

TOWN OF GILFORD
BOARD OF SELECTMEN
MEETING MINUTES
OCTOBER 5, 2021
FY2022 BUDGET WORKSHOP

A duly posted, public meeting of the Board of Selectmen was convened at 8am in the First Floor Conference Room of the Town Hall.

Selectmen present: Chair Gus Benavides, Vice-Chair Kevin Hayes and Clerk Dale Channing Eddy.

Also present: Town Administrator Scott Dunn, Finance Director Holly Burbank.

Mr. Dunn gave a brief overview of the budget he was recommending and the changes made from the requests. It was noted the Town will be receiving final insurance rates for health, dental, unemployment, worker's compensation and property-liability some time in mid to late October, at which point the budget recommendations will probably need to be revised. It was also noted that we do not yet know the 2021 total assessed valuation or tax rate and once those numbers are known, the budget estimates can be better determined.

The Board met with Parks & Recreation Director Herb Greene. Following a discussion, it was the unanimous consensus of the Board to recommend a budget of \$311,518 for the Parks & Recreation Department, to include two part-time program assistants working 28 hours per week, (in lieu of one new full-time position and reduced hours for the part-time position as requested), and pay increases for the lifeguards as requested.

It was the unanimous consensus of the Board to recommend a budget of \$10,491 for the ice rink. It was also noted that the CIP includes \$100,000 in FY2023 for ice rink improvements that will enable the facility to be used year-round with pickle ball courts when ice was not present.

The Board met with Town Clerk-Tax Collector Danielle LaFond. Following a discussion, it was the unanimous consensus to reduce funding for staff overtime by 50% and to recommend a budget of \$437,729 for the TC/TC Office. It was also the unanimous consensus to add \$350 for meals in the Elections & Registrations budget for a total recommendation of \$16,533. It was noted three elections are scheduled for 2022 (Town/School, State Primary, State General) and the Town will budget for a fourth in case it was needed.

The Board met with Finance Director Holly Burbank. Following a discussion, it was the unanimous consensus of the Board to recommend a budget of \$674,267 for the Finance-Assessing-Technology Department. It was agreed that a budget request for

\$8,400 for server migration would be deleted with a goal of doing the project in the current fiscal year.

It was the unanimous consensus of the Board to recommend a budget of \$47,163 for Welfare.

The Board met with Conservation Commission Vice-Chair Lee Duncan. Following a discussion, it was the unanimous consensus of the Board to approve a request for an additional \$500 in the groundwater protection line item and to reduce the request for invasive species management by \$1,000 for a total budget recommendation for the Conservation Commission in the amount of \$30,500.

It was the unanimous consensus of the Board to recommend a budget for Legal Services in the amount of \$49,000. It was noted the current budget is approximately 100% overspent and the funding level requested is the same as the amount in the FY2019 budget.

It was the unanimous consensus of the Board to recommend a budget for Insurances (for now) in the amount of \$381,135.

It was the unanimous consensus of the Board to recommend a budget of \$5,000 for the Health Office Department and \$885 for Other Culture, (also known as Patriotic Purposes).

The Board met with Director of Planning & Land Use John Ayer. Following a discussion, it was the unanimous consensus of the Board to include funding for 520 hours for a part-time, seasonal Deputy Code Enforcement Officer and to recommend a budget of \$347,809 for the Department of Planning & Land Use.

The Board met with Director of Public Works Meghan Theriault and DPW Operations Manager Roger Weeks.

It was the unanimous consensus of the Board to make the following recommendations:

- \$466,472 for Buildings & Grounds with Police Station floor repairs (\$21,500) to be deleted with a goal of doing this project in the current year using anticipated surplus funds in the Police budget.
- \$353,105 for DPW Administration. (It was noted the DPW Operations Manager position was only funded for a half-year in FY2021.)
- \$3,147,419 for the Highway Division with a 5% increase for road improvements.
- \$25,000 for Bridges and \$18,000 for Street Lighting.
- \$551,950 for Vehicle Maintenance.
- \$667,979 for the Solid Waste Division with revised estimates included for disposal fees & transportation based upon current year expenditures plus a 3% contractual increase.
- \$1,012,333 for the Sewer Division with a reduction in WRBP State Capital Charges based on revised information.

The Board met with Cemetery Trustees Pete Allen and Kristin Snow. Following a discussion, it was the unanimous consensus of the Board to recommend a Cemetery budget of \$41,708, with \$17,500 requested for a zero turn mower to be deleted with a goal of using surplus monies in the current fiscal year to purchase this equipment.

It was the unanimous consensus of the Board to recommend a budget of \$50,000 for Other Governments to fund the Town's obligations under the Inter-Municipal Agreement for the Lakes Region Business Park.

The Board met with Police Chief Tony Bean Burpee and Deputy Chief Kris Kelley. Following a discussion, it was the unanimous consensus to recommend a Police Department budget of \$3,417,182, to include a new full-time Dispatcher and a new full-time Patrol Officer, effective June 1, 2022, (funded for 7 months). It was also agreed to delete a request to fund the purchase of new software in the amount of \$17,665 with a goal of purchasing this in the current fiscal year.

It was the unanimous consensus of the Board to recommend a budget amount of \$285,975 for Debt.

The Board reviewed the budget requests under Special Warrant Articles, to include funding for outside agencies (level funded at \$57,160), grant funds under the American Rescue Plan Act (offset completely by revenues in the amount of \$378,611), \$36,000 to convert the lighting in the Town Hall, Police Station and Fire Station to LED, and funding of the items in the Capital Improvement Plan (offset by the use of \$1,110,767 from surplus fund balance and a \$10,000 transfer from the Sewer Fund). It was the unanimous consensus of the Board to recommend a total of \$1,559,438 in Special Warrant Articles.

The Board met with Fire Chief Steve Carrier and Deputy Chief Brad Ober. Following a discussion, it was the unanimous consensus of the Board to recommend the following budget amounts:

- \$2,196,482 for the Fire Department
- \$1,000 for Forestry
- \$3,277 for Emergency Management
- \$139,989 for Fire Protection

The Board reviewed the revenue estimates. It was the unanimous consensus of the Board to accept the recommended amount of \$6,193,801.

The Board met with Library Directory Katherine Dormody. Also present were Library Trustees: Peter Ellis, Betty Tidd and Diane Tinkham. Following a discussion, it was the unanimous consensus of the Board to recommend a budget for the Library in the amount of \$621,527, to include \$15,000 towards the repair of the storage shed.

The Board reviewed the Default Budget. It was the unanimous consensus of the Board to approve a Default Budget amount of \$15,087,440, to include the costs to fund the wages and benefits of Union employees as a contractual obligation, in addition to other reductions and increases to the FY2021 budget as allowed by law.

It was the unanimous consensus of the Board to recommend a budget of \$15,340 for Elected Officials.

It was the unanimous consensus of the Board to recommend a budget of \$312,687 for Administration and to only have 250 copies of the Annual Report printed next year.

It was the unanimous consensus of the Board to recommend a budget of \$2,858 for Boards and Committees.

The meeting was adjourned at 10:15am.

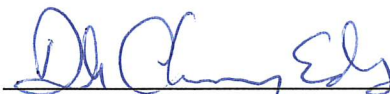
Respectfully submitted,



Scott J. Dunn, Town Administrator

Approved by the Board of Selectmen on the 13th day of October, 2021.

Attest:



Selectman Dale Channing Eddy, Clerk