

Minutes
Nottingham Budget Committee Meeting
December 15, 2016

Members Present: Jennifer Biron, Anthony Dumas, Miska Hadik, Michael Koester, Carrie Lee, Tiler Eaton – BOS Rep, Jackie Snow – School Board Rep

Excused Absences: Jeff Wheeler, Suzanne Edin

Other in Attendance: Secretary Dawn Calley-Murdough, Chris Sterndale, Eric Stern, Susan Medeiros, Gunnar Foss, Kortney Dorow, Sandra Weston

Chair Dumas called the meeting to order, asked all those present to stand for the Pledge of Allegiance, and introductions were completed.

Approval of Minutes

Motion: by Mr. Hadik, second by Mr. Koester to approve the December 8, 2016 minutes as amended.

Vote: 6 in favor; 1 abstained.

2nd Draft Town/Department Head Review:

Library: Mr. Stern completed a quick overview of current budget related activities with the library, stating there weren't many budget changes. Recent activity includes a decision by the Library Trustees to utilize some of the donation funds to try and reduce the budget. The library is working on upgrading the cataloging software, streamlining the process for patrons.

Chair Dumas recommended including a note in the Town Report about the use of public donations to help offset the budget, others on the committee supported the recommendation.

Ms. Snow asked about the personnel budget. Mr. Stern reported the Library Trustees establish pay rates for personnel, including merit increases, and the proposed 2017 increase is an amount that also includes the 2016 merit raises.

Mr. Sterndale reviewed the methodology of how salary merit increases are shown on the budget reports, for all departments. The 2016 merit pools have been distributed to the separate employee salary accounts and, in most cases, the increases seen in the 2017 budgeted salaries includes the received merit pay amount. The amounts for 2017 library and town merit pay are listed separately in the LIB Merit Compensation Pool and EX Merit Compensation Pool accounts, and this is the total amount that will be distributed to employees in 2017.

Mr. Stern reviewed the library has seen an increase in the use of museum passes and The Friends of the Library group has provided help to pay for the service, but the increase means the library considers it a part of regular programming and needs help to fund the demand. The library has also seen an increase in attendance for both adult programming and an even larger increase in attendance with children's programming. The library staff has played a big part in introducing new activities and classes and has started offering programs in conjunction with the Conservation Commission, NH Humanities, and other community groups.

Minutes
Nottingham Budget Committee Meeting
December 15, 2016

Ms. Medeiros stated the library Trustees make sure every dollar is spent wisely and staff is very conscious about how they spend money. The library also has a large number of volunteer hours, giving approximately 400 hours for 2016, including an additional 100 volunteer hours to revamp the library computer equipment.

Mr. Stern reported the materials amount has increased, but there was an allocation and use of money received by fines. This will now mean the use of more of the donations. Mr. Stern reported the library has seen about \$2000.00 in fines for 2016, which helps to offset the materials expenses.

General Operating Budget: Mr. Sterndale reported there have been few changes to the general operating budget and there is an expectation that the overall proposed budget will decrease from the first draft. The 2016 expenditures are also expected to come in at an approximate 9% remaining; the easy winter last January-March and good utility rates has played a significant role in the savings.

Recreation: Ms. Dorow reported Recreation has proposed introducing lifeguards at the Town Beach during the weekend, if the staff can be found. This should reduce the number of vandalism issues and other concerns seen during the weekend. There are normally two lifeguards Monday through Friday and two are proposed for Saturday and Sunday.

Ms. Dorow reported she has made an effort to review programming for improvements; 2016 had fewer expenditures with Nottingham Day and other annual programs, and events were received positively. Soccer in 2016 was a merge with Northern Strikers to reorganize the program with a positive department and public response.

Ms. Dorow stated she is looking at other suggested changes to programming, which includes working with the school to combine some holiday activities such as Halloween and Christmas and some new activities, such as an Easter Egg Hunt. Recreation will continue with other programs such as the Fishing Derby and work is also taking place with the Library to create additional programming for seniors.

Ms. Dorow asked for thoughts and ideas from the committee about how to improve Nottingham Day; increase attendance and participating vendors. Mr. Sterndale reported it is currently a lot of work for the staff with not a lot to show for the work and Nottingham does have a need to introduce more community based activities.

General discussion took place about possible activities to add to Nottingham Day to bring in a bigger crowd, this included the return of the 5K run and a bicycle parade by working with the school running groups and other local groups to help. Suggestions also included working with the Audubon Society and Wildlife Encounters for a live animal presentation, antique car show/cruise day, touch a truck, invite local National Guard members, combining the craft fair with Nottingham Day, annual themes, using local boy scout and girl scout troops as volunteers, kid and parent games, adding a movie night, and possibly changing the time of year the event is held or combining activities with a concert night.

Minutes
Nottingham Budget Committee Meeting
December 15, 2016

Mr. Hadik mentioned the possibility of fund raising for Marston being included such as a sports swap/yard sale where the town retains a percentage of the proceeds.

Mr. Sterndale asked for recommendation to try and bring in older residents and those without children, groups that don't historically show up for Nottingham Day.

Mr. Eaton stated space is also an issue for many events in Nottingham; parking can be difficult, maybe introduce something like the Raymond Town Fair. Mr. Eaton stated if changing activities can't bring additional people in, stopping the activity may be the way to go.

Ms. Lee asked for Recreation to consider changing the start date of Recreation Camp to work more with the end of the school year. Ms. Dorow stated it will definitely be considered and staff training plays a part in when camp can start; student staff is getting out of school at the same time making it sometimes difficult.

General discussion took place about Summer Camp staff and programs and other programming suggestions.

Police: Chief Foss reported a big increase for the department budget is the introduction of an additional officer. This additional hire should provide the department with enough coverage to help during situations when staff is on vacation, or if the department has an officer leave the department without causing significant overtime or tiring the remaining officers out. Chief Foss stated the department doesn't want to get caught in the position where staff is being overworked because of a lack of staff, draining their energy and motivation to be a part of the department.

Chief Foss reported Nottingham will always be a training ground; the younger the officer the more action they want from larger communities, in addition to the larger salaries and overtime offered by bigger towns/cities with bigger budgets.

Additional expenses associated with hiring new personnel include all the needed equipment; clothing, weapons, safety equipment, and Police Academy training; all of which is paid for by the Town. There is a three year contract associated with hiring and completion of training, including a pay back of the associated costs, if the officer decides to leave the town prior to the end of their contract.

Mr. Sterndale reported the loss of younger police officers is also the same at the fire department. There is a hope that the departments can find one out of every three or four staff members that is willing to remain in town for a career position.

The department is in the process of changing over the type of guns they carry, changing the type of ammunition needed, both at a lower cost than what were previously used.

Additional training for staff will take place when the new guns arrive, one staff member will take part in a teen mental behavioral program, and work continues with an updated DARE program and consideration for a possible change over to the LEAD (Law Enforcement Against Drugs) program.

Minutes
Nottingham Budget Committee Meeting
December 15, 2016

The additional personnel will allow the department the ability to introduce new programs to the community.

Mr. Eaton reported Nottingham was recently listed as one of the safest communities in New Hampshire.

Committee members offered their appreciation for the work the officers do at the school.

Mr. Hadik asked about the CIP and the annual purchase of a new vehicle. Chief Foss reported the department will continue that process and seeks the purchase of an SUV in 2017.

Chair Dumas asked about trends or future plans of the department with new testing equipment to process evidence; a forensic scanner? Chief Foss stated the department does have staff willing to learn about newer equipment and will introduce it when he can.

Town Clerk: Ms. Weston reported there are few changes in her department budget and expressed her appreciation with all the work put in by Deputy Town Clerk Lori Anderson to learn the duties of the Town Clerk and given how positive her work has been Ms. Weston stated she is requesting a raise.

2017 will introduce credit card use to pay for any vehicle registration, dog licensing, and any transaction completed by the Town Clerk; training will be this month. The town will not incur any new fees or payments; the citizen using the credit card will pay the transaction fee. Mr. Sterndale reported some small expenses were incurred during 2016 to start up the program. Ms. Weston stated there was a small cost to purchase the processing machine and there will be an annual \$165.00 fee for machine maintenance fee.

It was stated the Town Clerk is stuck with equipment and software with the State of NH and is not connected to the town equipment.

Chair Dumas asked if there is anything the town clerk would like for her department. Ms. Weston stated she didn't see any needs, a new fire proof safe was just purchased, but all other equipment is fine. Chair Dumas asked about a transition of records into a digital format. It was stated many of the records have been transferred to microfilm/microfiche and most new records are in a digital format.

Ms. Lee asked if there was another request for a fire proof cabinet. Mr. Sterndale reported the Tax Collector has requested a new cabinet.

Mr. Eaton thanked Ms. Weston for all the work the Town Clerk's do for the Election process. Ms. Weston thanked Mr. Eaton for his comment and his help during the election as well. Committee members also thanked Ms. Weston for the work she does for the town.

School Updates: Ms. Snow reported the School Board will meet next week to continue review of the school budget. The School Board Chair and Ms. Snow attended the Planning Board meeting

Minutes
Nottingham Budget Committee Meeting
December 15, 2016

and received the first draft of the school impact fee report. The school was required to provide a significant amount of information to determine if the use of impact fees should continue.

Town Update: Mr. Eaton reported the Select Board has looked at the possibility of introducing a new optional Veteran's Tax Credit and decided to hold off one year to see what other towns are doing. The Selectmen also met with the Recreation Director for a similar program and budget review.

BUDGET RSA REVIEW: The review was postponed. Mr. Eaton and Ms. Edin could present at the next meeting.

OTHER BUSINESS: None

ROUNDTABLE: Ms. Lee asked what departments would be seen next. It was stated the Fire Department, Highway Road Agent and the Recycle Center.

Ms. Biron thanked the attending department heads for attending and it was informative to hear more about the departments.

Ms. Snow also appreciated the department heads for attending as it provides information and rationale about their department and budgets, even if the budgets are lower.

Mr. Koester thanked Ms. Calley-Murdough for her help for coordinating the Department Head meetings and for thorough minutes.

Mr. Eaton reminded viewers about the vacancies and asked for new volunteers to the committee and expressed his appreciation for Department Heads to consider changes to programs to help improve tax savings.

Mr. Hadik also thanked the department heads and to hear all the different aspects about how things are going for each department, including the challenges they face and how they are working toward solving them. Mr. Hadik expressed his support of the introduction of a weekend life guard at the Town Beach.

Chair Dumas also expressed his appreciation for the attending Department Heads.

ACTION ITEMS: None

ADJOURNMENT: Having no further business,

8:45 PM Motion: by Mr. Hadik, second by Mr. Eaton.

Vote: 7 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough