

GILFORD BUDGET COMMITTEE MINUTES

November 8, 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,
Terry Stewart and Phyllis Corrigan

Members Absent: None

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 to tonight's meeting to review the Department of Public Works Budget. He then added that due to hearing of some misunderstandings concerning the posting of Sub-Committee meetings and keeping of minutes, he wanted to briefly discuss Sub-Committee procedures as a refresher for everyone regarding the proper process legally involved. A meeting occurs when a majority of a Committee or Sub-Committee comes together, intentionally or not, in one location to discuss a particular subject or issue. This meeting must be posted, by law, 24 hours prior to it occurring; therefore the Sub-Committee must at least inform the Selectmen's Secretary so she can post said meeting in a timely manner. A copy of the minutes, showing points discussed and actions taken, such as in the Sub-Committee handouts must be submitted to the Town Clerk's office as well. John O'Brien added that a policy the Budget Committee had made previously was that the department head involved in the Sub-Committee meeting should also be given a copy of the minutes/worksheet handout at least 24 hours prior to the Budget Committee meeting so they may have time to prepare for any questions the Budget Committee may have as a result of the Sub-Committee meeting.

Chairman Hickok then handed the meeting over to Doug Lambert to go over his Sub-Committee's meeting with DPW. Doug Lambert informed the Committee that he, Terry Stewart and Sue Greene met in a four hour meeting with Sheldon Morgan-Director of Public Works, Dustin Muzzy-Operations Manager, Tracy Leonard-Highway Foreman, and Kari Dami-DPW Executive Secretary. Five handouts and a DPW Chain of Command flow chart were distributed to Budget Committee members.

Doug Lambert explained to the Committee that Handout Sheet #1 reviewed the DPW Buildings & Grounds Budget which was up .59% overall primarily due to the new library adding costs throughout various line items in the budget. Discussion ensued regarding non-discretionary items such as the Overtime-Bldg/Grnds line item which was up 25% and a drop of -15.1% in the Full Time Wages-Bldg/Grnds line item due to retirement. Doug Lambert then informed the Board of the Sub-Committee's thoughts and recommendations regarding discretionary items such as Supplies which increased 36.85% due to usage and the new library; Specialized Services up 6.38% which included elevator inspections; Heating Fuels up 1.23% including the new library; and Rubbish Collection which was up 84.26% per the contract. Some maintenance line items were highlighted such as for the Town Hall which increased due to back

up boiler repairs (if needed), painting, HVAC and control panel replacement. The Fire Station line item which decreased includes 2 new windows; the Rowe House Maintenance line includes a wall restoration project; and the Library Maintenance line item includes six months of the new library.

Moving on to the DPW Administration area of the budget, (Handout Sheet #2) Doug Lambert gave the Committee an overview of the budget which includes three full time employees and the department's request for an additional part time, 20 hr a week position, paid half by DPW and half by the Sewer Budget. Doug Lambert stated that the remainder of this budget looked fine aside from this p/t position which he wanted the entire Budget Committee to deliberate on. Discussion ensued. Sheldon Morgan clarified the need for more clerical help in the DPW and Assistant Town Administrator Debra Shackett explained the increasing sewer billing services would be best serviced by one department versus citizens being currently shuffled around between departments and becoming increasingly irritated when wanting their questions answered regarding sewer bills. Further discussion ensued.

Highlights of the DPW Highways & Streets Budget (Handout Sheet #3) which increased 7.47% were then discussed. Doug Lambert spoke for the DPW Sub-Committee and stated there was a 3.2% reduction in Full Time Wages again due to retirement. The Meetings & Dues line item increased which included the training of new hires; the Uniforms line item increased due to required boots & vests that union members had previously gone without; and the Tree Service line item for the removal of trees as a public safety measure was estimated at \$5k. Sheldon Morgan added that PSNH will pay for some tree removal if it falls near a power line. Doug Lambert stated Road Sealing was up due to oil/petroleum costs and the Gravel line item increase was to further protect road edges. Discussion ensued regarding drainage swales versus gravel along edges. Most increases were due to the increasing costs of materials.

Under the Bridges portion of the DPW Budget (Handout Sheet #4), Doug Lambert explained test borings were done to satisfy the state and prove the bridge was safe since the Town has no plans on the bridge due to its age. Sue Greene asked as to the bridge's age, to which Sheldon Morgan replied he estimated it to be from the early 1900's with repairs being done in the 70's and again in the '90's.

Street Lighting was up 9.66% due to 14 additional new lights on Hounsell Ave in the business park. Discussion ensued.

The Vehicle Maintenance Budget was also up 8.78% due to tires for the big trucks. Bob Brent inquired as to the state bid process. Discussion ensued. Doug Lambert then informed the Board that a digital radio was included in the budget for the highway foreman to be able to communicate with the Police Department and Emergency Services. He also stated Outside Services included \$6k to rebuild the largest DPW 4-wheel drive truck. John O'Brien inquired as to the longevity of the truck after this, to which Sheldon Morgan replied it would increase it about another 10 years due to the harsh environment of salt and sand the truck is in much of the time.

Chairman Hickok then inquired as to the Recycling line item in the Solid Waste portion of the Budget being down. Sheldon Morgan explained they had added to their Recycling Program this year and that although it doesn't bring in any revenue, it reduces the shipping/hauling fees (tipping fee) the Town must pay to an outside company to bring the waste to a landfill/incinerator. Discussion ensued regarding the whole landfill and recycling cost process as well as tipping fees. Sheldon Morgan informed the Board that the Town's current contract was particularly cost effective with very reasonable tipping fees. Sue Greene inquired as to

what the tipping fees might be in 2010, after the current contract expires in 2009. Sheldon Morgan ventured a guess it may go up \$10 per ton, but could not be certain. Discussion ensued.

Doug Lambert then gave an overview of the Capital Outlay portion (Handout Sheet #5) of the DPW Budget to the Committee. Discussion ensued over \$45k in the New Highway Equipment line item for a high water pressure Jet-Rodder w/ water pump which Sheldon Morgan explained would replace an antiquated old water pump truck. This new piece of equipment would be trailered and used primarily for cleaning out culvert pipes, basins and cleaning and unclogging sewer lines. He stated it would save much money in outside services, which charge upwards of \$100 per hour, that they currently utilize to do the same. Discussion ensued.

The Sewer Budget was then discussed. Doug Lambert explained this was a self-funded budget and that overtime was down slightly, but that the other half of the new part-time position was included here. Discussion ensued. Assistant Town Administrator Debra Shackett stated she was hoping to encumber money for an infiltration study. John O'Brien inquired as to the meter replacement line item, to which Sheldon Morgan responded the new meters were necessary to avoid water sewer usage not being tracked when older meters fail to read properly. He also added new Remote Readers, also called MXU's, were necessary to quicken meter read times and increase safety by using remote access. Discussion ensued.

Doug Lambert asked Chairman Hickok about the Outside Agency literature that was handed out before the beginning of the meeting. Chairman Hickok stated it would be best for the Board to peruse it at home and discuss at the next meeting. John O'Brien stated that if any members needed the original form letter which went out, to let him know.

The Committee then began to vote on their Budget Recommendations. John O'Brien motioned to approve the \$262,041 Buildings & Grounds Budget and was seconded by Sue Greene. Motion carried.

Bob Brent motioned to approve the \$182,327 DPW Administration Budget and was seconded by Terry Stewart. Motion carried.

Doug Lambert motioned to approve \$1,493,171 for the Highways & Streets portion of the DPW Budget and was seconded by Bob Brent. Motion carried.

Sue Greene motioned to approve the full \$60,300 Budget for Bridges and was seconded by Bob Brent. Motion carried.

Bob Brent motioned to approve \$20,000 for the Street Lighting portion of the Budget and was seconded by Terry Stewart. Motion carried.

Phyllis Corrigan motioned to approve \$252,690 for the Vehicle Maintenance portion of the DPW Budget and was seconded by Bob Brent. Motion carried.

Terry Stewart motioned to approve \$532,560 for the Solid Waste portion of the DPW Budget and was seconded by Doug Lambert. Motion carried.

John O'Brien motioned to approve \$45,000 for the New Highway Equipment line item in the Machinery, Vehicles, & Equipment section of the Capital Outlay Budget. Doug Lambert seconded the motion. Motion carried.

Moving on to the Sewer Budget, Doug Lambert motioned to approve the entire \$816,793 budget which included the Machinery, Vehicles & Equipment portion of the budget. He was seconded by Phyllis Corrigan. Motion carried.

Terry Stewart then asked Chairman Hickok to table discussion on the Outside Agencies literature until next Thursday's meeting as he would not be here for the Tuesday night meeting. Discussion ensued.

Regarding the Taser Demonstration, Doug Lambert motioned to have Chairman Hickok request the Police Department do a Taser Demonstration that they have already prepared for. Discussion ensued. Margo Weeks seconded the motion. Some were opposed. Motion carried.

Phyllis Corrigan then inquired as to clarification of the postings of meetings. Discussion ensued regarding the 91A Law. She then requested that the Parks & Recreation Budget Review be moved to the 29th as the Sub-Committee was having difficulty coming to an agreeable date. Chairman Hickok agreed and added that a review and recommendation could probably be done the same evening.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Melinda N. Ferreira
Recording Secretary