

**TOWN OF KINGSTON, NEW HAMPSHIRE  
MUNICIPAL BUDGET COMMITTEE  
ORGANIZATIONAL MEETING  
December 10, 2017  
DRAFT MINUTES**

**1. CALL TO ORDER/ POSTINGS**

Chair Rick Edelman called the meeting to order at 4:00 PM.

**2. ATTENDANCE**

Present:

Charles Hart, Lynn Gainty, , Ed Conant, Rick Edelman, Carol Croteau, Mary Fidler, Peter Broderick, Stanley Shalett, Sandi Rogers-Osterloh, Gary Finerty were all present. Sandy Seaman arrived late as noted.

Absent:

Larry Heath and Lindsey Cunningham were both excused absences.

**3. MISC.**

Camera donation- Rick Edelman stated that he has offered to donate a 720HD camera to the Library and that they have been emailed.

Sandra Seaman arrived.

**4. APPROVAL OF MINUTES**

Lynn Gainty made a motion to accept the November 5, 2017 minutes. Charles Hart 2<sup>nd</sup> the motion. Sandra Osterloh abstained. All in Favor. Motion Carried.

**5. NEW BUSINESS**

Lynn made a motion to take Recreation out of order. Gary 2<sup>nd</sup> the motion. All in Favor. Motion Carried.

## 4:04 Recreation, Paul Butler

Budget was read line by line by Peter Broderick.

Rick Edelman asked about the \$2,000.00 increase in Seminars and Training. Paul Butler stated that there has been an increase in training including medical/ CPR training which costs \$572.00 for 12 people x \$44.00, Expert online \$399.00 + \$168.00 and Staff Time \$1,200.00.

Rick Edelman corrected Paul's math, stating that 12 x \$44.00 would be \$528.00 and the total would be \$2,295.00.

Charles Hart asked about Senior events being under budget. Paul Butler stated that there are unapplied expenses that were just spent. Charles asked if there have been more events planned to account for the "big jump" in budget. Paul stated that there have been more events noting that there was recently a trip to see A Christmas Carol at the Leddy Center. Paul stated that they spent \$2,573.00 through December 1<sup>st</sup>. He did not know the cost of the recent trip. The group discussed that even at \$1,000.00 for the trip, the total would be \$3,573.00. Revenue was stated as \$6,1627.00 total with \$5,9167.00 coming from summer camp.

Summer Salaries- Paul stated that salaries are based on experience.

Floor- Paul stated that the floor is a 30-40 year old concrete floor. He stated that the reasons for wanting it replaced include cleanliness, safety and presentation. He added that they were looking at a floating, laminate wood. There was discussion regarding the inclusion of a new floor being put into the Town Building's budget vs a warrant article and the possibility of a different solution i.e. painting the concrete. There was also discussion regarding the presented budget being 6.6% higher and there being a desire to lower that figure. Paul stated that he understood the need to lower the budget but added an alternate solution would be a temporary fix and he feels that a floor would need to be installed in the future. Carol Croteau added that CIP 2018 looks to be a busy year but that the floor could be addressed another year. Paul added that the floor has been this way a long time and that it would be okay for another year.

Paul added that there was a \$5,300.00 profit from the camp in 2017 and that the programs are growing in both support and attendance.

4:21 Mark Arrived

77 Peter Broderick stated that there is an increase in the Prosecutor line  
78 for the Police Department because two other towns dropped from the  
79 cost share for this service.  
80

#### 81 **4:22 Social Services:**

82 Peter read the budget line by line.

83 Charles Hart asked about unexpended funds. There was discussion  
84 about the process and that all funds approved will be expended by  
85 year end.  
86

#### 87 **4:34 Health Department:**

88 Peter Broderick requested an increase of \$1,000.00 for a new total of  
89 \$14,000.00. Lynn Gainty asked if the position could be outsourced.

90 Mark Heitz stated that it would be more expensive that way.

91 Mark explained that the state of NH installed 3 systems in the town to  
92 address PFOAs and that the service responsibility is now the town's  
93 burden. They noted that the Board of Selectman was unsure as to  
94 where the \$5,400.00 for this should go in the budget. There was  
95 discussion regarding it's' placement. It was decided that it should be  
96 Water Analysis and Treatment.  
97

#### 98 **4:46 Selectmen:**

99 Mark Heitz read the budget line by line.

100 Salaries- Mark stated that there have been changes in the staffing to  
101 accommodate needs noting that there was a PT moved to FT hours. Ed  
102 Conant asked if approval was needed prior to making a FT position  
103 from a PT position. Mark stated that they did not.

104 Ads- Mark stated that there were unexpected ads needed last year.

105 Contracted Services- \$50,000.00 last year for issues related to the  
106 PFOAs. There was a site survey done for \$48,000.00 to conduct an  
107 exploratory analysis of the drains at the firehouse. The results could  
108 mandate changes i.e. cost for remediation. There was discussion  
109 regarding past budgeted amounts and possible future need. It was  
110 determined that it should be left for the PFOAs.

111 Stanley asked if it would qualify for a superfund. Mark stated that he  
112 didn't believe that it would because of the contamination factor. He  
113 added that PROAs is a chemical and that the DES (Department of  
114 Environmental Services) is focused on the contamination aspect.

115 Telephones- Increase for the 2 additional Board of Selectman being  
116 added.  
117 Rick Edelman recommended to the Board of Selectman to reevaluate  
118 the Salary line, stating that he plans on recommending a lower  
119 amount. Mark stated that there is an \$85/ week stipend.  
120 Charles Hart suggested reevaluating lines in which the expended  
121 amount is significantly lower than the budgeted amount.  
122 Lynn Gainty asked if the state had set the tax rate. Mark stated that it  
123 had. He believed that the tax rate applied was \$500,000.00 to  
124 \$550,000.00.  
125 Mark stated his concern about cutting back based on the amount  
126 spent. There was discussion regarding the need to lower the overall  
127 budget to under a 6% increase.  
128

### 129 **5:11 Elections**

130 Mark Heitz read the budget line by line.  
131 There was discussion regarding how many elections there will be in  
132 2018. Ed Conant asked if the printing budget would be sufficient. Mark  
133 stated that it would. Stanley asked if the machines would be  
134 upgraded. Mark stated that there are no plans to replace the machines  
135 or a current need for any maintenance.  
136

### 137 **5:15 4150**

138 Seminars and Training- Lynn stated that there should be a subscription  
139 at least that should have been posted to the line. There was discussion  
140 regarding items not being posted to the correct line.

### 141 **Trustees**

142 Rick Edelman noted that the Bookkeeper line has increase from  
143 \$1,200.00 to \$1,600.00. Lynn Gainty asked if it is a new bookkeeper or  
144 if they are utilizing the existing Finance person. Mark Heitz stated that  
145 he believes the Trustees made a change to the bookkeeping service.  
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### 147 **5:18 4153**

148 Mark Heitz read the budget line by line.  
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### 150 **5:19 4155**

151 Mark Heitz read the budget line by line.  
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**5:22 4196**

Mark Heitz read the budget line by line.

**5:23 4197**

Mark Heitz read the budget line by line.

**5:24 4199**

Mark Heitz read the budget line by line.

**5:34 4240**

Mark Heitz read the budget line by line.

**5:37 4316**

Mark Heitz read the budget line by line.

Lynn asked about the lights being transferred from the state to the town and its impact to the budget line. Mark Heitz stated that it should be sufficient to cover the added costs. There was discussion regarding the Board of Selectmen’s decision to fund the lights due to safety concerns even though they are not a state requirement. Sandy Seaman asked if there were any plans to transfer to solar power. Mark stated that it had not been researched.

**5:42 4319**

Mark Heitz read the budget line by line.

**5:43 4611**

Mark Heitz read the budget line by line.

There was discussion regarding the year-end balance being over expended because the Milfoil was included even though it was a Warrant Article. It was noted that if Milfoil is removed, the actual expenditures should not be over the budgeted amount. There was discussion regarding the plans for working with a Forester regarding cutting back Fry Forest but costs and possible revenue has not yet been determined. It was noted that there is \$9,800.00 in their account, \$4,600.00 in their Money Market and \$3,100.00 in the Forest Fund. There was discussion regarding the Warrants Articles and money being posted incorrectly.

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**5:47 4323**

Mark Heitz read the budget line by line.  
There is a new 5 year contract for Residential services with an increase of 3% cost for each year.  
There was discussion regarding the increased Hazardous Waste Collection budget, noting that it has been increased based on prior year's usage.

**5:52 4583**

Mark Heitz read the budget line by line.

**4210 PD**

Prosecutor for the PD has increased to \$18,920.00 because Atkinson and Hampstead have dropped out of the cost sharing, bringing the total budget to \$754,240.00. Ed Conant noted that is still lower than 2 years ago.

**Misc.**

Lynn Gainty asked if there is a way that a surrounding town with a PT Health Officer that might be interested in working PT for Kingston as well. Peter Broderick stated that he was unsure.

Carol Croteau stated that Glenn Coppelman from CIP has asked to be added to the meeting on the 6<sup>th</sup> or the 7<sup>th</sup> for approximately 10-15 minutes. CIP was added to the meeting on the 6<sup>th</sup>.

**6. Next Meeting**

Next meeting is January 6, 2018 at 9AM.

**7. ADJOURNMENT**

Ed Conant made a motion to adjourn. Sandy Seaman 2nd the motion. All in Favor. Motion Carried. Meeting Adjourned at 6:01PM.