

Town of Boscawen
Budget Committee Public Meeting – Final
Boscawen Municipal Complex
January 25, 2017 at 6pm

Present: Martha Crete, Gail Egounis, Barbara Randall, Doddy Fisher, Edward Cherian, Bruce Crawford, Rhoda Hardy, Roger Sanborn, Mark Varney, Bernie Davis, Alan Hardy, Jason Killary, Dean Hollins, Pam Hardy, Kellee Jo Easler, Nicole Hoyt, Ray Fisher, Michelle Brochu, Katie Phelps, and Dave Collins.

Absent: Will Swyers, Kevin Wyman

Meeting began at 6:15pm. Roll Call Completed.

The Committee nominated Edward Cherian as Chair.

Bruce Crawford was appointed as a voting member.

Police Department Budget:

The Committee reviewed the proposed Police Department budget for 2017. Lt. Jason Killary answered questions from the Committee.

Gail Egounis inquired about Ryan Nolan's increase in pay. Lt. Killary stated he was hired at a higher rate of pay than the previous officer in that position due to experience. She inquired whether the police salaries are competitive. Lt. Killary said yes.

Ed Cherian asked about fuel costs being under budget last year. Lt. Killary said they had turnover so they didn't use as much fuel.

Doddy Fisher asked if there is currently 24hr coverage. Lt. Killary said not at this time. There is a window of time that someone is on call.

Bruce Crawford inquired as to how many cruisers they have now. Lt. Killary said 7 fleet vehicles and 1 special duty vehicle. They are trying to replace the old fleet with one new cruiser per year.

Executive Budget:

The Committee reviewed the proposed Executive budget for 2017. Co-Administrators Alan Hardy and Nicole Hoyt and HR Director Pam Hardy answered questions from the Committee. Alan started by saying the NH Retirement System has increased their rates as of July 1, 2017. Administrative personnel from 11.17% to 11.34% and Police Department personnel from 26.38% to 29.43%. Health insurance costs have increased as well, but the BOS approved a lower cost program with slightly higher prescription costs. Pam Hardy says they have added flex spending accounts as an option for the employees to allow them to offset the higher prescription co-pays.

Gail Egounis inquired what the Co-Administrator split is between Alan and Nicole. Alan is 25% and Nicole is 23% of their total salary. There is a 2% merit increase across the board for all employees; this does not apply to the members of the Board of Selectmen. Some employees will have become eligible for their 10 year longevity increase in 2017.

Edward Cherian asked what was covered in the computer maintenance budget. Alan said the budget pays for labor only; the hours of work to maintain or fix the computers and servers town wide – ex. viruses/software upgrades.

Town of Boscawen
Budget Committee Public Meeting – Final
Boscawen Municipal Complex
January 25, 2017 at 6pm

Doddy Fisher asked about the building heating system. Alan said an engineering estimate was done to replace the system and it totaled \$150,000. \$130,000 has been placed into the capital reserve with \$20,000 planned for 2017. He is looking at a mechanical engineer to design a new system which can then go out to bid. He anticipates the new system will be installed in 2018.

Property Liability insurance has increased. Ed Cherian asked about the Workers Compensation increase. Pam Hardy said we had a payment holiday last year so no payment was due. 2018 will likely be higher. There is a reserve in place for Health Insurance in the event that someone changes to a single, spouse, or family plan or is hired during the year.

Town Clerk Budget:

The Committee reviewed the proposed Town Clerk budget for 2017. Michelle Brochu answered questions from the Committee.

Ed Cherian asked if there would be fewer elections this year. Michelle said yes. Michelle said she still budgets for two. Town Meeting counts as one.

Gail Egounis asked why there are two lines for health insurance. Michelle said one line is for her and one is for the Deputy Town Clerk. Gail said you can tell from those two line items what plan you selected. Pam Hardy said that was an oversight and they should be grouped together.

Discussion ensued about insurance and salaries and grouping lines together. Alan said we are trying to make everything as transparent as possible without being in violation of HIPAA.

Financial Administration Budget:

The Committee reviewed the proposed Financial Administration budget for 2017. Pam Hardy answered questions from the Committee.

Ed Cherian inquired about the Accounting Clerk and whether the changes are due to going from part-time to full-time. Pam Hardy said yes. Gail Egounis asked whether this position is between Land Use and Accounting. Pam said yes. It's split 50/50 between departments.

Ed Cherian inquired about the Accountant Salary increase. Pam Hardy stated it accounts for her longevity and 2% merit increase.

Gail Egounis inquired about the increase on the Retirement line and whether it's because Katie Phelps will be going full-time. Pam Hardy said yes. Gail asked if the need was consistent all year long. Pam said yes.

Tax Collector Budget:

The Committee reviewed the proposed Tax Collector budget for 2017. Nicole Hoyt answered questions from the Committee.

Doddy Fisher asked who the Deputy Tax Collector is now. Nicole said the position is currently vacant. She has received a few applications and interviews will begin soon.

Town of Boscawen
Budget Committee Public Meeting – Final
Boscawen Municipal Complex
January 25, 2017 at 6pm

Personnel Administration Budget:

The Committee reviewed the proposed Personnel Administration budget for 2017. Pam Hardy answered questions from the Committee.

Ed Cherian said they previously discussed the Workers Comp and Health Insurance.

A percentage of the Health Insurance is for Pam. A portion of the insurance is being carried in the event of the new employee or a change in insurance plan selected.

Dave Collins – Penacook Rescue Squad:

Dave spoke about added expenses and trying to keep personnel. They are recommending a Town vote to raise and appropriate \$60,660 from the Town of Boscawen to aid in operations costs.

Planning & Community Development Budget:

The Committee reviewed the proposed Planning & Community Development budget for 2017. Alan Hardy and Kellee Jo Easler answered questions from the Committee.

Kellee's time in Assessing is moving from 25% to 30%. Town Re-evaluation discussed.

Katie's time will be distributed between finance, planning and community development and deputy health officer. She has taken over the administrative support for the building inspection process.

Ed Cherian asked about the increase in building permit inspections. Alan says this part of the operation makes money. There are two building inspectors. We went from \$15,000 in 2015 to \$47,000 in 2016 in building permit fees and from \$14,000 in 2015 to 68,000 in 2016 in impact fees. Impact Fees have to be used for change that has taken place as the result of growth. It has to be used for something new.

Gail Egounis asked if there is a revenue budget for 2017. Pam said yes and distributed it to the committee members.

Fire Department/Life Safety Budget:

The Committee reviewed the proposed Fire Department and Life Safety budget for 2017. Chief Ray Fisher answered questions from the Committee.

Ray Fisher says his budget is essentially the same with the exception of salaries. Pam was going to put a footnote that stated that \$8,000 was payment for the Winthrop Carter fire watch which was reimbursed by the Winthrop Carter House.

Ed Cherian thought there should be a separate line for that income. Alan said the BOS and department heads discussed that it may make sense to ask the town to authorize a revolving fund like police special detail and building inspection, for instances such as this.

Gail Egounis asked if Ray was still the Life Safety Officer. Ray said yes.

Ray said the fire station is full and somewhere down the road there may be an addition necessary.

Town of Boscawen
Budget Committee Public Meeting – Final
Boscawen Municipal Complex
January 25, 2017 at 6pm

Ray thinks there will be more work with Life Safety than usual this upcoming year. Alan said the manufactured home parks are aging and they will be challenging going forward.

Public Works Budget:

The Committee reviewed the proposed Public Works budget for 2017. Dean Hollins answered questions from the Committee.

Ed Cherian asked about the gas. Dean says there were price changes and a lack of snow last winter so the trucks didn't run as much. Road construction was just resurfacing so not a lot of heavy work to do so there wasn't a lot of diesel fuel used.

He encumbered money for paving. GMI Paving gave us a very low price. He wants to pave Goodhue Road and keep the budget to get other roads done as well. They are going to start crack sealing.

Gail Egounis asked how much salt has been used. Dean said a normal amount.

Discussion ensued regarding the encumbrance for paving.

Bruce Crawford asked whether he had a position open. Dean says he just filled the general laborer position that was vacant for a year.

Construction Debris landfill will be closing in 2020. Groundwater sampling discussed.

Parks & Recreation Budget:

The Committee reviewed the proposed Parks & Recreation budget for 2017. Alan Hardy answered questions from the Committee.

Park program and encumbrances discussed.

Library Budget:

The Committee reviewed the proposed Library budget for 2017. Alan Hardy answered questions from the Committee.

The library is responsible for their own payroll. No salary detail is given, just a line item. They are not town employees. We take care of the facility and they pay all their utilities.

Welfare Budget:

The Committee reviewed the proposed Welfare budget for 2017. Alan Hardy, Nicole Hoyt, and Pam Hardy answered questions from the Committee.

Gail Egounis asked if we know how much was given out in assistance for 2016. Alan said we would have to get back to her as the employee responsible for welfare has recently left her position. Pam Hardy came back with a figure of \$20,637.64 paid out in welfare in 2016.

Ed Cherian asked if this was federal or town money. Its town money loaned for rent, heat, electric, etc.

Warrant Articles:

Town of Boscawen
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January 25, 2017 at 6pm

2017 Warrant Articles reviewed and discussed by the Committee.

Motion for the Budget Committee to recommend Warrant Article VII made by Doddy Fisher and seconded by Martha Crete. All in Favor. (Operating Budget)

Motion for the Budget Committee to recommend Warrant Article VIII made by Rhoda Hardy and seconded by Bruce Crawford. All in Favor. (Capital Reserve Funds)

Motion for the Budget Committee to recommend Warrant Article IX made by Rhoda Hardy and seconded by Bruce Crawford. All in Favor. (Contingency Fund)

Motion for the Budget Committee to recommend Warrant Article X made by Rhoda Hardy and seconded by Bruce Crawford. All in Favor. (American Red Cross)

Motion for the Budget Committee to recommend Warrant Article XI made by Rhoda Hardy and seconded by Bruce Crawford. All in Favor. (Boscawen Historical Society)

Motion for the Budget Committee to recommend Warrant Article XII made by Rhoda Hardy and seconded by Bruce Crawford. All in Favor. (CAP Program)

Motion for the Budget Committee to recommend Warrant Article XIII made by Doddy Fisher and seconded by Rhoda Hardy. All in Favor. (Penacook Community Center)

Motion for the Budget Committee to recommend Warrant Article XIV made by Gail Egounis and seconded by Bruce Crawford. All in Favor. (Penacook Rescue Squad)

Warrant Article XV and XVI discussed by the Committee but not voted on.

Motion to adjourn made by Rhoda Hardy and seconded by Gail Egounis. All in favor.

The meeting adjourned at 9:55pm

Minutes respectfully submitted by Katie Phelps