

Budget Committee Meeting
APPROVED Minutes
November 29, 2017 @ 6:30 PM
Alton Town Hall
1 Monument Square, Alton, NH 03809

1. Call to order

2. Pledge of Allegiance

3. Roll Call

Roger Nelson, Chairman

Greg Fuller, Member

David Hershey, Member

Andrew Levasseur, Member (arrived at 6:45 pm)

Terrence O'Rourke, Member

Peter Leavitt, School Board Representative

John Markland, Selectmen Alternate (arrived at 7:30 pm)

Others:

Liz Dione, Town Administrator

Absent: Reuben Wentworth, Selectmen Representative

4. Approval of Agenda

MOTION by R. Nelson to approve the Agenda as presented. Second by Terrence O'Rourke. No discussion. Motion passes with all in favor.

5. Approval of Minutes

November 15, 2017 Minutes

MOTION by David Hershey to approve the Minutes of November 15, 2017 as presented. Second by Greg Fuller. No discussion. Motion passes with 3 in favor, 3 abstentions.

November 16, 2017 Minutes

MOTION by David Hershey to approve the Minutes of November 16, 2017 as presented. Second by Terrance O'Rourke. No discussion. Motion passes with all in favor.

Statement of intent: Roger Nelson

To the public present for this meeting, during Public Input session any public statements or input is to be directed to what is represented on the Agenda for this meeting.

6. Old Business. None.

7. New Business

Review of Town Department Budgets to include:

a. Planning Department (4191)

Present: Nic Strong

Roger Nelson question on overtime line. Nothing in 2016, nothing listed for 2017.

Nic Strong stated she and her secretary take additional hours off during the week to stick to 40 hours.

If there was an emergency, i.e. Sickness, this covers for that.

Roger Nelson, line 110 Meetings and Conference. Increase this year

Nic Strong commented they budget for the Planning Board members to attend meetings if they are available. If they don't go the money is not used.

Roger Nelson line 111 - 2016 has \$389 and average is \$109 over a 5-year period.
Nic Strong noted prior her arrival did not know what previous planner was a member of. She has listed actual costs for memberships.
Roger Nelson line 112. 5-year average 719 but only have \$390 budget.
Nic Strong based on last year what she has attended.
Roger Nelson line 133 postage. 5-year average running \$2124 and this year \$3600
Nic Strong based on line 184 proposal for planning board, profile from community going out to the public
Roger Nelson going to all residents that pay taxes? Last time updated 2007?
Nic Strong yes.
Roger Nelson line 184. Running about \$2700, spent \$1188. Is that figure enough.
Nic Strong noted that is the actual cost.
Terrance O'Rourke line 185 registry of deeds, is \$750 enough?
Nic Strong based on last couple of years' worth of recordings.
David Hershey line 183. Planning advertising?
Nic Strong last year had particular number of applications based number on activity. This covers all advertising for meetings and applications

b. Building Department (4192)

Present: John Dever
Distributed summary budget
Roger Nelson line. 020 overtime.
John Dever noted it is used when late hours require the secretary to be present on 1st and 4th Thursday and any meetings (i.e. conservation commission)
Roger Nelson asked if he was comfortable with the \$800?
John Dever yes comfortable with the \$800, does not anticipate any change.
David Hershey asked if is there a way to stagger the hours?
John Dever that is the option available but cannot mandate it.
Roger Nelson line 110 conferences and meetings, question for 2015 and 2016 running \$960 and \$950.
Is \$1050 the correct number for this year?
John Dever yes, he is comfortable with the proposed number.
Greg Fuller line 111 dues and fees, over spent in 2016. Is \$400 enough?
John Dever no probably not. Several organizations increased their fees. It should probably be \$550.
Roger Nelson asked change 111 to \$550.
Roger Nelson line 134 reference material, 5-year average is \$295. In 2015 and 2016 it was \$93?
John Dever 2015 ended up encumbering funds for the 2015 Code Change books. I.e. National electric code for this year is \$300 and changes become effective 2018.
David Hershey asked about the national or state codes.
John Dever stated they are at the State level.
David Hershey asked if you can receive these updates on line.
John Dever cost is comparable or more.

c. Parks and Recreation (4520)

Present: Kelly Troendle
Roger Nelson line 015 part-time wages. 5-year average of \$9506 and you want \$12,283.
Kellie Troendle budget is level funded except wages.
Roger Nelson ask how can part-time jump \$3000
Kellie Troendle part time has been recategorized. There are new line items. Life guards and an office clerk has been added, office clerk last year was a different line item. Positions got moved around. Wages are the same just moved around (from 005 and 006 moved to 011) 2 different positions with the Cola increase. One clerk comes is for the summer for 10 weeks.

Roger Nelson line 139 general expenses. 5-year avg \$1087 and jumped to \$1500.

Kellie Troendle jump to \$1500 is the copier that added 4 departments (cemetery, grounds and maintenance) gone through 9 cartridges with the added departments. Corrected that budget was level funded, with the exception of this increase.

David Hershey asked who makes the recommendation to make the increase?

Kellie Troendle she makes the decision.

David Hershey where do you get your fair market wages?

Kellie Troendle research done. Lifeguards not included in analysis. Going rate in her opinion.

Peter Leavitt asked if she is in charge of plowing sidewalks?

Kellie Troendle yes.

Peter Leavitt feels that "parks and recreation" is a misnomer for what is being done. Money not for recreation, money listed for administration, plowing, etc. Would like to see more recreation involved, not printing for the cemetery. Would like to see a push in the future to see that this is put where it belongs and concentrate on recreation. Very limited to what can be done because there is a lot of other stuff being done out of that office that may or not should be the responsibility of Parks and Recreation.

Roger Nelson noted she also does Buildings and Grounds and Cemetery.

Greg Fuller stated that is the function of the selectmen, they assigned these departments. This should be a question for the Selectmen.

David Hershey why not add a line for recreational activities.

Kellie Troendle responded that recreation is a revolving fund and is self-funded. Recreation budget is 88% wages.

David Hershey if recreation activities are self-funded, then why not take this and allocate accordingly where the departments have their piece. If we are not doing Parks and Recreation, then what are we doing.

Kellie Troendle stated they are doing Parks and Recreation. That is one of the many things they are doing. There is a revolving fund that helps. There are special events that are funded through this budget. I.e. Light up Night, Old Home Week Events, or Concerts. Paid through through tax dollars, Special Events Line 352 and 351.

David Hershey so we are spending \$103,000 to manage \$7000?

Kellie Troendle stated you are getting free recreation because the manager is directing 3 departments.

David Hershey - how many people in the department?

Kellie Troendle stated is director, assistant, summer office clerk, and 3 life guards.

David Hershey - aside from the lifeguards you have three people managing \$7000 in activities which is the cost for special events.

Kellie Troendle - it is a very busy office with phone calls, people coming to sign up for sports.

David Hershey asked why more is not handled to sign up on line.

Kellie Troendle said that cannot be done that way. There needs to be a special software purchased and personal contact to hire coaches, background checks for volunteers, purchasing equipment. Coordinating with other towns for scheduling games.

Liz Dione summer events and camps.

Peter Leavitt feels still question for the selectmen. But still confusing to have all the numbers co-mingled.

Kellie Troendle set up by the selectman and that is what she follows.

David Hershey stated it may have been convenient at the time but may not be the best way.

Kellie Troendle stated it was brought up before when cemetery department was to be designated. That the Highway Department would be the appropriate place for it to be, under the laws, that what a public works director does, not Parks and Recreation. The Selectmen ultimately decided that it would stay under her management. Mowing is similar. This was done 1 ½ to 2 years ago.

Roger Nelson noted between the three departments, \$176332 for full time budget. \$61,000 for part-time budget. This is pretty substantial. \$237,000 just in salaries.
Kellie Troendle noted most of the budget is salaries. Wages and utilities are fixed expenses.

d. Buildings and Grounds (4194)

Present: Kelly Troendle

Kellie Troendle The selectmen have recommended to increase the budget to \$9942 from the department head recommendation which is \$1311 less than the 2017 budget 2.7 decrease. Some utilities were decreased. The overtime line item is debatable. Have plenty of work available. Keeping level funded is fair.

David Hershey asked about the fuel line 214. Actual is 2017 was \$4100 and budget is \$6000. If fuel is running the same more or less how to you go to the 50% increase?

Kellie Troendle has had a vehicle that was not running for 3 months. Less snow last year and didn't plow as much.

David Hershey - utilities for electric. Have you sourced out other choices? Are you available to purchase on the open market for electricity?

Kellie Troendle not familiar with that process.

David Hershey will send information to her.

Liz Dione noted the town uses three different companies due to the proximity of the locations in the town. (NH Electric, Eversource, and Wolfeboro Electric.)

e. Cemetery Department (4195)

Present: Kelly Troendle

Kellie Troendle noted this is also level funded except the wages. Recommended increase of \$1902.

Changing the position to 40 hours for 20 weeks vs 16 at 19 weeks. Previously using a highway department who was being paid overtime.

Liz Dione noted overtime paid time and half at the 40-hour rate. Hire 40-hour person for a lower rate you get more labor for your money.

Kellie Troendle noted overtime does happen if there is Saturday burial, mowing/watering rescheduled for rain.

David Hershey suggested looking at flexible time.

Liz Dione stated selectmen set the business hours for all the departments.

David Hershey would like to see zero overtime goal.

Liz Dione noted the department of labor governs the law and the town does not do comp time.

Roger Nelson asked what else do they do in the department?

Kellie Troendle grave research, records upkeep, repairs, policies and guidelines

Liz Dione stated they will provide job descriptions in the future for these three departments.

f. Highway Department (4312)

Present: Ken Roberts

Ken Roberts - statement. Fuel, electricity, etc. is not governed by department heads. Governed by the town administrator and finance office. They are given the numbers.

David Hershey - to Liz Dione that he will direct his questioning to her with regard to fuel pricing.

Liz Dione stated she is present at these meetings to support department heads on anything that may incur and whenever there is a town department involved.

Ken Roberts noted the budget was cut with him and Board of Selectmen by from the original put forward by \$56,125. He was asked by a Budget Committee member to reduce this a little further. He has \$200 in line 206 and line 443 for \$1500. With the understanding that if something happens he cannot control it. Trying to look at costs is difficult because there were

4 members of the Highway Department they did not have for almost the entire year. Back on full staff, had vacancies and one workers comp. Line items not spent.

Roger Nelson noted it was covered in his salary line.

Ken Roberts there is surplus reported because they did not have the manpower to do it.

David Hershey asked if the Worker's Comp employee was put on light duty?

Ken Roberts stated no, they were not released to work. Cleared by a doctor.

Greg Fuller asked for his latest actuals.

Ken Roberts Expenditures to date, \$846,122.

Greg Fuller asked about road reconstruction

Ken Roberts noted \$950,000. \$125,000 was spent in the Bay. Balance today \$220,000 with 2 bills outstanding. They are behind because of manpower. The last 18 mos. have been short on staff.

Cleaning up trees from the last storm. Hoping to get money from FEMA to help with this.

Ken Roberts noted they are doing FBI checks on everyone, it takes 6-8 weeks.

Greg Fuller asked about sand and salt.

Ken Roberts stated there is 1200 yards coming in for sand, salt is the question mark

David Hershey ask how they buy the salt.

Ken Roberts said quotes from Morton and Granite State Minerals.

Discussion on gravel.

8. Public Input - None.

9. Other Business.

David Hershey stated you can have a worker's comp explanation to come back with restrictions the insurance company pays the employer.

Liz Dione stated once an employee is back from worker's comp the employee is paid out of a wage line. Their regular wages. There is no worker's comp once the employee returns to work.

David Hershey would like to revisit the modified duty issue.

Peter Leavitt bringing someone back to light duty in the highway department you can't get anything accomplished.

10. Adjourn. MOTION by David Hershey to adjourn at 7:50 pm. Motion passes with all in favor.

Respectfully submitted,
Carolyn Schaeffner, Recording Secretary