

**MINUTES OF MEETING
MUNICIPAL BUDGET COMMITTEE
January 11, 2006**

A meeting of the Municipal Budget Committee was called to order at 6:30 p.m. in the meeting room of the Conway Town Hall with the following members present: Chairperson Melissa Stacey, Vice-Chair Betty Boucher, Phil Dighello, Bill Jones, Randy Davison, Bob Drinkhall, Carl Rosenthal, Debra Deschenes, Russ Seybold, Kirk Smith, Rick Pacquette, Maureen Seavey and Karen Umberger. Also present were: Earl Siers, Paul DegliAngeli, Lucy Philbrick, Rhoda Quint and B.J. Parker.

Town Clerk

Rhoda Quint, Town Clerk, presented her budget. She indicated it was up in the election department because there will be three (3) elections in 2006. She also indicated the software for which \$ 4,800 was budgeted last year will be implemented this year. Betty Boucher asked if the software would take care of the glitches and Rhoda said it would. System moderator was dropped from \$ 400 to \$ 100 since nothing was spent last year.

Welfare

B. J. Parker, Welfare Officer, said the BOS was supporting a \$ 4,000 budget, with the increase due mainly to fuel. Randy Davison asked what her major responsibility to the town was, and she replied that since 2000, when this position became full time, it has been to ensure the right people receive the right service with eligibility being the key. In doing this, she tries to be as frugal as possible while practicing quality control as much as she can. Earl Siers added that she also seeks repayment from clients since the payments are really loans. Russ Seybold inquires whether fuel assistance was in the first line and B.J. said it was. Russ asked how much was spent last year and she replied that \$ 1,400 was spent. Earl added that when the cost of fuel goes up, the number of people needing welfare increases. Randy asked any part of the budget was reimbursable from the government. BJ said sometimes. Earl added that state law requires that each town do this and that no one is turned away but our goal is always to spend as little as possible in doing this. He said BJ also keeps our legal expenses down. She added that we receive a lot of assistance from the county. Karen Umberger said that technically speaking, a selectman could do this job, but would not have the time to do it, realistically speaking. Bill Jones asked where the rest of the money goes and BJ said it goes to rent, heat, medical, misc., all of which are things for which she keeps records. BJ said 38% of the activity is reflective of people from other towns and if she assists them, she gets the other towns to reimburse her. Maureen Seavey pointed out that as a perspective, the budget for this was \$ 80,000 twenty years ago. Betty asked if there was any replacement for Sarah Bechtold, and BJ said there was not. Betty asked how much money did we get from the other towns. BJ did not know. Chairperson Stacey asked why the reduction of \$ 1,000 and Karen said Earl had done that. Russ asked if "fuel assistance" included different ways to get heat, i.e., gas, oil, propane, electricity, etc. Earl replied in the affirmative. At this point Randy asked if the books had been closed yet and Earl said they had not been

closed. Melissa asked when the Budget Committee should write their letter to the BOS recommending changes (assuming there are such recommendations), and Earl said by late January.

Highway Department

Paul DegliAngeli asked if there were any questions. Phil Dighello asked why the 26% spike in vehicles. Paul said fuel was the major reason. Paul also said there had been a major increase in the price of salt. Betty asked about Eaton and Fryeburg under "hire equipment," and Paul said these involve roads that are not passable in winter and need assistance. He said the issue will go away by 2112. Betty then asked how many people were involved with longevity pay. Paul indicated that because of attrition, there were no more. Also, there were no part time people in the garage. Carl Rosenthal asked about "General Repairs," and Paul said this involved guard rails. Paul said the West Side Road involved maintenance (since it received infrastructure work in the late 90's and was now receiving periodic topping work), but Seavey Street came from the infrastructure budget as it underwent heavy work this year.

Solid Waste

Randy said he noted the BOS moved it from \$ 8,000 to \$ 6,000 but that his recommendation was to move it to \$ 4,000. He said that when budgeting, it is important to look at historical experience as a guide to future budgetary needs. Paul said he needs to remain flexible inasmuch as you never know what you can anticipate when it comes to landfill issues. He said he would not be comfortable going any further down as it would leave him and the town vulnerable to unanticipated events such as a leak that might require costly testing and other unforeseen expenditures. Betty asked about special waste and Paul said it had been changed to a revenue account (#1692). Melissa asked if zero had been spent on legal and Paul said yes. Betty asked if under line # 1767, other towns contributed, and Paul said yes, participating towns did. Betty asked how we figure out how to bill them and Paul said through grants, population and other things. Carl said the budget is going up by 6% but that health insurance is going up by 30%. Paul said this was due to a single employee getting married during the budget year which moved that employee to a higher program. Russ noted that while this Health Insurance rates issue is a national issue, it is also one that Conway voters have to absorb as well, and some of them don't even have coverage for themselves. He said he knows we are going to discuss it on February 8 but he still wanted to stress the importance of it here. He indicated that we need to do something whether it be co-pay, deductibles, a more equitable split, or whatever. It was agreed that the issue Russ raised would be discussed on February 8.

Bill Jones asked about the increases in solid waste and Paul said it was due to the revolving funds, Under line # 0650, Randy said the Budget Committee should recommend reducing it to \$ 1,000. He again stressed the point that if you did not spend it in the past, you should not budget it for the future and that you must look at historical

experience. Bill asked what # 0746 was and Paul said we were under contract based on low bid. Karen noted that we did reduce landfill expansion. Randy asked if there were any repercussions for haulers not to recycle. Paul said the big haulers were still here but the trash they haul leaves town. Betty asked where we stood on projects this year and Paul said it was on the last page in the Capital Reserve Section.

Warrant Articles

Earl reviewed the warrant articles as follows and indicated there may not be a Police Warrant this year due to the fact they may not have a Collective Bargaining Agreement. Phil said he would like an apples to apples comparison next year given the many changes in the manner these items are being budgeted, particularly with respect to the ones involving revolving funds. Bill Jones asked if the interest generated by the revolving funds will stay in those accounts, and Earl said that presumably they would. Randy said we need to be more specific as to what is included in special waste. Earl said the next three (3) articles were there due to Karen doing quite a bit of work with the net result of better budgeting and more savings. Randy offered accolades to Karen. Regarding improvements to Schouler Park, Russ noted that driving in tent spikes could undo the proposed sprinkler system and improved electrical system and that we must exercise care here. Carl noted that the Village Association might help out here and Earl said they will be presenting to the BOS in February. Earl added that he wants to replace certain elements of the playground so the town (with volunteers) can do it ourselves. Randy asked if someone would be overseeing this and Earl said no. Phil indicated there should be a four (4) cent tax impact on this. Earl agreed.

ARTICLE : (Operating Budget) Shall the Town of Conway raise and appropriate as an **OPERATING BUDGET**, not including appropriations by Special Warrant Articles, the amount set forth on the budget posted with the Warrant Article for the purposes set forth therein, totaling Eight Million Four Hundred Eighty Thousand Two Hundred Two Dollars (\$8,000,000). Should this article be defeated the operating budget shall be Eight Million Dollars (\$8,000,000) which is the same as last year, with certain adjustments required by previous action of the Town of Conway or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **Recommended by the Board of Selectmen (0). Recommended by the Budget Committee by vote of (-0).**

ARTICLE : (Separate-not included in Budget Appropriation Article #) To see if the Town will vote to approve the cost of items of a one-year **COLLECTIVE BARGAINING AGREEMENT FOR THE CALENDAR YEAR 2006 BETWEEN THE TOWN OF CONWAY AND AFSCME #93, LOCAL 859, DEPARTMENT OF PUBLIC WORKS** which calls for no increase in benefits or costs to the Town for fiscal year 2006. This means that the 2006 contract results in no additional costs attributable to

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the increase in benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. **Recommended by the Board of Selectmen (5-0-0).**

Recommended by the Budget Committee (-0).

ARTICLE : (Separate-not included in Budget Appropriation Article #11) To see if the Town will vote to approve the cost items included in a one year **COLLECTIVE BARGAINING AGREEMENT FOR THE CALENDAR YEAR 2005 BETWEEN THE TOWN OF CONWAY AND AFSCME LOCAL 3657, POLICE DEPARTMENT** which calls for an increase in benefits or costs to the Town for fiscal year 2006 of Dollars (\$00) and further to raise and appropriate the sum of Dollars (\$00) for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. **Recommended by the Board of Selectmen (-0). Recommended by the Budget Committee (-0).**

ARTICLE : (Special-not included in Budget Appropriation Article #) To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty Five Thousand Dollars (\$125,000.00) to be placed in the **MAINTENANCE OF TOWN BUILDINGS AND FACILITIES CAPITAL RESERVE FUND**. This appropriation is in addition to Warrant Article , the Operating budget Article. **Recommended by the Board of Selectmen (-0-0). Recommended by the Budget Committee (-0).**

ARTICLE : To see if the town will vote to establish a **REVOLVING FUND FOR POLICE COMMERCIAL DUTY** for the purpose of providing public safety services by municipal employees or volunteers outside of the ordinary detail of such persons, including but not limited to public safety services in connection with special events, highway construction, and other construction projects as allowed pursuant to RSA 31:95-h. All revenues received for police commercial duty will be deposited into the fund, and will be allowed to accumulate from year to year, will not be part of the town's general fund surplus, and may only be expended for police commercial duty purposes. The Board of Selectmen shall be authorized to withdraw and disburse funds in accordance with the purpose of the fund. **No property tax funds will be raised to support this warrant article. The Police Commission supports this article. Recommended by the Board of Selectmen (-0-0). Recommended by the Budget Committee (-0).**

ARTICLE : To see if the town will vote to establish a **REVOLVING FUND FOR RECYCLING SPECIAL WASTE** for the purpose of recycling construction and demolition debris and other special waste as allowed pursuant to RSA 31:95-h. All revenues received from special waste disposal fees will be deposited into the fund, and will be allowed to accumulate from year to year, will not be part of the town's general fund surplus, and may only be expended for purposes related to the recycling of special waste. The Board of Selectmen shall be authorized to withdraw and disburse funds in accordance with the purpose of the fund. **No property tax funds will be raised to**

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support this warrant article. Recommended by the Board of Selectmen (-0). Recommended by the Budget Committee (-0).

ARTICLE : (Special - not included in Budget Appropriation Article #). To see if the

Town will vote to raise and appropriate the sum of Dollars (\$.00) from franchise fees to add to the **PEG EXPENDABLE TRUST FUND**, to support the operations and equipment needs of the Public Education and Government station. **No property tax funds will be raised to support this warrant article. Recommended by the Board of Selectmen (-0-0). Recommended by the Budget Committee (-0-).**

ARTICLE: To see if the town will vote to discontinue the **TRAFFIC AND ROAD IMPROVEMENTS CAPITAL RESERVE FUND** created in 1989. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town general fund. (Majority vote required). **Recommended by the Board of Selectmen (0-0). Recommended by the Budget Committee (-0).**

ARTICLE: To see if the town will vote to discontinue the **LONG TERM SOLID WASTE DISPOSAL CAPITAL RESERVE FUND** created in 1981. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town general fund. (Majority vote required). **Recommended by the Board of Selectmen (0-0). Recommended by the Budget Committee (-0).**

ARTICLE: To see if the town will vote to discontinue the **SURVEY OF STREETS AND TAX MAPS CAPITAL RESERVE FUND** created in 1963. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Town general fund. (Majority vote required). Recommended by the Board of Selectmen (0-0). Recommended by the Budget Committee (-0).

ARTICLE :_(Special - not included in Budget Appropriation Article #). To see if the Town will vote to raise and appropriate Forty Thousand Dollars (\$40,000) to be used to fund **IMPROVEMENTS TO SCHOULER PARK**. This money will be used for the installation a sprinkler system and for the upgrade of the park's electrical distribution system. This will be a non-lapsing account per RSA 32:7, VI, and will not lapse until the improvements are completed, or in two years, whichever first occurs. **Recommended by the Board of Selectmen (0-0). Recommended by the Budget Committee (-0).**

ARTICLE:_(Special - not included in Budget Appropriation Article #). To see if the Town will vote to raise and appropriate Twenty One Thousand Five Hundred Dollars (\$21,500) to be used to fund **PLAYGROUND EQUIPMENT AT THE CONWAY RECREATION CENTER**. This money will be used to purchase and install said equipment. This will be a non-lapsing account per RSA 32:7, VI, and will not lapse until the improvements are completed, or in two years, whichever first occurs. **Recommended by the Board of Selectmen (-0-0). Recommended by the Budget Committee (-0).**

ARTICLE : (Police Vehicles Capital Reserve Fund)) To see if the Town will vote to establish a **CAPITAL RESERVE FUND FOR POLICE VEHICLES** under the provisions of RSA 35:1 for the purchase of Police vehicles and to authorize the Board of

Selectmen to withdraw and disburse funds in accordance with the purpose of the fund. Further, to raise and appropriate the sum of Seventy Five Thousand Dollars (\$75,000.00) to be placed in this fund. In future years, amounts to be raised and appropriated shall be contained in the operating budget under "Capital Reserve Fund for Police Vehicles." This appropriation is in addition to Warrant Article , the Operating budget Article. Recommended by the Board of Selectmen (--). Recommended by the Budget Committee (3-9-2). **Note: this is a possible typo.** (Majority voter required).

Earl then finished his discussion of each proposed warrant article at which point there was a discussion about whether to have a meeting on January 23, given there was an important school Board meeting that night and there might well be a conflict for several people. Phil made a motion, seconded by Betty, to cancel the meeting of January 23, 2006. The motion passed unanimously.

Discussion of minutes of January 4, 2006

Ted Sares indicated he had received and incorporated the corrections that had been given to him via email and that if these minutes were satisfactory, they could be approved here and now thus saving a bit of expense. Maureen indicated an error on page 5. Ted said he would make the necessary deletion. Bill Jones then made a motion, seconded by Betty Boucher, to accept the minutes as amended. The motion passed 9-0-3. Betty thanked Ted for volunteering to take minutes for the past two meetings. Melissa indicated she has two possible candidates for the job of recording secretary.

ADJOURN

Bill Jones moved, seconded by Bob Drinkhall, to adjourn the meeting at 8:55 p.m. The motion to adjourn carried unanimously.

Respectfully submitted by:

Theodore R. Sares
Acting Recording Secretary