



BOARD OF SELECTMEN
Minutes*
December 17, 2013

SELECTMEN'S WORKSHOP

Present: Chairman Sam Gifford, Vice Chairman Lonnie Taylor, Parliamentarian Joe Bruno, Mike Reynolds, and Teresa Sadak.

Absent: None

Staff: Don Willard, Town Manager; Nancy Yates, Finance Director; Louise Lester, Town Clerk; Nathan White, Public Works Director; Chris Hanson, Code Officer; and Danielle Loring, Recording Secretary.

1) Call to order: Chairman Sam Gifford called the meeting to order at 6:01pm.

2) Workshop Business

a) Review of Draft Budget Development Schedule

Mr. Bruno explained that the meeting scheduled for February 25th did not work for him and suggested moving the meeting to February 18th. Mr. Willard explained that he was concerned that there would not be enough time between meetings for staff to review any changes. Mr. Taylor explained that he had a conflict on February 18th and the Board decided to move the meeting to the 20th instead.

b) Preliminary Report of Mid-Year Budget Figures – Nancy Yates, Finance Director

Nancy Yates, Finance Director, explained that there were two main areas of concern. One was the account for the Audit/Legal budget, but explained that the Audit came in at under at \$8,000 and there was \$22,000 in charges from miscellaneous legal expenses. Mr. Bruno asked what were the items that drove the budget up, and Mrs. Yates responded that it was partly due to the review of the Vision contract and the Friends of Raymond Cape (FORC) lawsuit defense.

Mrs. Yates continued that there were some accounts that were close but they were on track rather than at risk of going over. These included that accounts for Bond payments and a few contractors. She also explained that the other area of concern was for the State Revenue Sharing, because it was going to come in a lot lower than what was anticipated with the budget figures. Mr. Bruno explained that there was a good chance that there would be no sharing going forward. Mr. Reynolds asked him if he had a suggestion for budget prep moving forward, and Mr. Bruno responded that he was confident that the Revenue Sharing amount would be \$0.

Mrs. Yates explained that on the appropriation side there was \$40,000 budgeted for employee deductible reimbursement but only about \$10,000 was redeemed and it excise tax looked as though it may exceed the projection by \$30,000. She continued that there were other numbers that were at \$0 but the payments would come in later in the year, so they were not of concern.

Mr. Bruno asked how much in was there in Undesignated Fund Balance, and Mrs. Yates responded that there was approximately \$2.5 million.

*Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office

Mr. Reynolds asked if the employees only use 1/2 of reimbursement and excise tax comes in above projection, how much would we be short, and Mrs. Yates responded that it would be around \$30,000, but still hope of Department Heads are prudent with their spending.

Mr. Bruno asked if there were any other legal expenses coming up, and Mrs. Yates responded that she was not sure.

Mr. Reynolds asked what their options were if the budgets were going to go over their allocated amounts, and Mr. Bruno suggested using the Selectmen's Contingency account which had approximately \$39,000. Mr. Willard agreed that was an option and added that there was also the option of a special town meeting. He continued that they could just have a slight overdraft but was not sure what the process was, and Mr. Bruno thought that they maybe able to use the State's model of carrying the debt over into the next fiscal year.

c) Report of Potential Budget Issues for FY2014-15 – Nancy Yates, Finance Director

d) Review of Summary of Needs from Department Heads

~Public Works

Public Works Director Nathan White explained that they should replace the International 550. He thought that he had \$68,000 in his equipment account, and if he was appropriated his usual \$35,000, the department should be able to afford a new \$98,000 truck. He was also looking to add part-time staff to the crew for Spring time clean up and was considering a full-time mechanic that the Town could justify if they involved the Fire Department. Mr. Bruno asked if he had already spoke to Chief Tupper, and Mr. White responded that he had with the previous budget, but, after the Selectmen's objectives were passed to reduce budget, the idea was dropped.

Mr. Bruno explained that the Auditors suggested keeping the Undesignated Fund Balance around \$2 million, but wanted to know what the Board should use it for. He felt the options were to buy items or buy down tax rate. Mr. Willard explained he felt that it should be used for one time capital expenses. He was concerned with the tight budget that they had, they would quickly spend down their surplus and dig a big hole.

Mr. White explained that the truck (550) had a useful life of twelve years. Mr. Bruno asked if \$98,000 was with trade in, and Mr. White responded that it was before. Mr. Taylor asked if the quote was for a bare bones truck, and Mr. White responded that it was not because it came with all of the attachments. Mr. Willard was concerned that they could not see \$20,000 of a trade in on the 550 because of its condition, and Mr. White agreed because there were major repairs and issues with the truck. Mr. Reynolds reminded them that they did not spend all of the tower sale in order to compensate for the drop in revenue. He considered that a one time increase in the Undesignated Fund Balance.

Mr. Bruno explained that he still thought the Town's reserves were at a healthy level. Mr. Willard explained that, with budgets as tight as they were, the Board should not expect there to be any overages

Mr. Reynolds asked if there were any restrictions for a mechanic. Mr. White responded that there were none associated with Public Works, but there some credentials required by Public Safety. Mr. Bruno asked how much were they going to pay that individuals, and Mr. White responded that he felt that it would be somewhere around \$20/hour before benefits. Mr. Bruno estimated the salary to be around \$40,000 and asked about how much the two departments spent a year on work. Mr. White responded that Public Works spent \$30,000 alone. Mrs. Lester pointed out that a lot of the time spent repairing vehicles was Mr.

*Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office

White's, and Mr. Willard confirmed by adding that Mr. White was the one doing the repairs and maintaining the Town's vehicles with no support.

Mrs. Sadak was concerned with the crew members wearing out and being on the road. Mr. White stated that he tried to manage his crews to get them from getting tired but the problem was that trucks were breaking down and creating more work. Mr. Reynolds wanted to see how much they were spending right now, including how much time Mr. White was spending working on equipment. Mr. Bruno asked who would get priority with a shared mechanic, and Mr. Reynolds felt that it would be Public Safety. Mr. White added that Public Safety was mostly scheduled maintenance, whereas Public Works needed help with break downs, and he felt that they could work together. Chief Tupper agreed, but he was concerned with compensating enough for certifications. Mr. White suggested that, rather than requiring the certifications, major fixes could be contracted out, and Chief Tupper agreed.

Mr. Bruno asked about the status of road bond work, and Mr. White explained that he had a schedule in place and they were working on the engineering.

~Code Enforcement

Code Officer Chris Hanson stated that he would need an increase to the department's software and hardware line for the new Code Software that they had purchased. Mr. Bruno asked what the software did. Mr. Hanson explained that it tracked scheduling.

Mr Hanson added that he was also looking to add a part-time Code Officer as well as add electrical inspections to his workload coming up.

Mrs. Sadak asked about permit numbers, and Mr. Hanson responded that permit numbers were up but revenue was down. He stated that most of the projects were small additions rather than new homes. Mrs. Sadak asked how he could justify adding another staff member when the numbers were down, and Mr. Hanson responded that there were more inspections required with the new building code and he would like to be in the office to meet with residents.

~Administration

Mrs. Lester explained that there were looking to purchase a new shredder. Mr. Taylor asked if they had looked into contracting this out. Mrs. Lester responded that she was concerned with confidentiality and cluttering the office while they waited for enough papers to shred. Mr. Bruno explained the service that his business used where staff would put the materials in a metal box and the cost was by the pound. Mrs. Lester said that she would look into it. Mr. Reynolds felt that the shredder would last for years but a contractor was yearly cost.

Mrs. Lester added that she wanted to survey the Raymond Hill Cemetery to clear more lots. Mr. Taylor asked if there were any left on Mill Street, and Mrs. Lester responded that there were a few but not sure what located under the grounds in those spots. Mr. Bruno asked if the money was recouped with the sale of the lots, and Mrs. Lester responded that it was. Mr. Bruno said that he wanted to look into increasing the price, Mr. Taylor agreed because the lot was maintained before and after it was used.

~Assessing Department

Mr. Willard explained that they were requesting an increase in the number of days for the Assessor's contract. Mrs. Loring added that it would be to the Town's advantage to increase Mr. Lebel's time because there were many gaps caused by the increased time that he spent in Raymond during the summer to complete all of the inspections generated by building permits and assessing changes.

*Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office

~Public Safety

Chief Tupper explained that the department needed to increase in the training budget because of increased requirements. He wanted to hire a summer-time day per diem staff person, because they would be losing their students. They would also need to cover some of the Valley Road tower site costs, but the labor for this would be done with Air National Guard (ANG) projects. Mr. Willard explained that there were many projects associated with the ANG, and they would fall in the category of large, non reoccurring capital expenditures.

Chief Tupper explained that maintenance was at 60% with a couple large bills still waiting to be submitted. Mr. Bruno asked how much a chassis service cost, and Chief Tupper explained that it was \$8,000 on a scheduled basis and pumping hours count as mileage.

Mr. Bruno asked if there were any major expenditures that needed to be addressed, and Chief Tupper responded that there was a roof project that had been put off and replacing equipment as part of the capital plan. Mr. White asked if they were going to do driveway for district 1, because he had priced that out at \$14,000, and Chief Tupper wanted to get that completed as well and explained that these were items in the list last year but would like to see a plan to keep up on these expenses.

e) Discussion of Possible Budget Goals to be Set at the January Meeting

Mr. Reynolds suggested removing items #1 and #2 because the Board had accomplished the goal. In regards to #3, he felt that the we had gone below core services because of the Department Heads' presentations. Mr. Bruno stated that he saw it as the Town was growing to meet core services. Mr. Bruno stated that he wanted to explore options that could be revenue neutral, or with a slight increase to meet the expected core services. Mr. Willard stated that items #4 and #5 were valid because they were continuing to work with other townships.

In regards to #6, Mr. Reynolds felt that the goal needed to change and recommended removing "unless" because there may be other roads that will come forward and get added with with the additional expense. He also felt that they should remove the second sentence. He continued that #7 stays, and Mr. Willard agreed because of some of the ANG projects may require bonding and utilize AAA bond rating. Mr. Reynolds continued that he was not sure about #8, and Mr. Willard thought that it implied that everything was up for review. Mr. Reynolds explained that they should keep #9.

Mr. Willard explained that they would incorporate these changes and add to the goals to the January agenda for consideration.

Mr. Bruno asked about the Budget-Finance Committee's meeting on January 13th and asked if the purpose was to review schedule, and Mrs. Yates confirmed.

3) Adjournment.

MOTION: Mike Reynolds motioned to adjourn; seconded by Lonnie Taylor.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Sam Gifford adjourned the meeting at 7:24pm.

Danielle Loring
Recording Secretary

*Per the "Minutes Policy," reviewed and approved August 17, 2010 by the Board of Selectmen, written minutes will only serve as a supplement or guide to the official record, which is the DVD. DVD's can be purchased for a nominal fee or borrowed at the Town Office