

**Ashland Budget Committee
Draft Minutes
October 24, 2013**

Budget Committee Members – Present [8 voting]

<i>Mark Scarano</i>	<i>David Ruell</i>	<i>Fran Newton</i>
<i>Christine Cilley</i>	<i>David Toth</i>	<i>Ingrid Heidenreich</i>
<i>Mardean Badger</i>		<i>Jeanette Stewart</i>
<i>Renee Liebert, Alternate (non-voting)</i>		<i>Normand DeWolfe, Alternate (non-voting)</i>

Budget Committee Members – Absent

Sandra Coleman, excused

Board of Selectmen -- Present

<i>Jeanette Stewart</i>	<i>Normand DeWolfe</i>	<i>Phil Preston</i>
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Town Employees -- Present

Paul Branscombe, Town Administrator
Tim Paquette, Public Works Department Head
Jim Gleich, Parks and Recreation Department Head

Members of the Public -- Present

Eli Badger, Alan Cilley, Anne Abear

The Budget Committee meeting was called to order by Mark Scarano, Chair, at 6:00 pm.
[*Jeanette Stewart also called the Selectboard Meeting to order at 6:00 pm.*]

Approval of Minutes

- **July 31, 2013:** A motion was made (David Ruell) and seconded (Christine Cilley) to approve the minutes. One correction was noted: change Austin to Cilley. **The minutes were approved as corrected 8-0.**
- **August 8, 2013:** A motion was made (David Ruell) and seconded (David Toth) to approve the minutes. **The minutes were approved as presented 8-0.**
- **September 12, 2013 (Financial Forum):** A motion was made (Fran Newton) and seconded (Jeanette Stewart) to approve the minutes. **The minutes were approved as presented 8-0.**
- **October 3, 2013:** A motion was made (David Toth) and seconded (Jeanette Stewart) to approve the minutes. **The minutes were approved as presented 7-0-1 (abstention Ingrid Heidenreich).**
- **October 10, 2013:** A motion was made (David Ruell) and seconded (Fran Newton) to approve the minutes. **The minutes were approved as presented 8-0.**
- **October 17, 2013:** A motion was made (Fran Newton) and seconded (Jeanette Stewart) to approve the minutes. **The minutes were approved as presented 7-0-1 (abstention Mark Scarano).**

→ Review of Public Works Proposed Budget (pages 22ff.) with Tim Paquette

Challenges – raised vehicle and equipment maintenance lines; salary increases based on union contract
Highway block grant – expecting about \$54,000, which goes into the general fund (as done in other communities). Last year's money also went into general fund and at the same time we were making payments on the road bond, so technically used for road improvements.

- Mark Scarano referenced a NH DOT document which describes the very specific purpose of the Highway Block Grant Aid.
- **Account should be raised to equal the revenue grant amount.**
- **Will table this change until the final amount is determined.**
- *UPDATE NOTE: later figures from NH DOT – first \$47,955, then \$47,871; can re-visit in December*

#4311-10-110 HA Salaries – 3% for union employees; Tim requested 5% but selectmen cut to 3% (\$1000 difference).

#4311-10-331 HA Training – Free courses available through Primex, but best courses are through UNH (Road Scholar program), with 4 levels, for a fee. Increased training line so more employees have access to better courses.

#4312-20-410 and -411 and -412 HWY Electricity, Heat, w\Water – based on past history.

#4312-10-730 HWY Street improvements – possible target areas include finish overlay Hicks Hill Rd, part of Peppercorn or another sidewalk, maybe a few other short streets (such as Spring & Avery)

CIP process – CIP committee recommending warrant articles for \$54,000 (vehicle replacement, trucks) & \$25,000 (forklift).

- Tim would like to change the warrants (from CIP)– tractor for transfer station and replace skid-steer (can find used one for half of \$25,000) rather than forklift. Was reminded to share that with CIP committee.
- Operating budget (from CIP) – bailer for transfer station, about \$13,000 (but can get used one for less)
 - *UPDATE NOTE: 10/28 email from Tim re: long waiting list for used bailers; \$13,000 would cover purchase, freight & installation of new bailer*

#4312-20-445/491 HWY Garage Cable & Telephone – Why the increase in the cable line?

- Previous year, split \$1,400 between cable & phone lines.
- 445 Line label should be *Garage Internet*, because cable is free.
- Internet is \$99/month for commercial grade line (TWC).
- Phone line going down to \$37.50/month which includes equipment.

#4312-20-741 HWY Equipment Lease Payment – new payment

#4312-20-556 HWY Summer Maintenance

- BOS cut \$3,000 after looking at expenditures.
- TP – current expenditures will be higher due to current/completed projects (N. Ashland Road culvert, catch basin & hot top; collar/catch basins). Includes gravel.
- Would like the \$3,000 put back in; BOS will look at it.

#4312-50-612 HWY Winter Maintenance

- State salt bid decreased.
- Have saved sand/salt money by moving the sand bin to transfer station.

#4314-10-110 MECH Mechanic Salary – valuable position, can't put price tag on it. Does vehicle maintenance for police, fire, highway, electric, water/sewer. Available to come in at night if needed. Other places would charge \$90-95/hour up to \$104/hour, materials double price.

Union pay-scale – If mid-pay-scale, get \$.25 plus the percentage. If at top of pay-scale, get only the percentage.

Transfer recycling

- **CIP recommendation \$13,000 for bailer is not on any line yet, would have to add an equipment line (740).**
- Still not recommended by BOS.
- TP will get more accurate price information.
- *UPDATE NOTE: 10/28 email from Tim re: long waiting list for used bailers; \$13,000 would cover purchase, freight & installation of new bailer*

#4324-10-397 SWD T/R Testing

- Large increase, new 2014 contractual agreement no more than \$11,000.
- Actual expenditures will be higher, recently did testing & waiting for a bill.

#4324-40-560 SWD Solid Waste Dist Dues

- About \$1,800
- **Just received estimate – will change when exact amount is available**

Fuel – fill up at Irving like fire & police; closest state pump (without tax) is in New Hampton @104 and not convenient.

Revenues from transfer station = Recycling receipts & landfill receipts combined

- Will be about the same as last year, \$35,000-36,000
- Last year not as good as previous year – dependent on the market.
- Compliance with recycling – Check occasionally. Much improved since beginning.
- Best price is received when bales are specific/sorted, rather than co-mingling.

Any new revenue sources or grant opportunities or consolidating/sharing services?

- TP -- Limited efforts looking for grants; many are “spend up-front” and “match afterwards”.
- PB – viewed webcast today re: grants, agency who will bid for experienced grant writer; sharing recent information re: Homeland grants

Budget Committee discussion re: strategies for grant money: budget line vs. warrant article vs. capital reserve fund. More discussion needed.

- TP – consolidating services for public works is harder than for other departments; issues of who is in charge and scheduling; some specialty equipment (mower, shouldering equipment) is shared between Ashland and Holderness.

Roads Bond – has not been pursued; still need to sit down with Water/Sewer (re: Thompson Street)

→ Review of Parks and Recreation Proposed Budget (pages 30ff.) with Jim Gleich

Majority of programs and budget areas are finished; now expenditures are primarily After School program
CIP recommendations

- Paving (parking lot, basketball court, tennis court, walkway) – \$22,375 – investigate coordinating with school and fire department. Tennis court was repaired this year. Walkway is a priority.
- Booster Club floor – estimate \$1,285; put \$1,500 in budget (#4520-50-631 Building Expense) to include continued maintenance. Budget Committee was told previously that floor was too thin to sand again; if so, he would recommend laminate flooring.
- Beach dredging – spoke with DES, highly unlikely to get the area dredged/reclaimed

#4520-50-120 P&R Cleaning Salary – new service (Jen Lyford) for Booster Club.

#4520-50-550 P&R Advertising – this year’s expenses increased, especially for programs.

- Analysis re: summer camp, no overall improvement based on advertising.
- Halloween party – 45 attendance, 6 middle school helpers, 6-7 adults. Conducted by AARA (\$5)

#4520-50-445 P&R Cable (Internet) & #4520-50-491 P&R Telephone – previously were split. Bayring also utilizes the Internet. Will eventually save money. Phone \$39/month

Questions from Budget Committee

- **Why is phone cost tripling and cable increasing \$200?**
- **Where was Joyce Janitorial cleaning (Booster Club) in the budget last year?**
- **Some lines have been re-arranged – it is confusing when we don’t know where things were previously.**

#4520-50-632 P&R Field Expense – engineered wood chips primarily for the playground, about \$2,000 (every 3-5 years, maintain 12 inch base)

Collaboration, sharing & consolidation efforts? – Researching grants takes time. MVSb grant submitted 10/15/13 for screen, projector, sound system (rather than borrowing). Sharing programs with other towns brings up questions of who is in charge, where programs are held, facility capacity, & transportation costs.

#4521-30-110 P&R Beach Salaries – \$7,800 spent, but \$12,000 budgeted. Why \$12,000? JG -- Need flexibility.

- JG recommendation – Would like to return support of some public events back under P&R instead of private organizations. If we cut some in salaries, we can put some of the money back into events for level funding.

Questions from Budget Committee

- **Can we look at extending the length of the beach season? (JG - Close early because lifeguards are student athletes returning to school.)**
- **After lifeguards leave for school, can we keep beach open during day w/out guards & still maintain attendants to collect beach fees? (JG - Without lifeguards, we still have expenses to cover with fees.)**
- **Insurance premium cost without lifeguards vs. lifeguard salaries?**
- **What else do the lifeguards and attendants do during the day? Justification of their time?**

#4521-30-641 P&R Beach Maintenance – why increase \$500? – considering repairs to volleyball (sand), picnic area (erosion), picnic table replacement

#4521-40-120 P&R Vacation Camp Salaries – spent under \$10,000. Asking \$14,000 to include February & April school vacations (after school salaries). JG -- can go with maybe \$11,000 or \$12,000

Question from Budget Committee: are February/April salaries in After School or Vacation Camp lines?

Summer camp statistics

- Revenue \$13,239 Expenses \$19,620. Loss \$6,381.
- Attendance (Anita broke down into full weeks, rather than number of students)
 - 97 full weeks paid (last year, 58)
 - 3 single days (last year 29)
 - 19 scholarship weeks (last year 29)

9 NH assistance weeks (last year 0)
0 single days scholarship (last year 42)
Average about 24 or 25 registered

Question from Budget Committee: Can summer program be extended at either end? Consider revenue vs. expenses/training time

After School Program statistics

- **Numbers not available – JG will provide them;** operates in black.
- Enrollment 16% of school population (26 students). Last year 24 registered.
- More are spending full week; full day kindergarten has helped
- Categorized as “day care program” because of number of hours and capacity

Miscellaneous Items

- **CIP & other warrant articles – the list should be ready about the first BOS meeting in November**
- **Health insurance – all health insurance figures will be adjusted from the estimated 10% down to the GMR of 6.8%.**
- Paul Branscombe planning to meet with school personnel to discuss coordinating paving projects
- Mark Scarano noted that fiber optic line coming along I93 from Durham (UNH project) using for incubator project in Plymouth. Competition may be coming.

The next meeting is October 30, 6:00 pm, at the Elementary School Library. Renee Liebert volunteered to take the minutes at that meeting.

A motion was made (Fran Newton) and seconded (Christine Cilley) to adjourn the Budget Committee meeting at 8:05 pm. *[The Board of Selectmen adjourned their meeting at the same time.]*

Minutes taken by Mardean Badger