

Minutes
Nottingham Budget Committee Meeting
December 13, 2018

1 **Members Present:** Tim Dabrieo, Miska Hadik, Michael Koester, Lee Lederer, Karyl Martin,
2 John Morin, Benjamin Bartlett – BOS Rep,
3

4 **Absences:** Carrie Lee, Erin Maskwa, Roslyn Chavda

5 **Other in Attendance:** Secretary Dawn Calley-Murdough,

6 Chair Hadik called the meeting to order and introductions were completed.

7 **Discussion 1st Draft 2019 Proposed Town Budget / General Town Updates:** The committee
8 reviewed the draft 2019 town budget for additional questions or concerns.

9 Discussion took place about the purpose and reason for the shift of funds from the FA
10 Train/Support account and the FA Software Licensing accounts. Comments were made by
11 committee members that they believed it was new account to better identify software related
12 expenses instead of having it included in a catch all account.

13 Chair Hadik asked for clarification for the now zero amount if FA Training/Support and FA
14 Software Licensing, and should there be at least \$1.00 in the FA Training/Support account in
15 case there are unexpected expenditures.

16 Mr. Morin asked if the \$20,000.00 for PB Planner and the \$20,000.00 PB Master Plan-Town
17 Map accounts are duplicate amounts or different because of different needs; what will the money
18 be used for. Will the PB Planner position be on-going or a temporary position?

19 Chair Hadik asked why the ArcGIS software system was included in the executive account rather
20 than the Planning Board account

21 Chair Hadik asked about the short notice for proposed renovations of the Recycling Center
22 bathroom, as identified in the Recy Bldg Maintenance account. Mr. Bartlett stated the bathroom
23 was in immediate need of renovations, given the current conditions, and the Select Board agreed
24 it should be updated.

25 Chair Hadik verified that the 2018 over expenditure on the Recy Bldg Maintenance account was
26 for the replacement/repair of trailer doors. Chair Hadik stated it would be great to have the
27 account return to expenditure levels similar to 2016.

28 Discussion took place about the estimated \$17,000.00 for the Kitchen remodel and if the amount
29 was a real ~~bid~~ bid amount or a guesstimate; many felt it would end up costing more. The
30 committee asked for additional details about what the renovation plan will actually entail and
31 have real estimates been received to document the \$17,000.00 expense. The committee asked if
32 the renovation should be a warrant article. Mr. Bartlett stated the Recycling Center bathroom
33 and Community Center kitchen is something the Select Board does want to take care of in 2019.

34 General discussion took place about how the town requests bids and proposals.

35 Mr. Bartlett stated the landscaping work listed in CC Bldg Maintenance is for work needed at the
36 Community Center: flag pole and driveway drainage.

37 Mr. Morin asked about the fencing proposed at the New North Cemetery identified in account
38 CEM Cemeteries; was it an actual estimate or guesstimate. It was stated there was an additional

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39 prior question about funding, which might come from the cemetery trust funds. Committee
40 members asked for additional details about the type of fencing being installed. Mr. Dabrieo
41 stated he believed the amount is an estimate based on previously installed fencing in another
42 cemetery.

43 Committee members expressed the idea that they would like to see actual bid amounts rather
44 than estimates to prevent raising unneeded funds.

45 Chair Hadik expressed concern about the difference between the budget and actual expenditures
46 in the 2018 CC Heat, and the proposed 2019 CC Heat; is it too much?

47 Mr. Morin asked why the PD Prosecution Services amount is being increased for 2019, when the
48 prior year expenditures have not matched the previously budgeted \$15,000.00. Mr. Bartlett
49 stated he believed it could be based on the number of cases.

50 Chair Hadik asked if the town should include \$1.00 in the accounts that currently have a zero
51 amount, especially for the new Software Licensing accounts.

52 Mr. Dabrieo asked about the F/R Full Time Salary and Part Time Salary accounts and if there is
53 the intent to hire additional staff. It was stated there is the expectation to have three Full Time
54 day staff and the Chief is asking to increase Part Time Salaries for night and weekend coverage.

55 Committee members asked about the difference in 2018 budget and expenditures for the F/R
56 Training account, and the proposed 2019 account, as it does not appear to have had \$10,000.00
57 worth of expenditures.

58 Mr. Morin asked about the BI Salary and BI Part-time Salary accounts and if the town expects to
59 keep that position as a part time position or would it return to a full time position.

60 Ms. Lederer asked why there were no expenses for the BI Printing account for the prior two
61 years and why there is another \$200.00 budgeted for 2019. Also, what are inspection tags?

62 Mr. Dabrieo asked if the town expects to hire additional positions for the budgeted amount in the
63 Hwy Salary F/T account. Mr. Bartlett stated he believes the town will have a hard time filling
64 the position, feeling the pay might not be enough and because the town does not offer NH
65 Retirement like many other towns do. Mr. Bartlett stated Mr. Sterndale provided the Select
66 Board with an analysis regarding town benefits and the transition would be very expensive to the
67 town. The board has discussed increasing the salary amount, but hasn't made a final decision.

68 Ms. Martin asked how many full time staff members were included in the salary amount. Mr.
69 Bartlett stated there were a total of four, which includes the vacant director position.

70 Chair Hadik asked if any additional information was available regarding HywHwy Hired Equip
71 Plowing bids. Ms. Martin asked if the additional expenses were due to the Director vacancy, as
72 the expenditures are much higher than the previous budget amount. Mr. Bartlett stated the town
73 is using contracted plowers, and there is the hope that hiring an additional full time laborer will
74 cut down on the contractor expenses.

75 General discussion took place about the process for hiring and using contracted plowers. Mr.
76 Bartlett stated he believed the bid reflected that contractors would plow both paved and dirt
77 roads. The intent is to try and manage their efficiency with the town routes.

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78 Mr. Hadik asked about the recommended painting for the Mack truck as identified in HywHwy
79 Equip Maint account. Mr. Bartlett stated it is very necessary, in part because the town does not
80 have a way to wash the salt off the vehicles which causes significant damage. Mr. Bartlett stated
81 this will be a recurring expense if the plan is to keep vehicles for 15 years, or if the town needs to
82 consider installing a wash bay.

83 General questions were asked about the cost of installing a wash bay at the highway garage, the
84 highway vehicles utilizing the fire department wash bays, and requirements for a wash bay. Mr.
85 Bartlett stated the town could seek cost estimates for a wash bay. The Fire Chief does not
86 recommend using the fire department wash bays for the highway trucks to prevent damage to the
87 fire trucks. Mr. Bartlett stated a wash bay might be considered at the town gravel pit but there
88 will be environmental considerations.

89 Ms. Lederer asked about the additional increase to HywHwy Uniforms/Cleaning for a boot
90 allowance; this includes an allowance for the fire department too. Mr. Bartlett stated it is
91 common to offer uniform and cleaning expenses and it may be possible the boot allowance is
92 new.

93 Chair Hadik asked about the proposed purchase of a new storage container as listed in account
94 SWD Equipment. Mr. Bartlett stated the new trailer will be for tire storage, which is required by
95 the state. The tires are stored for efficiency to reduce disposal and transportation expenses.

96 General discussion took place about the Recycling Center and the changes seen with people
97 dumping trash road side, cost for disposing items, and reduced amount of revenue. The cost of
98 storage trailers took place, buying new versus used.

99 Chair Hadik asked what happens to the funds that are set aside for the General Assistance
100 account and asked if the unused funds are returned to the general fund. Mr. Bartlett stated he
101 believes the funds were returned.

102 Ms. Martin asked how the leased van used by the Recreation Department was paid for. General
103 discussion took place about the Recreation budget and expenses.

104 Chair Hadik asked what the CC Mapping SRPC account was used for, as well as the CC
105 Equipment account. Mr. Koester stated this is for the Conservation Commission and SRPC
106 stands for Strafford Regional Planning Commission and the funds are probably used for mapping
107 expenses.

108 Chair Hadik stated there appears to be many accounts with an overall downward trend, with
109 many of the larger expenses attributed to insurances, salaries, and contractual obligations.

110 Ms. Lederer stated the historical information about warrant articles was very helpful.

111 **General School Updates:** None

112 **Sub-Committee Reports:**

113 CIP: Ms. Lederer stated the committee hasn't yet met.

114 **Approval of Minutes:**

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115 **Motion: by Ms. Martin to approve the November 29, 2018 meeting minutes as amended.**

116 **Second by Ms. Lederer.**

117 **Vote: 7 – 0 in favor.**

118 **Motion: by Ms. Lederer to approve the December 6, 2018 meeting minutes as amended.**

119 **Second by Mr. Koester.**

120 **Vote: 7 – 0 in favor.**

121 **OTHER BUSINESS:** None

122 **ROUNDTABLE:** None

123 **ACTION ITEMS:**

124 **Town:**

- 125 1. Why is there a shift in FA Training/Support into the new Software Licensing accounts?
- 126 Why are there new accounts?
- 127 2. Are the PB Planner and Master Plan-Town Map accounts a duplicate amount? What are
- 128 the funds for; is it a new staff position, contractor, or software?
- 129 3. Should the ArcGIS amount listed in an Executive account be included in the PB Master
- 130 Plan-Town Map account?
- 131 4. Is the amount proposed for the kitchen renovation from an actual bid? Provide more
- 132 details about the proposed renovations and how the funds will be spent.
- 133 5. Explain the town bid process.
- 134 6. Is the amount proposed for the new Cemetery fencing from a bid or a guesstimate?
- 135 7. Why did the PD Prosecution amount increase when the prior budget year amounts
- 136 weren't fully spent?
- 137 8. Will the Fire Department full time vacancy be filled, if not should the salary be lowered?
- 138 Why did the Fire Department Part Time Salary account increase?
- 139 9. Is there an expectation to increase F/R Training funds in 2019, as they haven't been fully
- 140 spent in prior years?
- 141 10. Will the Building Inspector position remain part time?
- 142 11. What are inspection tags? Will the BI Printing funds be used in 2019, as they haven't
- 143 been used in the past?
- 144 12. How many Highway employees are consider full time? Will the Road Agent position be
- 145 filled in 2019, should the proposed budget change?
- 146 13. Is the amount proposed for Hwy Contracted Plowing enough, as the prior year expenses
- 147 are much more than budgeted.
- 148 14. Are all employees being offered a boot allowance? Is this a new option?
- 149 15. Provide information about the Recycling revenue and expense process.
- 150 16. What funds were used to pay for the Recreation van rental in 2018; explain the difference
- 151 between Recreation Operating Budget and Recreation Revolving and how those funds are
- 152 different/used?

153 **School:** None

154 **ADJOURN:** Having no further business,

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155 **8:30 PM Motion:** by Mr. Morin, second by Ms. Lederer.

156 **Vote:** 7 – 0 in favor.

157 Respectfully Submitted,

158 Dawn Calley-Murdough