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BUDGET COMMITTEE MEETING MINUTES
November 5, 2015

Members Present: Carl Hagstrom, Virginia Doerpholz, Martin Nolan, Natasha Michelson, Ben Thomas, Fred Wilkinson, Win Wright, and Selectmen's Representative, Nancy Carney.

Chairman Hagstrom convened the meeting at 7:00 p.m.

7:10 – Highway Department Budget:

Gene Cuomo presented the Highway Department budget.

Mr. Hagstrom asked how many Highway employees there were. Mr. Cuomo stated that there were 4 full-time employees and 1 part-time employee. Line 110 – Salaries – Full-Time - is up 12,600 – was down a full-time employee – now fully staffed.

Mr. Wilkinson asked about the addition of a full-time employee. Mr. Cuomo stated that there was always 4 full-time employees – last year's budget was for 3 – down a full-time employee for half a year – didn't fill because getting ready for winter – difficult to train.

Line 140 - Overtime – increase of \$1,000 – fully staffed.

Line 190 - Other Compensation – Mr. Cuomo stated that this had not been approved by the Board of Selectmen. This was for on call pay. The State of New Hampshire highway employees get \$35 per week to be on call and some towns pay more. Mr. Cuomo was asking for \$25 per week from December to the end of March – highway employees are on call 7 days a week. Mr. Cuomo stated that he hasn't talked with the Board of Selectmen about this but shared that he was meeting with the Board on Monday. Mr. Cuomo shared that it was 24 cents per hour and that 3 employees are eligible to be on call. If someone was on vacation – they wouldn't get the extra \$25 for that week. Mr. Cuomo also shared that this idea was for morale. Mr. Wilkinson asked if they would be on call. Mr. Cuomo stated that they are on call – everyone is subject to be called during the winter – if needed, including him. Mr. Cuomo stated that the State also pays mileage and that he was asking for \$1,200. Mr. Cuomo shared that the MRI salary and wage scale was a morale deflator and that the highway was looked down on – they are on the bottom tier and he did this for his guys – they do a good job.

Line 210 – Group Insurance – Health – increase of 7,839 – because of the 4th employee. Ms. Favreau stated that there was a 3% increase in health insurance. Mr. Cuomo shared what coverage each highway employee has.

Line 220, Social Security, Line 225 – Medicare, and Line 230 – Retirement Contribution – have increased due to the additional employee.

Line 318 – Labor Contracted Services – currently being discussed with the Board of Selectmen. It was a forecasting service geared towards a specific town. Mr. Cuomo discussed what was included with the forecasting service. Mr. Wilkinson stated that it sounded like a neat service and asked if a flat fee and Mr. Cuomo explained the cost.

Line 341 – Telephone – reduced by \$300. Mr. Cuomo stated that he used his own personal cell phone and that he had talked with the Board of Selectmen about a town phone but decided to take it out of the budget.

Line 350 – Medical Services – DOT physical and random drug testing. Mr. Cuomo stated that he hasn't received an invoice and Ms. Favreau stated that she would check into it.

Line 357 - Radio/Radar Maintenance - haven't had to use.

Line 380 – Hired Equipment – increase of \$3,000. Mr. Cuomo has hired a mower and that \$2,000 would be street sweeping. The \$2,000 was taken out of Line 695 – Rented Equipment.

Line 410 – Electricity – no change.

Line 411 – Heat and Oil – Mr. Cuomo shared that he used waste oil to heat the barn and made it through last winter without buying and that he budgeted for this expense in case he needed to order. Mr. Cuomo shared that the Town hasn't paid to heat the barn in 17 years.

Line 412 – Water – no change – went from bottles to a bubbler.

Line 440 - Rentals/Leases - last payment on the truck.

Line 550 – Printing – no change – budgeted for in case there was a need.

Line 560 – Dues/Subscriptions – Mr. Cuomo stated that he needed to look into where he spent \$215. Ms. Favreau reported that it was public works and Mr. Cuomo shared that he also belonged to the Road Agent Association – belong to 2 organizations.

Line 610 – General Supplies – Mr. Cuomo stated that cleaning supplies were purchased and that they do all of their own maintenance. Also bought some lumber.

Mr. Cuomo stated that he would be purchasing a laptop.

Line 630 – Equipment Maintenance/Repair - loader needed a head gasket. Included oil changes and parts.

Line 640 - Oil - for truck – hydraulic and oil change.

Line 635 – Gasoline – reduced by \$1,000 because price was down.

Line 636 - Diesel Fuel – have one less guy on the road – had to hire a truck instead.

Line 660 - Vehicle Repairs - outside services – inspections, things that they can't do.

Line 661 - Tires – need tires for the backhoe.

Line 670 - Books/Periodicals – posters that are purchased – Labor Department.

Line 681 - Hardware/Nuts/Bolts – no change.

Line 682 - Small Tools – rakes and shovels.

Line 684 – Uniform Purchase/Clean – reduced by \$500 - did away with the uniform service – guys get an allowance – boots, etc.

Line 685 - Materials – no change – for gravel, patch – used a lot this year. Took a lot of rocks out of the roads.

Line 688 - Culverts – using his stockpile – getting low – need metal culverts but has lots of plastic.

Line 689 - Signs – put up new weight limit signs and street signs are being replaced.

Line 691 - Ice Control/Sand/Salt – bought cheap salt last year – currently getting pricing. Sand price stayed the same. Don't have any salt – redoing the salt barn.

Line 692 – Snow Removal-Hired – used because down an employee – might not use because fully staffed.

Line 695 – Rented Equipment – reduced by \$2,000 - hiring a mower now.

Line 825 – Mileage/Travel Expense – no change.

Line 830 – Training – Mr. Cuomo stated that this was a requirement of the Board of Selectmen. Mr. Cuomo reported that certification was required to put in culverts and Mr. Cuomo discussed what training Highway employees would need. Mr. Cuomo shared that as the State passes more rules – it would cost the Town more – seed/hay needed when putting in a culvert – cost more to do now.

The Highway Department budget increased by \$24,247 – increase due to the additional employee and the last lease payment.

Ms. Doerpholz asked about very cold temperatures and using sand vs. salt. Mr. Cuomo shared that when it was cold - need more traction – put on corners and hills. Mr. Cuomo stated that salt was bad – salt works effectively up to 18 degrees and if it snows and then is going to snow again – Mr. Cuomo won't be on the road.

Mr. Cuomo presented the Transfer Station budget.

Mr. Cuomo reported that there are 3 part-time employees and Mike Janti fills in when guys are on vacation.

Mr. Cuomo reported that there are no changes in the budget.

Line 120 – Salaries - Part-Time - no change.

Line 318 – Labor Contracted Services – reduced by \$9,000 – switched over to Monadnock Disposal – they are doing a great job and are cheaper. They are there when needed and providing a great service. As of October - \$54,945 has been spent, haven't used Monadnock Disposal for a full year.

Mr. Cuomo discussed recycling glass and some plastic and who picks up cardboard, mixed paper, and the need to start baling paper. Mr. Cuomo shared that the markets for recycling are shrinking. Mr. Nolan shared that more people recycle so prices are down. Mr. Cuomo shared that he is piling glass now – less market for.

Line 341 – Telephone and Line 353 – Advertising – no changes.

Lines 410 – Electricity and Line 411 – Heat and Oil – no changes. Heat with oil.

Line 413 – Sewer – have a porta potty.

Line 430 – Repairs/Maintenance – no change – fix in-house.

Line 550 – Printing and Line 560 – Dues/Subscriptions – no changes. Belong to a couple of organizations.

Line 610 - General Supplies – banding for general bales.

Line 620 – Office Supplies, Line 625 – Postage – no changes.

Line 630 – Equipment Maintenance/Repair – baler we own – forklift

Line 660 – Vehicle Repairs - repaired the baler.

Line 681 – Hardware/Nuts/Bolts – no change.

Line 684 – Uniform Purchase/Clean - haven't purchased their safety boots yet – wait until year-end.

Line 820 – Meetings/Conferences - no one had to go to any classes.

Line 825 – Mileage/Travel Expense - no one puts in for mileage.

The Transfer Station budget was reduced by \$8,950.

Mr. Hagstrom asked if there were any questions.

Mr. Hagstrom thanked Mr. Cuomo for meeting with them.

Mr. Hagstrom asked members to review the minutes of last week's meeting.

Mr. Wright made a motion to approve the October 29, 2015 Minutes. Mr. Wilkinson seconded and the motion passed unanimously.

Members reviewed Cemetery and Library budgets for next week's appointments.

Cemetery budget was reviewed and Mr. Hagstrom shared that it was less than last year and that equipment purchase and gasoline line items were reduced. Mr. Hagstrom thought that it could be because there weren't as many hours logged in. Ms. Michelson stated that last year they had purchased a tripod.

Mr. Hagstrom stated that they were doing a good job with document preservation.

Mr. Hagstrom asked about the replacement of the zero turn mower and Mr. Nolan reported that both the document preservation project and the zero turn mower were in CIP.

Mr. Hagstrom asked Mr. Nolan what kind of mowers they had in CIP. Mr. Nolan shared that they have 1 mower and put in for one last year. CIP felt they could use between both cemeteries. They are asking for a zero turn mower to replace the Gravely mower that was retired at the end of the 2013 season and hasn't been replaced.

Library budget was reviewed and Mr. Hagstrom shared that it was very helpful that everything was explained at the end of the budget.

Mr. Hagstrom asked if there were any questions and Mr. Wilkinson stated that it was nice that Line 320 – Legal was down and asked if the issue had been resolved. Ms. Favreau shared that it was almost settled – still negotiating. Mr. Wilkinson stated that a lot of money has been spent on rocks and asked what would be done when the items were received. Ms. Favreau stated that was the next decision to be made.

Mr. Wilkinson stated that we were pretty lucky this year that budgets were down. The Highway budget increased a bit and the Library budget – need to have some discussion.

Mr. Thomas shared that the Board of Selectmen had said salary was up due to the new salary and wage scale.

Mr. Wilkinson asked about salaries and Mr. Thomas shared that for vacation coverage there would be 2 people at the Library. Mr. Wilkinson shared that it was just an observation and to talk about next week.

Mr. Hagstrom stated that it would be a part-time person taking over when a full-time person was on vacation.

Mr. Wilkinson asked Ms. Favreau about fuel oil and the number of gallons used at the Library. Mr. Wilkinson stated that it helps in the decision process.

Mr. Nolan stated that he would estimate the Library used around 2,600 gallons and the total for the Town was 5,600. Ms. Favreau shared that \$1.80 was paid for oil. Mr. Nolan shared that his

take on it was that fuel pricing would stay the same or go down. Ms. Favreau shared that the Town Hall converted to propane for heat and it was going well.

Mr. Nolan shared that the difference was the Btu – it isn't as much in propane as oil and still a savings. Ms. Favreau shared that new furnaces are much more efficient. Mr. Nolan discussed the efficiency of an old furnace vs. a new furnace.

Mr. Hagstrom asked if the Board of Selectmen had any comments and Ms. Carney replied “no”.

There being no further business, Mr. Hagstrom adjourned the meeting at 8 p.m.

Submitted by;

Sheryl White
Secretary