Robinson announced that Robert Roudebush would not be at tonight's or tomorrow night's meeting

The meeting was **Called to Order** at 6:05 by Robinson, Chair. A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling
Assistant Town Manager: Jennifer Boucher
Maintenance: Jim McKinnon

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; Guy Mitchell; Dave Joslin; and Sandi Pierce

Visitors (online): None.

AGENDA

Robinson stated that at this meeting the budgets for the Maintenance Department and Town Properties will be discussed. Robinson stated that Administration will also be discussed.

MAINTENANCE AND TOWN PROPERTIES

Maintenance

Jim McKinnon presented the budget report of the Maintenance Department to the Committee members. McKinnon discussed the fuel use, costs, and the varied prices of propane at the Town buildings. McKinnon stated he will work out better propane pricing for the Town.

McKinnon noted that the Town has few maintenance tools or supplies. Codling noted that the budget increase was to purchase maintenance resources, such as tools.

Robinson asked the breakdown of salary for Maintenance staff. The members and McKinnon discussed the workings of the J. R. Morrill building steam boiler heating system. McKinnon discussed the many repairs he has worked on for the Town buildings.

Codling discussed the work needed and current costs of a proposed engineering study for the Haverhill Covered Bridge. Discussion continued.

Robinson asked about the AP pool and Codling discussed the pool's ownership and maintenance.

Robinson asked to about the Business Park, including sewer costs and fees. Codling explained the details of the wastewater system in North Haverhill relating to the Business Park. Discussion continued related to sewer hook-up revenues and costs, including the Woodville portion of the revenue.

Codling discussed new construction and renovations for Town buildings, such as the new kennel and the Armory. Codling briefly discussed the Highway Department.

MOTION #1: Robinson made the motion to recommend the first category of the Maintenance Department BUDGET at \$87,863 as proposed by the Town Manager. 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 passed unanimously.

Robinson stated that the Board recommended the \$87,863 budget for the Maintenance Department proposed by the Town Manager.

R. E. Clifford Memorial Building

MOTION #2: Hammond made the motion to recommend the R. E. Clifford Memorial Building BUDGET at \$46,082 as proposed by the Town Manager. Robinson 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 unanimously recommended the \$46,082 budget for the R. E. Clifford Memorial building proposed by the Town Manager.

J. R. Morrill Building

MOTION #3: Pierce made the motion to recommend the J. R. Morrill building BUDGET at \$97,107 as proposed by the Town Manager. Robinson 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 unanimously recommended the \$97,107 budget for the J. R. Morrill building proposed by the Town Manager.

Haverhill / Bath Covered Bridge

MOTION #4: Joslin made the motion to recommend the Haverhill / Bath Covered Bridge BUDGET at \$97,107 as proposed by the Town Manager. Hammond 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 unanimously recommended the \$19,500 budget for the Haverhill / Bath Covered Bridge proposed by the Town Manager.

Center Haverhill Armory

The members, Codling, and McKinnon discussed the renovations to the Armory building.

MOTION #5: Hammond made the motion to recommend the Center Haverhill Armory BUDGET at \$85,050 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 unanimously recommended the \$85,050 budget for the Center Haverhill Armory proposed by the Town Manager.

AP Pool

MOTION #6: Joslin made the motion to recommend the AP Pool BUDGET at \$13,125 as proposed by the Town Manager. 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 passed unanimously.

Robinson stated that the Board unanimously recommended the \$13,125 budget for the AP Pool proposed by the Town Manager.

Railroad Park

Discussion opened about the repairs and work to be done on the Caboose.

MOTION #7: Joslin made the motion to reduce the line item of the Railroad Park BUDGET to \$7,956. 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 passed unanimously.

Robinson stated that the Board unanimously recommended the \$7,956 budget for Railroad Park adjusting down the Town Manager's budget by \$2,000.

Hazen Park

MOTION #8: Joslin made the motion to approve the Hazen Park BUDGET of \$2,750. Robinson 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 unanimously recommended the \$2,750 budget for Hazen Park recommended by the Town Manager.

Business Park

MOTION #9: Robinson made the motion to approve the Business Park BUDGET of \$500. Fortier 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 unanimously recommended the \$500 budget for the Business Park recommended by the Town Manager.

Sewer, Pump Station, and Sewer Lines

MOTION #10: Pierce made the motion to approve the Sewer Pump System BUDGET of \$69,445. Joslin seconded the motion.

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

Robinson stated that the Board recommended the \$69,445 budget for the Sewer Pump System recommended by the Town Manager.

ADMINISTRATION

Merit Raises

MOTION #11: Robinson made the motion to recommend that the Board address the policy on raises and eliminate the 2% merit raise that is included in the policy this year. Fortier seconded the motion.

- Discussion by the members ensued, including an amount of how much would be saved by the Town.
- Robinson requested data on the merit, COLA, and performance raise amounts in 2020 to be available at the next meeting.

Robinson withdrew MOTION #11 until more information is received on the savings from eliminating the 2% merit raise. Fortier withdrew his second.

The members discussed the increase in Assistant Town Manager salary. Boucher noted that the Personnel Manual was updated in 2020, which the members asked to post online.

ADJOURN

MOTION #12: Robinson made a motion and Joslin seconded the motion to adjourn the meeting at 8:43 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 8:43 PM.

NEXT MEETINGS:

- Tuesday, January 12, 2021, at 6:00 PM to address the Highway Department, the Dean Memorial Airport, and the Welfare Department.
- 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