1	CONWAY MUNICIPAL BUDGET COMMITTEE
2	Monday, January 4, 2021
3	Marshall Gym
4	Conway Recreation Center, Conway, NH
5	Convay Recreation Contart, Convay, 1311
6	Chairman Jim LeFebvre called the meeting to order at 6:34 PM. The following Budget Committee
7	members were present: Vice Chair, Peter Donohoe; Mike Fougere, Mike Laracy, John Colbath
8	Erik Dziedzic, John Edgerton, Bob Drinkall, Bill Aughton, Diane Ryan, Dave Jensen, Ellin
9	Leonard, and Frank Jost. Also, present Lisa Towle, Recording Secretary
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11	Excused: Sarah Frechette
12	Absent: Erik Corbett
13	Mr. Edgerton led the Committee in the Pledge of Allegiance.
14	APPROVAL OF OUTSTANDING MINUTES (September 23, 2020):
15	Mr. Edgerton moved, seconded by Mr. Jensen to approve the minutes of December 16,
16	2020 as amended. Motion Carries. (13-0-0)
17 18	Mr. Drinkhall noted Ms. Frechette was noted as being present and excused.
19	WII. Di inklian noted wis. Prechette was noted as being present and excused.
20	CENTER CONWAY FIRE PRECINCT:
21	Chief Glen Merrill and Treasurer, Nancy Leavitt:
22	• The total 2021 Operating Budget is \$295,517.00 including the \$40,000 Capital Reserve
23	article for new vehicles.
24	Questions:
25	Mr. Donohoe inquired of the building maintenance expenditure shortfall, being only \$3,149 of
26	the \$20,000 expended in 2020 and \$15,000 is budgeted for 2021. Chief Merrill noted they got
27	lucky in 2020 but they will be taking down the hose tower in 2021.
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29	CONSERVATION COMMISSION:
30	Mr. Holmes, Town Manager
31	• The budget is down \$100 with a focus on cutting trails.
32	EVECUTIVE DUDGET.
33 34	EXECUTIVE BUDGET: Mr. Holmes, Town Manager
35	 The budget increased significantly because of Mr. DeliAngeli transferring to full-time
36	engineer
37	 due to increased demands.
38	 Selectmen stipends increased from \$3,000 to \$4,000.
39	 Seminars and Education is being cut 50% due to inability to attend live seminars.
40	 Book Binding has been decreased to a \$1 placeholder, due to the inability to locate services.
41	 Consultants line item has been decreased to a \$1 placeholder.
42	Consultants fine tent has been decreased to a \$1 placeholder.

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- 44 Questions:
- 45 **Chair LeFebvre** inquired if the town has been able to contract with someone to do the work.
- 46 Mr. Holmes advised there is a company in MA and ME, however, he cannot justify the
- 47 expenditure as it has not been done for many years.
- 48 **Mr. Donohoe** inquired if the town gets paid for the engineering services. **Mr. Holmes** advised
- 49 the bills the applicant for the engineering services. Further noting, the issue is the needless delay
- because of the town engineer not having time. Presently the town engineer is overseeing the
- renovations to the town hall, bike path, and Main St. project causing him to rely on foreman of
- 52 the DPW, transfer station, and landfill to keep the departments running. The landfill foreman
- position will not be filled creating a slight decrease in the budget.

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ELECTION AND REGISTRATIONS.

Ms. Inkell, Town Clerk:

• The ballot clerks' line and related line items have decreased as there is only one election in 2021.

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Question:

- 61 **Chair LeFebvre** inquired if there is still a vacant position in the Town Clerk's office. **Ms.**
- Inkell advised there is one part-time position, which will be filled by the end of January with a new hire.

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FINANCE AND TAX COLLECTION.

Ms. Inkell, Town Clerk and Ms. Golding, Finance Director:

• There is an increase in the lien line item as the cost of title searches increased from \$17 - \$25 per search, which does get charged back to the taxpayer.

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Questions:

Chair LeFebvre inquired of the increase in the audit from \$17,000 to \$23,800. **Ms. Golding** advised the increase was a result of not overseeing the records and reconciling them, therefore the auditors had to perform more tasks.

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ASSESSING.

Mr. Holmes, Town Manager:

- Overall, the budget is down.
 - As a result of the inability to find an assessor, contract services will
 - be utilized. These services will be more expensive hourly but cheaper annually. The town will continue looking for an assessor and hopefully have one hired in 2022 prior to the reevaluation year.
 - Next year the town will be looking to replace the aging assessing software and raise the money through a capital reserve fund.

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Ouestions:

- 86 **Chair LeFebvre** inquired if a comparison of assessor salaries had been completed with towns
- 87 like the size of Conway and what resources had been used to find qualified candidates. **Mr.**
- Holmes advised a comparison had not been completed, however, Ms. Schofield was at 85% of

the average salary in NH. The position was heavily advertised in multiple states using multiple forums.

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92 <u>LEGAL</u>

Mr. Holmes, Town Manager

- Attorney Malia is paid on an hourly basis and over the past 2-3 years the budget has been decreased and still underspent.
- Should litigation come from the Short-Term Rental situation, it is anticipated it would be over a year before litigation begins. Additionally, should the article pass the licensing fees will cover any litigation costs.

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100 PLANNING

101 Mr. Holmes, Town Manager

• The budget is level funded with a 2.3% increase in salaries and decrease in seminars.

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AMBULANCE, FIRE, AND EMERGENCY MANAGEMENT

Mr. Holmes, Town Manager

- This is the third year of a 3-year contract. The contracts will be negotiated for next year, which include the non-precinct fire coverage along with a private ambulance company and Conway Village precinct.
- Mr. Leavitt and Ms. Burns continue to do a great job managing the services.

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111 Questions:

112 **Chair LeFebvre** inquired if there is an idea of what other towns are paying for contracted 113 services. **Mr. Holmes** advised he did not have the dollar amounts but is aware many of the 114 contract services cover multiple towns. There is a 3rd company working with Memorial Hospital 115 who will be part of the negotiations next year.

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BUILDING INSPECTIONS

118 Mr. Holmes, Town Manager

• There is a new assistant building inspector position pending. If the short-term rental article passes the department will be reorganized as the code enforcement officer would become full-time and the assistant would take on the monitoring and enforcement of the short-term rentals.

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- 124 **Chair LeFebvre** inquired if a final spending or close to it would be available for the next
- meeting. Mr. Holmes advised the books done close until the end of February. The focus
- currently is on the property tax revenue that was due by January 7, 2021. Automobile
- registrations are over the original estimate, all rooms and meals taxes have been paid, and all
- highway revenue has been paid.
- 129 **Chair LeFebvre** inquired of a previous comment that 2021-2022 would not be as good. **Mr.**
- Holmes noted based on a State analysis the legislature is predicting a 21% shortfall in rooms and
- meals tax and the town is estimating at 25% shortfall.

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133 <u>HEALTH OFFICER</u>

134 Mr. Holmes, Town Manager

- The budget increased by \$200.
- This is a stipend position for the building inspector.
- Kennel fees increased at Conway Humane Society.

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- 139 WELFARE
- 140 Mr. Holmes, Town Manager
- The budget has been cut for the past 2-3 years due to lack of housing and other demands being covered by other agencies.
- \$10,000 + has been received through grants.
- Donations were made to the department this year.

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- 146 **Mr. Holmes** advised of a potential need to increase the budget at town meeting unless COVID
- monies are received to cover extra expenses. Further noting, his proposal to the selectmen to
- offset some of the expenses is to impose parking fees on visitors not including residents and
- 149 taxpayers.

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151 **Ms. Leonard** commented on the need for public restrooms readily available for tourists.

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- 153 OLD BUSINESS:
- 154 Mr. Colbath moved, seconded by Mr. Laracy to accept the CMBC procedures as modified
- in December 2020 and haven been read at the September 23, 2020 and December 16, 2020
- meetings. Motion Carries. (13-0-0)

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- 158 NEW BUSINESS:
- 159 Mr. Colbath asked to have the agenda list all departments that will be covered each meeting.
- Ms. Ryan inquired where the deliberative sessions would be held. Chair LeFebvre advised that is still under negotiations with the town manager and superintendent. The public hearing is planned to take place at the Loynd Auditorium at KHS. An answer is anticipated for the January 11, 2021 meeting.
 - ➤ **Ms. Ryan** inquired if the January 6th meeting would take place in a different location. **Chair LeFebvre** noted the meetings for the 6th, 13th, and 21st would all be held at KMS in the professional development center.

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168 PUBLIC / MEDIA QUESTIONS AND COMMENTS: None

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- 170 ADJOURN:
- 171 Mr. Fougere moved, seconded by Mr. Edgerton to adjourn the meeting at 7:13 PM.

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- 173 Respectfully Submitted,
- 174 Lisa E. Towle,
- 175 Recording Secretary