

NOV 23 2014

TOWN OF KINGSTON, NEW HAMPSHIRE
MUNICIPAL BUDGET COMMITTEE
ORGANIZATIONAL MEETING
November 16, 2014
DRAFT MINUTES

approved
11/23/14

1. CALL TO ORDER/ POSTINGS

Chair Lynn Gainty called the meeting to order at 4:06 PM

2. ATTENDANCE

Present:

Lynn Gainty, Ed Conant, Mike Morris, Mary Fidler, Gary Finerty, Carla Crane, Sandy Seaman, Judy Oljey, Stanley Shalett, Dennis Murphy, John Marzilli, and Peter Broderick (Board of Selectmen Representative). Carol Croteau was late, as noted.

Absent: n/a

3. OLD BUSINESS

Oaths of Office- Lynn reviewed her list and stated that they should all be set.

Contacts- Members were asked to verify and update any contact information.

Action Item (AC): *Changes will be updated and redistributed to the committee.*

DRA Update- There has been a change of contact for the DRA. The new contact is Michelle Clark- Municipal Accounts Advisor. Mobile: (603)230-5091 Email: michelle.clark@dra.nh.gov

Employee Grievance Committee- Gorge Korn from the Board of Selectmen spoke regarding the reconstitution of the committee within the town. Lynn asked for a volunteer from the KMBC. Mary Fidler volunteered to represent the Budget Committee.

Action Item (AC): *Email Catherine Grant to notify her of the committee member selection.*

Calendar- Lynn asked for members to review the upcoming calendar for any conflicts. Ed Conant stated that he would be absent December 7. Lynn noted that the Deliberative Session had been set by the Board of Selectmen for January 31, 2015.

43 Carol Croteau arrived.

44 45 **4. APPROVAL OF MINUTES**

46 Ed Conant made a motion to approve the minutes from April 6, 2014. Sandy
47 Seaman 2nd the motion. 9 in Favor. No Opposed votes. 4 Abstained votes. Motion
48 Carried.

49 50 **5. NEW BUSINESS**

51 **4:15 Conservation, Evelyn Nathan**

52 Budget was read line by line by Peter Broderick. Increase in Dues from \$300.00 to
53 \$480.00 is due to a price increase and missed Professional dues in 2014. Lake
54 Water Testing was decreased from \$3000.00 to \$2820.00. The Special Events and
55 Projects line has been changed to Public Education and Special Events. Lynn
56 Gainty asked for a list of events this line includes.

57 **Action Item: Evelyn Nathan to email list of Special Events to Lynn Gainty.**

58
59 Mike Morris asked Peter if other Department Heads would also have changes to
60 make to the information provided by the Board of Selectmen. Peter Broderick
61 stated that they most likely would. Mike asked if there have been previous
62 meetings done with the Department Heads. Peter responded that there have been
63 meetings as schedules have allowed but there will most likely be changes.

64 65 **4:23 Police, Don Briggs:**

66 Budget was read line by line by Peter Broderick. Cruiser Maintenance was
67 increased from \$15,000.00 to \$17,000.00 due to 2 catalytic convertors needing to
68 be replaced at \$1,000.00 each. Prosecutor line has decreased from \$20,000.00 to
69 \$18,400.00 due to the new contract. Electricity has been increased from \$5,600.00
70 to \$6,910.00 based on the projected increase of 37% given by Unitil. Peter stated
71 that this change will be made for each department as well.

72 Lynn asked for the chief to provide an updated Cruiser Replacement Schedule.

73 **Action Item (Mike Morris): Chief Briggs to provide a copy to Mike Morris.**

74 Lynn asked if the pay for performance was included in the salaries line. Chief
75 Briggs stated that it had been included along with a shift differential. Lynn asked
76 for him to elaborate on the shift differential. Chief Briggs stated that a differential
77 rate is to help with the retention issue in the department and to staff the evening
78 and midnight shifts.

79 Stanley Shalett asked if the convertors were covered under warranty. Chief Briggs
80 stated that they are over the mileage limits for the warranties. Dennis Murphy
81 asked if they would be covered under the emission warranties. Chief Briggs stated
82 they are not covered.

83 84 **4:30 Animal Control, Don Briggs:**

85 Budget was read line by line by Peter Broderick. Lynn asked about the mileage and
86 meals. Chief Briggs stated that it is for the Animal Control Officer's use of a
87 personal vehicle. It covers mileage for duties of the job, noting an increase of

88 delivering notices to homes for unlicensed dogs and transportation of the animals
89 to the shelter. Chief Briggs stated that he had negotiated a new price for propane
90 for all of the departments. Sandy Seaman asked if there had been less mosquito
91 control done in 2014 or if there is an outstanding bill, noting that only \$25,400.00
92 of the \$31,400.00 budget was spent. Peter stated that most likely there will be
93 another bill paid. Dennis Murphy asked for more information regarding the mileage
94 and meals. Chief Briggs stated that it is for mileage and that the line item title is
95 misleading. Peter stated that the gas and diesel for the town is now bought in
96 bulk. Chief Briggs asked for a straw vote for the ordering of a new cruiser in
97 accordance with the replacement schedule.

98 Ed Conant made a motion to conduct a straw vote. Sandy Seaman 2nd the motion.
99 12 in Favor. 1 Opposed. No Abstained. Motion Carried.

100 Stanley asked how the mileage is set. Chief Briggs stated that the rate is set by the
101 state.

102
103 **Miscellaneous Discussion:**

104 Peter Broderick asked if anyone recalled the line for the outside accounting
105 service had been funded for the 2014 Library budget.

106 Action Item: Research regarding 2014 Library budget accounting line item.
107

108 Sandy Seaman suggested not scheduling specific times for departments to appear
109 at the meetings. (The miscellaneous discussion was due to the previous
110 departments finishing early and having a large gap of time until the next
111 scheduled appearance.) Sandy clarified that department heads would be given a
112 general time to appear but that the specific times be removed from the posted
113 notices. Sandy made a motion to remove the times from the posted notices. John
114 Marzilla 2nd the motion. Lynn Gainty asked if the starting time for the meetings
115 would still be included. Sandy responded that they would. 12 in Favor. 1 Opposed.
116 No Abstained. Motion Carried. Lynn reviewed times for the future meetings and
117 asked that the members contact their assigned department heads and notify them
118 of the change.

119 Action Item (AC): Update Calendars and replace postings at Town Hall and Post
120 Office.
121

122 Peter stated that the starting salary for the Fire Department has been increased to
123 help staffing issues for the evening shifts Monday - Friday. They also plan on
124 increasing the salaries for the EMTs. He added that as a condition, the staff will
125 agree to work a certain amount of hours to cover these shifts. Peter also stated
126 that there is the possibility of a need to replace a fire truck that is having
127 mechanical issues.

128
129
130 Lynn reviewed the letters that have been received for Social Services. They are as
131 follows:

- 131 • Family Mediation- \$7,930.00
- 132 • Richie McFarland- \$2,700.00
- 133 • Area Homecare- \$2,000.00 (must go to Warrant)

- CASA, Vic Geary and Kingston Community House all must go to warrant

5:12 Human Services:

Budget was read line by line by Peter Broderick. Lynn Gainty asked if Salaries included Pay for Performance. Peter stated it does. Lynn noted that the amount is the same as 2014.

Action Item (Peter): Will research the Salary amount for 2015 being the same as 2014 and not reflecting Pay for Performance.

Ed Conant asked why the expenditures were listed as \$7,232.80 out of a budget of \$14,579.00. Peter stated that they are most likely not up to date. Mike Morris asked at what point an unused line item is removed from a budget request noting the Telephone line item. Peter stated that he will research how the telephones are being billed since there is most likely usage.

Action Item (Peter): Will research why there is no expenditure for Telephones.

Lynn stated that there are not expenditures for the Planning Board telephone either. Peter stated that in 2012 the Actuals were \$60.00 but there have been none since. Judy Oljay asked if it was because of the phone updates. Peter responded that he was unsure of the reason.

Action Item (Peter): Will obtain a copy of updated department Actuals.

5:18 General Assistance:

Budget was read line by line by Peter Broderick. Electricity increased to \$5,500.00 from \$3,500.00 due to the projected increase over the winter. Mike Morse stated that the economy is improving over past years and that the Actuals have been significantly lower than the budgeted amount. Mike stated that the requested amount would be hard to justify. Peter stated that the unspent funds are returned to the town. Mike noted that the budget is 3Xs the expenditures. Judy Olje stated that with the increase in rates, there may be an increased need adding that it is better to have the funds available. There was discussion regarding setting a precedence for setting an unreasonable budget amount that is unneeded. Lynn Gainty suggested that Mike make a motion for a lower amount.

Action Item (Peter): Will review the amounts with Ellen, the department head, and evaluate the requested amounts for heat and electricity.

5:41 Library, Bart Noyes:

Selectmen's Recommended Budget was read line by line by Peter Broderick. Peter stated that the Budget had not been discussed between the Board of Selectmen and the Library Board of Trustees, noting that the budget request had been submitted late and that schedules had not allowed for a meeting.

Legal- the Board of Selectmen recommends 0 since there are Town Funds available.

Accounting Services- the BOS recommends 0 since it was not a funded line item in 2014. There was no appropriation of funds.

Audio/ Visual- the BOS recommends \$5,500.00

Electricity- the BOS recommends the same increase as the other departments based on an increase of 37%

180 Telephone- Bart Noyes stated that the amount requested is because the existing
181 phone lines are commandeered during emergencies.

182 Accountant- Peter stated that the BOS reduced the Library budget by \$7,160.00.
183 He stated that in 2014 the Library used this amount to hire an outside accountant
184 which was not funded. He stated that the BOS believed this indicated a surplus of
185 funds.

186 Bart Noyes stated that in past years the Library has been treated as a Town
187 Department during the budget process. He stated that the Library is not a Town
188 Department but a separate entity with its own governing body. Bart read Chapter
189 202, General Laws. Lynn stated that the Accountant line item was not approved in
190 2014. Bart stated that it would be justified under Gross Budgeting, noting that the
191 KMBC recommends a bottom line but has no authority over the details. Lynn asked
192 if expenses for services over \$5,000.00 would accept bids. Bart stated that he did
193 not recall any restrictions in the library bi-laws. Peter stated that the BOS is not in
194 agreement. Stanley Shalett stated that it seems like the Library wants complete
195 autonomy but it is a public library and receives public funding. Bart stated that it
196 is a public library but it is governed by a separate entity other than the BOS. Sandy
197 Seaman asked why the Library would not be presented to the Town as a separate
198 budget like the School. Bart stated that the Budget Committee has ruling over the
199 budget. Lynn stated that Gross Budgeting would allow for the movement of funds
200 to an existing line but that the Accountant was nonexistent and not appropriated.
201 Peter stated that the library is a subdivision of the town. Bart noted RSA 202.
202 Bart presented his budget request. He stated that the Library is now a system
203 including the Nichols building and the Kingston Community Library. Lynn asked
204 whose budget currently covers the Nichol's building. Peter stated that the BOS
205 recommends that the building not be in the Library's budget. He added that there
206 is a possibility the building will be used for a museum. There was discussion
207 regarding the building and its future use. Peter stated that the buildings are the
208 Town's property and that the Municipal Properties have handled the buildings in
209 previous years. Lynn stated that she would prefer to review the budgets
210 separately.

211 Nichols

212 Mary Fidler asked why there us a salary budget. Bart stated that there are
213 currently people working on a volunteer basis. He stated that the Library is
214 requesting to hire an individual for 4hrs per week. Sandy Seaman stated that new
215 employee proposals need to go to Warrant. Bart stated that is town practice but
216 not the Library, noting RSA 202. Judy Oljey stated that her understanding of the
217 new proposal is that the Town raises the fund to meet the Library's requests,
218 transfers the funds but has no say in how it is spent. Dennis Murphy asked who
219 owns the buildings. Bart stated that the town owns Nichols. He stated that the
220 roof is failing on the Nichols building and that the town is responsible for the
221 repair. Lynn asked if any maintenance is the town's responsibility. Bart stated that
222 the town is only responsible for larger building maintenance but not the day to day
223 maintenance. There was discussion regarding the separation that is addressed by
224 RSA 202. Gary Finerty asked about the function of the Archivist. Bart stated that
225 his job involves reference type material for the library. He stated that the

proposed staff employee would receive \$20.00 per hour 4 hours per week. He stated that the individual has training working with historical items. The Director salary listed is the portion of the Director's salary associated with their overseeing the employee. He stated that the archivist is currently working as a contractor. There was discussion regarding the individual going from contracted services to an employee. Lynn asked about the Equipment Furnishings and Library Supplies line items. Bart stated that they are to support patrons in the building. Lynn asked why there are amounts for FICA, Health, etc. Bart stated that these amounts are also the portion of the Director's benefits associated with the building. Leslie Hume stated that the figures could be corrected to better reflect the budgets.

Action Item: Lynn requested the Library provide 2014 Actuals.

Bart stated that Computers and Network funds are requested for internet and to add the building to the Community Library network. Bart stated that the Library would like to hire a contracted cleaner for the building. Peter stated that the building is being cleaned 2Xs a week by the town.

Community Library

Bart stated that the Salaries include a 2% pay for performance. The health Insurance premium is \$24,950.00. Peter stated that the figure should be changed as the contract was just recently settled. He stated that the BOS's figure is accurate as it is based on the settled amount. Bart stated that the new director will be starting in December. Bart stated that for safety reasons, the Library is staffed by 3 employees at all times and that coverage is needed for sick time and vacations. Advertising is an added line item. Lynn asked why Education was increased to \$400.00. Bart stated that in past years, staff missed out on training opportunities due to insufficient funds. Lynn asked if the trainings were required for certifications. Bart stated that they were not but that there is a program being developed in the state to increase certification. Bart stated that the Library is requesting Legal funds noting that they do not have access to the town's legal line. There was discussion regarding the Library's claim. Bart added that the current issue regarding the difference of opinion regarding governing bodies is an example of a legal conflict of interest. Lynn stated that she recommends the line be funded at \$0. Peter stated that if funded at \$0, the Library could transfer funds as they did for the Accountant. Dennis asked if ink cartridges should be equipment and not supplies. Bart stated that it should be supplies. Lynn explained that the copier would be equipment and the toner is considered supplies. Lynn asked why there is an increase in Audio Visual and Books. Bart stated that the Library specifically held back their request last year because of the overall budget. Lynn asked if there were usage statistics available. Bart responded yes.

Action Item: Lynn requested the Library provide statistics regarding the increased usage of Library services provided.

Leslie Hume stated that the cost to participate in the ebooks program is directed by the state, adding that the fee is based on usage and the size of the community. Bart stated that he is comfortable with the Library's proposed requests. He stated that the personnel increase is mainly due to a \$23,000 increase in insurance. He stated that Grounds Maintenance will be replaced with the line Building

Maintenance. Lynn stated that although the Accountant line was not in budget for 2014, the Budget is listed as \$7,160.00.

Action Item: Lynn stated that the Budgeted amount for Accounted needs to be changed to \$0.00 and not \$7,160.00 since it was not approved in 2014.

Bart stated that there is approximately and increase of \$23,000.00 over 2014.

Leslie Hume stated that there was approximately \$2,000.00 in offsetting revenue.

Action Item: Lynn requested the Library provide 2014 Year to Date spent through October before the meeting on December 7, 2014.

Peter distributed information (i.e. emails, RSA 202, RSA 32, etc.) to rebut the claims by the Library regarding their governing body. Carla asked why there is the same argument every year. There was discussion regarding the changes to the budgeting process over the years. Bart requested a letter from the KMBC's Chair, Lynn Gainty, to acknowledge that there is a dispute between the BOS and the Library Trustees. He stated that they would then seek legal counsel regarding the matter. Judy asked if that would be in the best interest of the town. She suggested a mediator. Bart stated that all options would be discussed by the Trustees. Lynn asked if there were any further questions or discussion regarding the budgets presented. Bart asked for a recess to speak with Lynn. Lynn denied the request based on the time and the other Department Head waiting in the audience well past his scheduled appearance time.

7:45 Highway, Rich St. Hillaire:

Lynn asked when the budget request had been submitted. Rich stated that his budget was submitted on time. He noted that his original meeting with the BOS was in September and that it has been amended to reflect changes.

Budget was read line by line by Peter Broderick. Dennis Murphy asked what Equipment Repairs included. Rich stated that it covered the 5 trucks. Dennis asked about Oil and Grease. Rich stated that the two line items could be combined since they are both for the equipment. Hardware was increased from \$2,500.00 to \$3,000.00. Mike asked about the Hot Mix amount being requested last year but not spent. Rich stated that the paving was not done because there were not enough funds. He stated that Main Street will cost between \$375,000.00 and \$400,000.00 so the plan is to encumber any funds from 2014 and combine with 2015 request. Plow Blades was increased from \$3,500.00 to \$5,000.00. Safety Equipment was increased from \$2,000.00 to \$2,500.00. Signs and Barricades was decreased from \$3,000.00 to \$2,500.00. Heat was increased from \$5,000.00 to \$10,000.00. Electricity was increased from \$3,600.00 to \$7,970.00. Salaries was increased from \$232,780.00 to \$240,000.00. Overtime was increased from \$32,000.00 to \$35,000.00. The new total Proposed is \$675,940.00, a 4% increase from 2014.

Municipal Properties, Rich St. Hillaire:

Budget was read line by line by Peter Broderick. Salaries was increased from \$75,000.00 to \$80,000.00. Overtime was increased from \$5,000.00 to \$6,000.00. Capital Equipment was decreased from \$14,000.00 to \$10,000.00. Fixture Repair was decreased from \$5,000.00 to \$4,000.00. Heat and Service was increased from \$16,000.00 to \$18,000.00. Monitoring was increased from \$3,700.00 to \$4,500.00. Utilities was increased from \$10,500.00 to \$14,300.00. Lynn asked when the Fuel

317 Tank Maintenance will be removed. Rich stated that it is temporarily closed for a
318 year, possibly being removed in 2016. He added that he would update the
319 Committee with any new information after his meeting with the State. Judy Olje
320 asked if the Heat included the Recreation Center. Rich stated it did not. Lynn
321 asked if a heater had been purchased. Rich stated that it would be purchased this
322 year. Mike stated that he had heard complaints about the heat during the summer.
323 Dennis Murphy asked about the Organic Fertilizer. Rich stated that it also includes
324 compost. Rich stated that the new building will be breaking ground soon. He
325 added that it would have cost more money than allocated so the plans have been
326 changed to meet the budget. Lynn asked if the CIP would be used to make
327 additions. Rich stated that they probably would not as they are not required
328 items. Judy stated that she was concerned that the building would not be built as
329 it was planned and expressed concern for the crew and its safety. Lynn asked if
330 there was a possibility for Petition Warrant Articles. Rich stated that there may be
331 a possibility. Rich stated that there is a need for an additional staff person/
332 mechanic. Judy spoke in support of Rich and the department. Ed Conant noted
333 that there should be an existing approved staff position that has been left
334 unfilled/
335

336 **6. ADJOURNMENT**

337 Lynn noted that the next meeting is November 23, 2014 at 4PM. Mary Fidler made
338 a motion to adjourn. Carol Croteau 2nd the motion. All in Favor. Motion Carried.
339 Meeting Adjourned at 8:20.
340
341