

**TOWN OF KINGSTON, NEW HAMPSHIRE  
MUNICIPAL BUDGET COMMITTEE  
ORGANIZATIONAL MEETING  
NOVEMBER 22, 2015  
DRAFT MINUTES**

**1. CALL TO ORDER/ POSTINGS**

Chair Lynn Gainty called the meeting to order at 4:07 pm

**2. ATTENDANCE**

Present: Lynn Gainty, Carol Croteau, Sandy Seaman, Gary Finerty, Judy Oljey, Mary Fidler, Mike Morris, Larry Heath, Rick Edelman, Peter Broderick (Board of Selectmen Representative).

Excused: Ed Conant, Carla Crane

Unexcused: Stanley Shallet

**3. OLD BUSINESS**

**4. MINUTES**

November minutes were not available, Secretary was out ill. No motion was made to accept the minutes of November 15, 2015.

**5. NEW BUSINESS**

**Action Items from 11/15/15 meeting:**

The amount of Charrette Program fees in the Consulting line of Executive Budget. Amount is \$3,500.00 which was promised as to be contributed from Selectmen's budget - Peter Broderick, 11/22/15.

What is the Police Cruiser Replacement Schedule; Chief Briggs provided Cruiser Replacement Schedule 11/22/15.

What is the RERP Allocation for Emergency Management for 2016: The amount is \$47,300.00 - Peter Broderick, Chief Bill Seaman provided 11/22/15.

The Regional Planning Commission advised that the requested amount for 2016 is \$5,835 in a letter received by Selectman and Budget Committee Chair.

**Motion to review Heritage/Museum budget out of order and before Fire Dept.**

1<sup>st</sup> - Gary Finerty, 2<sup>nd</sup> Carol Croteau. All in favor, motion passed.

**4:15 Historical Museum Commission**

Ruth Albert introduced herself and Peter Broderick read the Budget line by line.

Rick Edelman asked if boiler maintenance was in the Equipment or Fuel cost line.

Peter Broderick responded that all fuel related budgets will be reviewed in upcoming Selectman's meeting, they need to look at YTD costs before setting 2016 final requests.

- Total budget is \$16,432. \$3,952 is for Heritage/Historical Museum and \$12,480 for Nichols Library operations.

- Lynn Gainty noted there should be a corresponding reduction in Selectman/Executive budget to offset any duplicate amounts included in the new Historical Museum budget.

#### **4:30 Forest Fires/Emergency Management**

Peter Broderick and Chief Bill Seaman reviewed the Forest Fire and Emergency Management budgets. Bill Timmons, Donald Briggs and Rich St. Hilaire were not available.

- There was discussion about needing a Forest Fire budget which is staffed by the Fire Department and the salary line for forest fires potentially reimbursed by the state.

- Emergency Management - RERP allocation is \$47,300. A few 2016 EM budget lines still need to be validated if they aren't going to be used.

#### **4:50 Fire Department**

Chief Bill Seaman reviewed the Fire Department Budget.

- According to Chief Seaman, the increase in the Comstar Billing fee line is due to better KFD ambulance/EMT bill collections by a new full time employee. The increased revenue results in Comstar receiving a higher percentage for billing services. Chief Seaman stated KFD "wrote off" approximately \$38,000 in unpaid Ambulance bills last budget but are now recovering some of that amount.

- Lynn Gainty asked why a 31% increase in Equipment Repair. Chief Seaman stated 5-year maintenance contracts were required on (2) heart monitor machines

- Lynn Gainty asked why a 133% increase in Radio Maintenance. Chief Seaman stated interagency communication in NH is weak and there is a company needed to evaluate equipment, frequencies, technology etc. in Kingston.

- Many members asked about the 200% increase in Radio Replacement. Chief Seaman stated portable radios, previously bought with state assistance need replacing at approximately \$3,900.00 each and he has approximately 50+ to replace. Some voiced opinion it should be included in a capital equipment request. Future discussion on the rolling plan to replace them.

- The increase in the telephone line is for the purchase of additional internet access for (2) iPads needed in the ambulance. This allows the EMT's to review previous patient history and to update detail while on site vs after they return to the station, improves efficiency and accuracy.

- Pay for Performance is in the part time and full time payroll lines.

- No expected matching Grant offers expected at this time but will advise if that changes.

Action items follow up questions for KFD/Cindy:

Is the new KFD secretary on a single or family health plan?

What is the collected amount YTD for Ambulance/EMT calls?

What's the actual YTD billing for Telephone?

97 **5:15 Board of Adjustment (Zoning):**

98 Electra Alessio (Ellie) introduced herself to new committee members.

99 Budget was read line by line by Peter Broderick.

100 Larry Heath asked Ellie if the books being bought were part of the full RSA set.

101 Ellie said Books were to ensure Members had the latest zoning regulations and data.

102  
103 **5:20 Cemeteries (Trustees)**

104 Peter B. introduced Willy McColgan, new president of Trustees association and Brad

105 Maxwell. Budget was read line by line by Peter Broderick.

106 Willy McColgan mentioned that mowing contract is expiring and there may be an increase.

107 The new contract will not be in place until after the year begins.

108  
109 Lynn asked Brad Maxwell for Trust balances. Brad replied that the Trusts activity and  
110 accounting are being managed by company in Hampton that's working out well so far and  
111 he would provide the balances by January 9<sup>th</sup> meeting.

112  
113 **5:35 Planning Board**

114 Budget was read line by line by Peter Broderick.

115 There was discussion of copier replacement, toner and maintenance contracts. Based on  
116 available funds in the 2015 budget the new copier will be purchased this year. Need to  
117 determine from Ellen F. what the \$400.00 office equip. line covers.

118  
119 **ADMINISTRATIVE**

120  
121 Action Items/Questions:

122 - What are the Trust Balances?

123  
124 **Motion to change next meeting on 12/6/15 to a starting time of 4:00pm.**

125 Judy Oljey motion, Sandy Seaman 2<sup>nd</sup> All in Favor, 0 Opposed. Motion Carried.

126 Notification needs to be made to Recreation about earlier start time, Rick Edelman will  
127 make sure this happens.

128  
129 **Motion to take Recreation out of order in 12/6/15 meeting.**

130 Peter Broderick motion, Carol Croteau 2<sup>nd</sup> All in Favor, 0 Opposed. Motion Carried.

131  
132 **6. ADJOURNMENT**

133 Peter Broderick made a motion to adjourn the meeting, Carol Croteau 2nd the motion.

134 All in Favor. 0 Opposed. Motion Carried. Meeting Adjourned at 5:42 PM.