

Gilford Budget Committee Minutes
November 1, 2012
6:30 p.m.
Town of Gilford

Members Present: Phyllis Corrigan, Dale Dormody, Gus Benavides, Fred Butler, Sue Greene, Richard Grenier, Dave Horvath, Pat Labonte, Kevin Leandro, Rae Mello-Andrews, Kevin Roy and Allen Voivod

Members Absent: None

Phyllis Corrigan opened the meeting at 6:30pm and the Budget Committee recited the pledge of allegiance and thanked everyone for attending, then started the review of the Cemetery Budget.

CEMETERY:

Phyllis Corrigan and Sue Greene met with Judy Cott, Dee Chitty and Susan Leach Monday October 29th.

- Wages & Bene – decreased 2.5% (\$697)
- Operating budget - increased 41.5% (\$5,800) due to expenses shifting between departments, purchase of flags and survey of external area of Pine Grove Cemetery.

Sub-Committee recommends the budget as presented for \$47,484.00.

Discussion ensued regarding the need to survey Pine Grove Cemetery. Information obtained when Cemetery was taken over by the town is incomplete, do not have copies of deeds from previous years and deeds are not recorded. Discussion ensued regarding headstone repair.

Phyllis Corrigan moved to accept the Cemetery Budget in the amount of \$47,484.00. Gus Benavides seconded. Motion passed with all in favor.

Phyllis Corrigan turned the meeting over to Richard Grenier to review the Department of Public Works and Health Officer.

DEPARTMENT OF PUBLIC WORKS - BUILDING & GROUNDS:

Total budget for the Buildings & Grounds portion of DPW is \$618,371.00 which is up 133.2% (\$353,222) due to the warrant article for Town Hall Repair (to be offset by the surplus fund balance).

- Wages and Bene – increased 21.7% (\$23,014) mostly due to new part-time Library Custodian as well as increases in health insurance and retirement.
- Operating Budget – increased 8.6% (\$10,208) due to municipal well maintenance, repair to #2 circulator in Town Hall and three projects at the Rowe House.

Discussion ensued regarding the use at the Rowe house during the winter with mention of closing it during winter months to save on heating fuel, not sure if this is an option due to the age of the contents and amount of use.

Discussion ensued regarding using the surplus funds balance for Town Hall repairs, Gus Benavides stated there is always between 1 ½ to 5 million dollars in the surplus fund balance and would never want to completely expend those funds.

Richard Grenier stated the Sub-Committee recommends the Building & Grounds budget as proposed in the amount of \$618,371.00.

Kevin Leandro moved to accept the budget as presented, Pat Labonte seconded.

Discussion ensued regarding the PT Library Custodian vs. contracted services for cleaning.

Phyllis Corrigan asked if there were any other questions and called for a vote to approve the Buildings & Grounds budget in the amount of \$618,371.00. Motion to approve the budget passed with all in favor.

DEPARTMENT OF PUBLIC WORKS - ADMINISTRATION:

Richard Grenier continued with the Administration portion of DPW for a total of \$176,744.00 up 0.6% increases in wages were offset by decreases in other line items. Sub-Committee recommends the budget as proposed by the BOS.

Gus Benavides moved to approve the DPW Administration budget in the amount of \$176,744.00, Kevin Leandro seconded.

Discussion ensued regarding the training budget of \$500.00 mostly for the Executive Secretary as Director training is mostly free or funds are used from other divisions as it relates to the specific training.

Phyllis Corrigan asked if there were any further questions and called for a vote. Motion to approve the DPW Administration budget in the amount of \$176,744.00 passed with all in favor.

DEPARTMENT OF PUBLIC WORKS – HIGHWAY:

Richard Grenier continued with the Highway portion of DPW for a total of \$1,945,945.00 which is down 1.67% (\$31,603).

- Wages & Bene – increased 8.4% (\$71,643.00) due to seasonal snowplow driver. Vacated driver position was filled with a full time mechanic.
- Operating Budget – down 11.3% (\$113,246) all accounts level funded or decreased except tools, hardware and uniforms due to union contract for boots. Sub-committee is concerned about the decrease of \$22,000.00 for road sealing which was moved to road improvement line item then eliminated by BOS.
- Warrant articles up 8.3% (\$10,000) increase needed for new truck, Sub-Committee is concerned for unfunded Equipment CRF for 3rd year in a row.

Sub-Committee recommends budget of \$1,945,945 pending review of two items.

Discussion ensued regarding cutting \$22,000.00 for road sealing and conditions of roads in Gilford. Chip seal used mostly in Acres also helps with keeping salt brine on roads in winter moved \$22,000 to Road reconstruction, cannot get a company to come in for less than \$46,000. Discussion ensued regarding the 10 year road plan, cost of asphalt and possible collapse of infrastructure due to not maintaining roads.

Kevin Roy made a motion to add \$22,000.00 back into the Road Reconstruction line item making the Highway Budget \$1,967,945.00. Allen Voivod seconded.

Phyllis Corrigan asked if there were any further questions and called for a vote.

7 Yes

4 No

1 Abstained

Motion to approve the Highway budget in the amount of \$1,967,945.00 adding \$22,000.00 back into Road Reconstruction passed by a vote of 7 to 4 with 1 member abstaining.

DEPARTMENT OF PUBLIC WORKS – STREET LIGHTS:

Richard Grenier continued with the Street Light portion of the DPW budget in the amount of \$25,000.00 there 5 new lights. Sub-Committee recommends the budget as presented.

Gus Benavides moved to approve the Street Light budget in the amount of \$25,000.00, Kevin Leandro seconded Motion to approve the \$25,000.00 budget passed with all in favor.

DEPARTMENT OF PUBLIC WORKS – BRIDGES:

Richard Grenier continued with the Bridge portion of the DPW budget in the amount of \$1,000.00.

Kevin Leandro moved to approve the Bridge Budget for \$1,000.00 Fred Butler seconded.

Discussion ensued regarding the use of LED lights in street lights. Sheldon Morgan stated the 5 new lights are on Meadowbrook Lane which Meadowbrook will be paying to install however the town will be responsible to maintain.

Discussion ensued regarding the Rural Road Risk Assessment where the state is paying to update signage on 1/3 of Gilford's Roads which the town will also be responsible to maintain.

Phyllis Corrigan stated that there was a motion on the floor for the Bridges Budget, asked if there were any further questions and called for a vote to approve the Bridges Budget in the amount of \$1,000.00. Motion passed with all in favor.

DEPARTMENT OF PUBLIC WORKS – VEHICLE MAINTENANCE:

Richard Grenier continued with the Vehicle Maintenance portion of the DPW budget in the amount of \$221,100.00 down 1.8% (\$4,123).

- Operating Budget – Mechanical parts are up, fuel is up, winter maintenance is up however decreases in contracted services, vehicle restoration and radio equipment make up for the increases.

Richard Grenier stated the Sub-committee recommends the Vehicle Maintenance budget in the amount of \$221,100.00 as proposed by the BOS.

Gus Benavides moved to approve the budget, Kevin Roy seconded.

Discussion ensued regarding the accounts that are currently over expended and what the vehicle maintenance plan is. Cost to maintain equipment is going up due to the age of the equipment. Discussion ensued regarding using JOMA plow blades, Sheldon Morgan Director of DPW will look into.

Phyllis Corrigan asked if there were any further questions and called for a vote to approve the Vehicle Maintenance budget in the amount of \$221,100.00. Motion passed with all in favor.

DEPARTMENT OF PUBLIC WORKS – SOLID WASTE:

Richard Grenier continued with the Solid Waste portion of the DPW budget in the amount of \$592,066.00 down 3.5% (\$21,302).

- Wages & Bene – reflect the increases due to health insurance and retirement.
- Operating Budget – down 4.7% (\$25,000) Operations budget decreased as recycling is up.

Sub- Committee recommends the budget in the amount of \$592,066.00.

Gus Benavides moved to approve the budget as presented, Rae Mello-Andrews

seconded.

Discussion ensued regarding Household Hazardous Waste line item being reduced by \$300.00 for advertising and how the town advertises for the event. Discussion ensued regarding single stream recycling.

Phyllis Corrigan asked if there were any further questions and called for a vote to approve the Solid Waste Budget in the amount of \$592,066.00. Motion passed with all in favor.

HEALTH OFFICER:

Richard Grenier moved onto the Health Officer Budget in the amount of \$3,119.00, Sub-Committee recommends budget.

Gus Benavides moved to approve the budget as presented, Kevin Leandro seconded and the motion to approve the budgeted amount of \$3,119.00 passed with all in favor.

DEPARTMENT OF PUBLIC WORKS – SEWER FUND:

Richard Grenier continued with the Sewer Fund portion of the DPW budget in the amount of \$857,147.00 which is up 0.3% (\$2,895).

- Wages & Bene – down 48.7% (\$57,960) due to reduction of one staff member.
- Operating Budget – up 0.5% (\$2,772) software licensing & support up, equipment is up (purchase of handheld meter reading device) WRBP state capitol charges are up due to upgrades to UV system, digesters and process building Gilford's share is 11%.

Sub-Committee recommends the Sewer Fund budget proposed by the BOS.

Gus Benavides moved to approve the budget as presented.

Discussion ensued regarding the purchase of the handheld meter reading device. This item may be purchased this year with surplus funds and will be below the \$12,000.00 originally quoted.

Kevin Leandro moved to reduce the Sewer Fund budget by \$7,000.00 for the reduction of the cost of the meter reading device making the total budget \$850,147.00, Phyllis Corrigan seconded.

11 Yes

1 no

Motion to approve the Sewer Fund Budget in the amount of \$850,147.00, reducing it by \$7,000.00 passed by a vote of 11 to 1.

Phyllis Corrigan moved the meeting onto the coffee line item in the Administration budget however Gus Benavides asked if this could be postponed to another meeting as the BOS would like to address this issue and the outcome will be as the Budget Committee liked.

Phyllis Corrigan moved on to the approval of the minutes. Gus Benavides made a motion to accept the minutes, Kevin Leandro seconded.

10 Yes

2 Abstained.

Motion to approve the previous meetings minutes passed 10 yes and 2 abstaining.

Dale Dormody stated he is not comfortable with how the line items for telephone and electricity are handled it seems they are never reviewed and discussed as the Department Heads are given that number and have no real control over the dollar amount.

Discussion ensued regarding how the telephone charges are broken out by the number of lines each department has and then are given a percentage of the bill based on the number of lines.

Scott Dunn wanted to clarify that the town policy on uniforms states that the town may provide items to be worn but the town is not completely obligated.

Gus Benavides made a motion to adjourn, Rae Mello-Andrews seconded.

Motion to adjourn passed with all in favor.

Meeting adjourned at 8:26pm.

Respectfully Submitted,

Mia Gagliardi

Recording Secretary