

GILFORD BUDGET COMMITTEE MINUTES

November 1, 2007

6:30 p.m.

Gilford Town Hall

Members Present: Doug Lambert, Skip Murphy, John O'Brien, Bob Brent, Sue Greene, Dick Hickok, Bill Phillips, Margo Weeks, Gus Benavides, Dale Dormody and Terry Stewart

Members Absent: Phyllis Corrigan

Also in attendance were Town Administrator Evans Juris, Assistant Town Administrator Debra Shackett and Recording Secretary Melinda Ferreira.

The Budget Committee recited the Pledge of Allegiance.

Chairman Hickok welcomed the Committee and stated this night's meeting would consist of reviewing the Town Clerk/Tax Collector Budget as well as the Planning and Conservation Budgets. School Sub-Committee's are also to be selected. He then turned the meeting over to the Town Clerk/Tax Collector Sub-Committee who passed out their worksheet to the Committee showing noteworthy increases and decreases in the budget.

Terry Stewart stated that he, Bob Brent and Bill Phillips met with Town Clerk/Tax Collector Denise Morrissette and reviewed their findings and recommendations. The Sub-Committee stated that they did not come to an agreement at the meeting in regards to the requested increase of \$405 to cover color business cards and town letter head. Discussion ensued regarding the TC/TC printing budget. Assistant Town Administrator Debra Shackett was asked about what other departments used and replied that no other department utilized double sided business cards. Selectman Benavides added that the Board of Selectman printed their grey-scale business cards in-house and were trying to keep printing costs down by recommending other departments conserve as well. Chairman Hickok requested the Sub-Committee make a recommendation to the Budget Committee regarding the \$405 line item addition. Ultimately, the majority of the Sub-Committee recommended the budget without the \$405 for the printing line item. Terry Stewart motioned to recommend the Town Clerk/Tax Collector Budget of \$282,125. Bill Phillips amended the motion to include the additional \$405, increasing the recommended budget to \$282,530. Bob Brent seconded the motion. Motion failed. Terry Stewart stated he would like to see the department try in-house printing for a year and again motioned to recommend the budget of \$282,125. Doug Lambert seconded the motion. Motion carried.

Doug Lambert informed the Committee of the Planning Review Sub-Committee's findings concerning their meeting with Planning Director, John Ayer. Two worksheets were handed out to members regarding the DPLU and Conservation Commission budget recommendations. The Sub-Committee agreed that the DPLU budget looked good as it was down .37% and recommended the budget be approved as presented. Brief discussion ensued. Doug Lambert motioned to accept the DPLU budget of \$212,083 and was seconded by Bob Brent. Motion carried.

Discussion then ensued over the Invasive Species Management line item, which is up 18.12%,

in the Conservation Commission's Budget. Terry Stewart inquired as to the difference in the milfoil eradication methods of hand-pulling vs. chemical methods. Further discussion ensued regarding DES jurisdiction and areas planned for milfoil removal. Planning Director John Ayer stated that John Goodhue of the Conservation Commission could not be here this evening to help explain, but believed that the Con/Com would use both methods in the areas planned for milfoil removal. These areas were at the Glendale Docks, Smith Cove, and some smaller areas of Mt. View Yacht Club and LakeShore Park. Doug Lambert motioned to accept the Conservation Budget of \$16,300 and was seconded by Bill Phillips. Motion carried.

The next topic of review was the Administrative Budget which includes General Government, Health and Welfare, Debt Service, and Capital Projects. Discussion ensued regarding the Volunteer/Employee Recognition line item and Telephone expenses. Town Administrator Juris elaborated on the special Emergency and Public Safety lines installed throughout certain areas of Town and the high cost of maintaining these D-1 condition lines which is in the Administrative budget. He also stated that the Police Department phone system was quite antiquated and the Fire Department phones have been a big issue recently and that a capital reserve may have to be looked at in the future. There are also two T-1 circuits; one being for data and the other for voice phones. Assistant Town Administrator Shackett explained that a big chunk of the budget was the maintenance, hardware expenses and cell phones; local and long distance service was actually not very expensive. She further informed the Committee that they were going to be reviewing all town cell phones to see where savings, if any, could be made. Terry Stewart motioned to approve the \$392,674 Executive portion of the Administrative General Government budget. Skip Murphy seconded the motion. Motion carried.

Under General Government's, Financial Administration, Skip Murphy motioned to approve the \$153,000 total budget for Auditing and Information Systems and was seconded by John O'Brien. Motion carried.

Moving onto the Appraisal Office portion of the General Government, brief discussion of the anticipated budget for 2009 ensued. John O'Brien then motioned to approve the \$226,115 budget and was seconded by Bob Brent. Motion carried.

The Legal Expenses section of the General Government budget was motioned to be approved as written (\$80,000) by John O'Brien. Terry Stewart seconded the motion. Motion carried.

In regards to the Personnel Administration portion of the budget, Chairman Hickok explained this is where the employee benefits were. The Budget Committee appreciated the increased employee contributions. Terry Stewart motioned to approve the budget of \$1,903,425, which was down 2.92%, and was seconded by Bob Brent. Motion carried.

After a brief discussion on the Cemeteries Budget, which is handled by the three elected Trustees of Trust Funds, the Committee asked Assistant Town Administrator Shackett to contact the Trustees and respectfully request that they come in and educate the Budget Committee as to their functions & responsibilities. John O'Brien then motioned to approve the \$30,100 budget and was seconded by Margo Weeks. Motion carried.

The \$83,000 Insurances segment of the General Government budget was motioned to be approved by Skip Murphy and seconded by Doug Lambert. Motion carried.

Bill Phillips inquired as to the different dollar amount figure now in the Lakes Region Planning Commission line item under the Regional Associations section of the General Government

Budget. Assistant Town Administrator Shackett explained that this was a mandatory line item because the Town is a member of this regional association. She added that the new figure was not in at the time the budget was presented to the Board of Selectmen. Bill Phillips motioned to approve \$8,104 of this budget and was seconded by John O'Brien. Motion carried.

Town Administrator Juris requested that the Budget Committee not vote on the Youth Services Bureau line item of the Public Safety section of the Budget as he is to discuss an issue that recently came to light with the Board of Selectmen and report back to the Committee thereafter.

Review then moved on to the Health and Welfare portion of the Administration Budget. John O'Brien motioned to approve the \$7,800 Animal Control Budget and was seconded by Sue Greene. Motion carried. The Committee then passed on voting on the Health Services piece of the Budget this evening due to the revised letters that Dale Dormody had sent to the Committee then recently mailed out. Assistant Town Administrator Debra Shackett then informed the Committee of the current expenditures in the Welfare Budget line items. Discussion ensued. Bob Brent motioned to approve the \$64,000 Welfare Budget and was seconded by John O'Brien. Motion carried.

Regarding Debt Service, Chairman Hickok stated these line items could be voted on together; therefore after brief discussion on how warrant articles could affect these items, Sue Greene motioned to approve the \$519,896 budget. Doug Lambert seconded the motion. Motion carried.

Capital Projects were then discussed and Bob Brent motioned to approve the \$12,100 copier line item. John O'Brien seconded the motion. Motion carried. Doug Lambert asked if the Town's GIS system could tie in with GPS to which Town Administrator Evans Juris replied yes. There is a November 15th meeting coming up with the GIS company. After short discussion, John O'Brien motioned to approve the \$20,000 GIS line item under Other Improvements of the Capital Projects Budget. Sue Greene seconded. Motion carried.

Discussion moved to the maintenance of various private fire ponds throughout town. Due to it being a public safety issue at this point, the Town sees a need to repair these ponds, but is looking into Impact Fees which should be assessed to future developers in Town. Selectman Benavides stated the Board of Selectmen is currently working on this issue. Bill Phillips motioned to approve \$195,000 for Building Repair, Compensated Absences, Ambulance Replacement, Water Supply Maintenance, Bridge Replacement Fund, Highway Equipment and the Glendale Dock & Launch Ramp lines of the Capital Reserve Funds. Terry Stewart seconded the motion. Motion carried.

The Laconia Water line item under Payments to Other Districts was discussed in regards to the Wesley Woods situation. Doug Lambert and Chairman Hickok stated Impact Fees would be a proper method to deal with these circumstances in the future. The Laconia Airport Authority line item was then briefly discussed. John O'Brien motioned to approve the \$10,000 line item under Payments to Other Districts. Bob Brent seconded the motion. Bill Phillips and Sue Greene opposed. Motion still carried.

School Sub-Committees were then formed as follows:

Administration & Maintenance Sub-Committee:	Doug Lambert, Skip Murphy, Terry Stewart
Technology Sub-Committee:	Skip Murphy, Dale Dormody, Terry Stewart

SPEDD Sub-Committee:
Corrigan
GES Sub-Committee:
Hickok
GMS Sub-Committee:
Corrigan
GHS Sub-Committee:
Brent

Bob Brent, Sue Greene, Phyllis
Dale Dormody, Bill Phillips, Dick
Sue Greene, John O'Brien, Phyllis
Bill Phillips, Doug Lambert, Bob

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Melinda N. Ferreira
Recording Secretary