

**TOWN OF KINGSTON, NEW HAMPSHIRE
MUNICIPAL BUDGET COMMITTEE
ORGANIZATIONAL MEETING
November 17, 2013
DRAFT MINUTES**

1. CALL TO ORDER/ POSTINGS

Vice Chair Ed Conant called the meeting to order at 4:12 PM.

2. ATTENDANCE

Present:

Ed Conant, Mike Morris, Mary Fidler, Gary Finerty, Ron Conant, Keith Dias, Carol Croteau, Carla Crane, Sandy Seaman and Peter Broderick (Board of Selectmen Representative)

Absent: Lynn Gainty (excused), Stanley Shalett (unexcused), Judy Oljey (arrived late)

3. APPROVAL OF MINUTES

November 3, 2013: Mike Morris stated that there was an error on line 36, stating that he was assigned the Trustees and not the Conservation Department. Mike Morris also added that Brad Maxwell would not be able to attend the meeting but would be available on the December 8th meeting to answer any questions. Carol Croteau made a motion to approve the minutes from November 3, 2013 with the changes noted. Mike Morris 2nd the motion. All in Favor. No Opposed votes. Keith Dias, Carla Crane and Sandy Seaman Abstained. Motion Carries.

4. NEW BUSINESS

Trust Fund Balances- Peter Broderick provided the members with the Trust Fund Balances as of October 31, 2013.

Calendar- Ed Conant noted that the next meeting scheduled for December 1, 2013 is Thanksgiving weekend. Mary Fidler made a motion to change the next meeting date to December 8, 2013. Sandy Seaman 2nd the motion. All in Favor. No Opposed votes. No Abstained votes. Motion Carries.

Action Item: Calendar needs to be reposted. Department Heads need to be contacted by Liaisons to be notified of the change.

Deliberative Session- Peter Broderick stated that the Deliberative Session had been scheduled for February 1, 2014. He added that the possibility of inclement weather had been considered and if needed, it would be recessed to February 8, 2014.

5. OLD BUSINESS

Carla Crane asked about the discussion that took place the previous meeting regarding Vic Geary. The KMBC discussed the situation and the motion carried on November 3, 2013.

Action Item: Peter Broderick stated that he would connect with the Department Heads and notify them of the meeting change.

Action Item: Ed Conant stated that either he or Lynn Gainty would contact Stanley Shalett via phone regarding the change.

6. NEW BUSINESS

4:19 Chief Seaman, Forest Fire: No notations.

EMS: Mobile Electronic Sign to be purchased for town usage during emergencies.

RERP- Mike Morris asked if the amount is completely reimbursable. Chief Seaman stated that it is. He added that the drills are all budgeted.

Gary Finerty asked if there was a phone line increase. Peter Broderick responded "no".

4:20 Fire: Capital Equipment- To purchase 1 gas meter for the Chief's vehicle. (Judy Oljey arrived 4:21)

Computer Upgrade- Peter Broderick stated that the school is now doing Technical Support for the Town. Ed Conant asked about the Title of the Line Item- Computer Upgrade. Chief Seaman stated that the line encompasses all the department computer related needs.

Dues- This amount was previously covered by grant funds. Board of Selectmen has approved adding the line item to the budget to keep the funding.

Heat and Service- Ed Conant stated that the YTD balance through October 25, 2013 is \$6,900. Chief stated that he carried over the same amount from the previous year's request.

Radio Replacement- Request is down because they are used less due to the pagers that were replaced in 2009 with Grant funding.

Rolling Equipment- Ed Conant asked if Chief Seaman thought the request was sufficient to cover any upcoming expenses. Chief Seaman stated that there are no known, large expenses coming up.

SCBA- Increase because of testing that is due.

Seminars and Training- Ed Conant noted that there is a YTD balance of \$4,100. Chief Seaman stated that was due to a training that had been expected to take place last year but did not begin until September of the current year. He stated that he is requesting the same amount in order to allow training and added that he rarely comes close to the amount requested.

Telephone- Ed Conant asked why the increase to \$4,500 from \$3,400. Chief Seaman responded that he was unsure and would be fine with the \$3,400.

FT Salary- Mike Morris asked if the increase was similar to the increases in the other departments. Peter Broderick stated that the departments are not compared and that increases are not done "across the board". He stated that the

Board of Selectmen meet with the Department Heads and discuss the Salaries by department.

4:39 Zoning: No department representative which was unexpected. The KMBC discussed the order of departments presented to allow time for a representative to arrive.

4:40 Historic District: Peter Broderick read the budget line by line. No changes. Total \$1,550. Ed Conant noted that their YTD balance was only \$276. Peter Broderick stated that there are several line items that are unpredictable such as abutter notices, postage, legal and noted that they are “just in case”.

4:45 Planning Board: Peter Broderick read the budget line by line.

Contracted Services- Peter Broderick stated that the Town has begun implementing the review from the impact fees but that they are keeping the budget line at this time in case the Consultant needs to be brought back in during the process. Ed Conant noted that YTD is over budget at \$15,423.

Action Item: Peter Broderick stated that he would research the amount.

Action Item: Peter Broderick also stated that he would research the line item “Engineering Consultant” (There is a \$1,000 increase request for the line item and the YTD Actuals are \$1,569).

4:50 Zoning: Ellie Allesio

Legal Ads- Ed Conant noted that the YTD total is \$975 and he asked if the line item needed to be increased for next year. Ellie stated that the funds are not usually expended and that they are consistently decreasing. She added that they are offset by fees which are incoming revenue. She stated that she would defer to the KMBC’s discretion.

4:44 Conservation: Peter Broderick read the budget line by line.

Boat Launch- Peter Broderick stated that the amount may change.

Lake Testing- Ed Conant noted that they YTD total is \$680. Peter Broderick stated that there was a change of Department Heads and that there may have not been as much testing done because of that. Mark Heitz (who had arrived at the meeting) stated that the Board of Selectmen is anticipating an increase in testing due to new EPA standards. There was discussion regarding the new standards.

Mileage- Increase from \$100 to \$200. Peter Broderick stated that is due to 5 new members and anticipated training.

Special Events- Peter Broderick stated that this line would cover photo contest materials including prizes and laminating posters and other material. Carol Croteau asked why the prizes are being purchased and not donated.

Action Item: Peter Broderick stated that he would ask the Department Head.

Ed Conant stated that this is a department that keeps the unspent amount of the budget and noted that the YTD total is \$3,400 of the \$6,900 budget.

There was discussion regarding the Line Items for Supplies, GPS and whether or not the GPS had already been purchased.

Action Item: Peter Broderick stated that he would clarify and ask the Department Head to be present for the December 8 meeting to answer questions.

5:12 Trustees of the Trust, Cemeteries: Peter Broderick read the budget line by line.

Salaries- should be \$5,800 not \$6,300.

Contract- Peter Broderick stated that it is subject to change because there is no contract yet.

Improvements: Peter Broderick stated that the decrease is because there were planned projects that the new trustees feel are unnecessary.

Millstream Contract Mowing- Peter Broderick noted that this is also a new contract.

Millstream Flowers- Peter Broderick stated that this reflects an increase in the cost of the product.

Mark Heitz noted that the group is losing Trustees and he encourages town members to run for the positions.

7. SELECTMAN UPDATE

Action Items from last meeting- Peter Broderick was reminded that he had outstanding items from the previous meeting.

- Healthcare for the Library PT Employees based on the new regulations.
- Amount of Encumbrance for the Police Department Ammunition.

Peter Broderick stated that he would research these items and have the information at the next meeting.

8. NEXT MEETING

Next meeting is December 8, 2013 at 4:00 PM at the Town Hall. Members were asked again to contact their Department Heads attending and notify them of the change.

9. ADJOURNMENT

Keith Dias made a motion to adjourn. Sandy Seaman 2nd the motion. All in Favor. No Opposed votes. Ron Conant Abstained. Motion Carries. Meeting adjourned at 5:31.