

TOWN OF KINGSTON, NEW HAMPSHIRE
MUNICIPAL BUDGET COMMITTEE MEETING
NOVEMBER 4, 2018
DRAFT MINUTES

1. CALL TO ORDER/ POSTINGS

Chair Lynn Gainty called the meeting to order at 4:10 P.M.

2. ATTENDANCE

Present:

Lynn Gainty, Sandy Seaman, Ed Conant, Carol Croteau, Larry Heath, Mary Fidler, Kevin St. James, Stanley Shalett, Sandi Rogers-Osterloh, Axl Prophett, Rick Russman, Sean Murray

Absent: There were no absent members.

3. APPROVAL OF MINUTES

April 22, 2018: Larry Heath made a motion to approve the minutes from April 22, 2018. Ed Conant 2nd the motion. All in Favor. No Opposed votes. 3 abstain, Axl, Rick Russman, Sean Murray, Sandy Seaman, Stanley Shalett. Motion Carried.

4. OLD NEW BUSINESS

Calendar and Updates- Carol Croteau noted that Glenn Copleman was to be added to the agenda to attend the 11/4/18 meeting. The Museum and Heritage departments need to be added to the calendar on 11/18/18, Lynn asked that the liaison should please contact the Department Head.

5. NEW BUSINESS

Members were provided with initial budget package which included the KMBC calendar, liaison list, 11/4/18's Agenda, draft Minutes from April's meeting and a list of KMBC members and their term details.

Note that Kingstonhs@comcast.net is new email for Health and Services (Faulconer)

CIP: Motion to take CIP Capital Improvement Plan out of established order was made by Larry Heath with Carol Croteau seconded, motion carried. Glenn Coppleman joins us with a table of 6-year Capital Improvement Plan (CIP) advisory document. The next CIP meeting is Monday the 26th Carol Croteau attends as the Budget Committee liaison.

Sean Murray asked a question regarding impact fees relating to the Library (\$36,362.00) directed at Glenn Coppleman. Glenn clarified that impact fees noted on his excel spreadsheet, which was presented to the committee, should be interpreted as a savings account for specific departments. The impact fees could be used on Library capital projects e.g. LED Lighting or the Solar Array project. Glenn clarified the CIP is in draft form and he anticipates adoption in December if not January by the Planning Board.

Conservation: Representative John Ricker treasurer of Conservation Commission was introduced. Boat Launch Attendant at \$2,500.00 and Dues at \$600.00. Lake Water Testing asking for an increase for testing on Country Pond in specific. Sean Murray is a member of Country Pond Lake Association, he clarified - as a member - that they are requesting a dissolved oxygen meter to increase accuracy of testing regarding Cyanobacteria. This is not a solution, rather a further method the determine the diagnosis. New ask with all identified line items is an ask of \$2,018.00. Mileage and meals are an increased ask for a total of \$300.00. Professional Services asking for an increase to \$600.00. Larry is concerned for the continued testing and maintenance of the lakes as brought forth by the lake's individual associations, and how taxpayer dollars may inequitably assist those who live on the lakes, i.e. the members of the Lake's associations. Kevin St James asked if the costs were split for the CPLA with Newton and received an affirmative. Total ask is \$7318.00, spend to date as of first week of Nov is \$5,685.00.

Police: Police Chief Don Briggs joins us to discuss police department budget. Increase total budget of 2% over 2018 budget. Lynn has a question on capital equipment expenditures to date, Chief Briggs says that they have an outstanding purchase order. Ask for 2019 is \$766,881 which is 2% over last year budget. There are two increases, the salary has a 2% increase and the Prosecutor has an increase of \$1,326.00 to \$19206.00. Straw vote for cruiser replacement was motioned Ed Conant seconded by Gary. Straw vote is a request by police to have a cruiser ordered out of normal budget cycle and we apply the cost to the 2019 budget in March. All voted in favor. For cruiser replacement schedule was provided 2015 vehicle #3 schedule for replacement 3/2019; 2016 vehicle #5 schedule for replacement 3/2020; 2017 vehicle #6 schedule for replacement 3/2021; 2018 vehicle #4 schedule for replacement 3/2022.

Pest and Animal Control: Briggs also went over Pest and Animal Controls budget; the budget ask is level funds from 2018 at \$54,051. This budget does contain the funds for \$34,000.00 for yearly mosquito control.

Library: Larry made a motion to take Library out of order, seconded by Gary Finerty, we are joined by Rebecca Mateyk the Library Director, they are transitioning an employee from part to full time which accounts for her worst-case-scenario budget increases on insurance, FICA, salaries etc. Grounds, lighting, and pay-per-performance discrepancies are asked to be addressed and brought again before the budget committee. Discussion brought forth by Sean Murray and Kevin St James about central bidding on equipment e.g. copiers and its town-wide benefits with hopes it is explored. Budget ask is for \$359,382.00 which is a 10% increase over the prior budget year. A part time employee has moved to full time per last years ballot question with full time benefits. Committee asks that the transfer line be reduced by what savings are realized when the employee select the final insurance coverage.

95 **Municipal Property:** Sandy motions to take Municipal Property out of
96 order seconded by Carol. Per Rich St Hilaire membership fees
97 requested to be adjusted to \$1, no longer have outstanding
98 memberships. Nichols Town Museum front stairs on left hand side is
99 crumbling / rotted, historic registered building, no contractor yet and
100 so this is an estimate with three bids out on the steps for the historical
101 museum of \$7k to \$40k, Rich believes this estimate could rise, those
102 involved are not prepared to apply for grants for the project. This is a
103 23% proposed increase in the budget for capital improvements, lawn
104 mower and mold testing. The rest of the budget is pretty level funded
105 for a total of \$251,852.00.

106 **Highway Dept:** Rich St Hilaire also represents the Highway Dept,
107 equipment rentals going up for usage of bucket trucks and chippers.
108 Rich believes this will be the last year for the \$8,500.00 radio
109 replacement line item as he updates the systems. Storm Water
110 Management may need to be increased, EPA fine according to Rich is
111 more than \$40,000.00 a day for non-compliance, so whatever is
112 needed 'must' be approved. Sean Murray asked about brine usage in
113 salt/ice treatment, Rich believes it would be upwards of \$100,000.00
114 in equipment to implement. The current ask is 2% above last years ask
115 for a request of \$986,506.00.

116 **Street Lighting:** Street lighting represented as well by Rich, 10%
117 increase, we are essentially at the will of Unitil, options include
118 Kingston owning the lights instead of leasing them, Stan believes the
119 utilities commission should be contacted regarding Unitil's position.
120 The budget amount is \$33,000.00 which is up \$3,000 from the prior
121 year.

122 **Other Highway Streets and Bridges:** Rich proposes a 2% increase from
123 prior year. The ask is \$181,956.00. The offsetting revenue derived
124 from the block grant is estimated to be \$142,000.00 which is disbursed
125 in 4 payments throughout the year.

126 **3 Warrant Articles:** Truck replacement \$86,000, Building Maintenance
127 \$50 to \$60,000, Wood Chipper \$65,000.

128 **ADDITIONAL NEW BUSINESS:** Ed asked about a secretary, Lynn
129 suggested putting something in the paper requesting a new secretary
130 to replace the former secretary.

131 A discussion was held regarding the Kingston Municipal Budget
132 Committee's By-Laws. Cindy Kenerson requested we add to the by-
133 laws the recording of warrant articles. Carol Croteau will review, a
134 copy will be handed out at the 11/18/18 meeting and we will adjust or
135 vote to place on file. Lynn clarified that the chair DOES vote.

136 **6. Next Meeting**

137 Next meeting is November 18, 2018 at 4:00PM.

138 **7. ADJOURNMENT**

139 Larry Heath made a motion to adjourn. Rick Russman 2nd the motion.
140 All in Favor. Motion Carried. Meeting Adjourned at 6:59 P.M.