

DRAFT
SELECTMEN'S WORKSHOP
Minutes of 12/04/06
7:25 p.m.

Selectmen:

Peter Miller, Chairman
Peter Brothers
Miller Lovett
Frank Michel
Colette Worsman

Town Manager:

Carol Granfield

Administrative Assistant:

Wynette DeGroot

Open Workshop by Peter Miller, Chairman, 7:25 p.m.

W 06-54 Town Manager's Budget Presentation

The Town Manager presented the 2007 budget:

Total Budget \$12,605,216
Recommended

8.10% Overall Increase (\$944,282)
Department Request \$13,460,782
(15.43%)

Budget Schedule and Process

- **Thursday, December 7, 2006**
 - **Department / Budget** **Time**
 - Public Works 4:00 – 5:30 p.m.
 - (Solid Waste, Buildings & Grounds, Cemeteries, Highway)
 - Parks & Recreation 5:30 – 7:00 p.m.
- **Monday, December 11, 2006**
 - Police Department 4:00 – 4:30 p.m.
 - Assessing 4:30 – 5:00 p.m.
 - Water & Sewer 5:00 – 6:00 p.m.
 - Community Development 6:00 – 7:00 p.m.
- **Thursday, December 14, 2006**
 - Fire Department 4:00 – 4:30 p.m.
 - Town Clerk & Supervisors 4:30 – 4:45 p.m.

- Library 4:45 – 5:15 p.m.
- Conservation Commission 5:15 – 5:30 p.m.
- Municipal Administration 5:30 – 7:00 p.m.

- (Executive, Administrative Services,
- {Finance, General Assistance, Tax Collector})
- Regional Agencies

Monday, December 18, 2006 *

- Capital, Trusts 4:00 pm
 - Bundled Project
 - Debt Service
 - Town Warrant List – discussion
 - Regional Agencies (any to be discussed)
 - Revenue

• *Note: To be determined by the Selectmen if they desire workshop to finish budget or have regular Board of Selectmen meeting and schedule another date.

• ****January 8, 2007 5:30 p.m.**

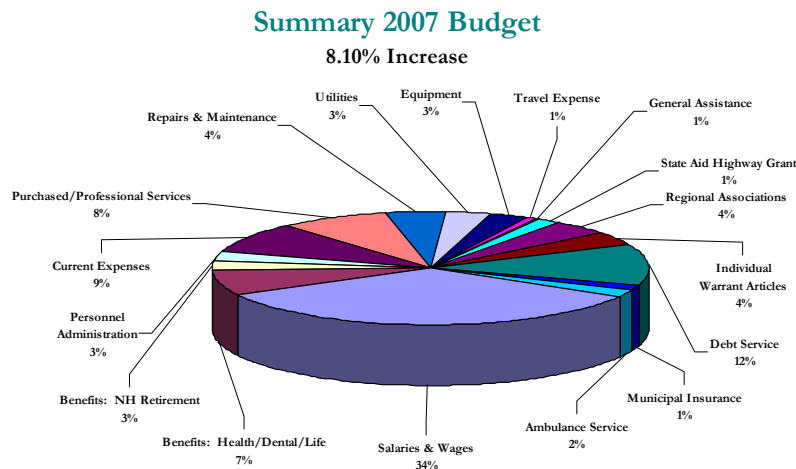
- **Board of Selectmen – Budget Public Hearing**
- ** Date can be modified based on result of Selectmen Budget

• **January 15, 2007**

• **5:30 p.m.**

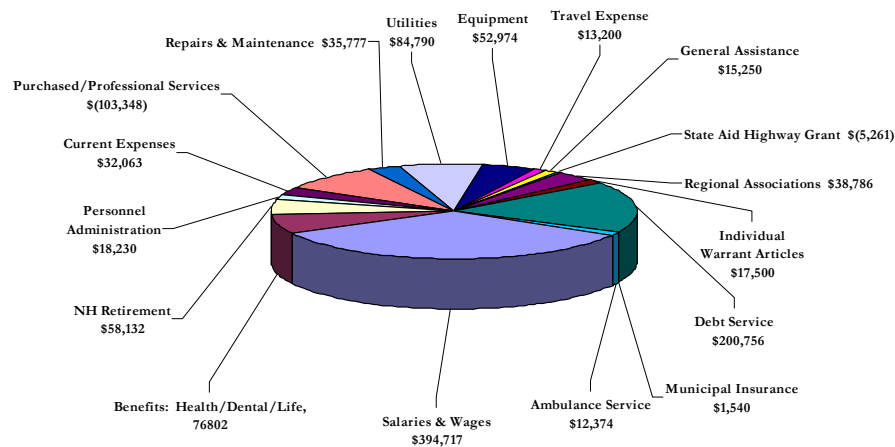
- **Board of Selectmen – Bond Public Hearing**
- **(Bundled Projected)**

Summary of 2007 Budget Increase – 8.10%



Summary 2007 Budget

\$ 944,282 Increase



Town Adopted Goals for 2007 and 2008

1. Protect Water Quality of the Town's Water Supply and Meredith Bay
2. Improve Department Efficiencies to Contain Cost
3. Enhance Town Communication
4. Add Personnel to Departments Most Critically in Need
5. Develop an Information Technology (IT) Master Plan Program
6. Improve Planning Development Review Process
7. Improve the Capital Improvement Review Process
8. Revision of Road Standards
9. Development of Workforce Housing
10. Maintain a Viable and Sustainable Community

Budget Philosophy

- Provide Resources to Accomplish Existing Workload
- Work Plan Incorporates Goals Adopted
- Departments to Complete Projects Before Adding New Demands
- Address Department Impact of Internal and External Information Requests

Revenue Projection

- Revenue remains constant with a slight increase as a result of new building fees and development

- Increase in hours of Administrative Assistant from 30 to 35

Community Development

- Combine the Departments of Planning & Zoning into one department of Community Development
- Add a new position of Planner
- Reclassify the current Town Planner position to Community Development Director as the Department Head with expanded duties to work on Town Goals and meet workload

Executive & Municipal

- Reclassification of Executive Assistant
- Roads Standards consulting work in accordance with Goals

Fire Department

- No significant changes
- Includes the Capital Funding of the ETF so an order can be placed in 2007 for delivery in 2008 of ladder truck (this was delayed last year)

Parks & Recreation

- Now have full impact of Community Center of nine months with true operational costs and services
- New Position – Laborer (previously was seasonal position)
- Increase hours of part time office clerk 30+ hours to full time
- Increase overall part time hour costs to reflect coverage needs to include custodial work after closing hours
- Reclassifications of the Director and Crew Chief as a result of responsibility/duties evaluated
- Reclassification of Program Director to Assistant Director due to expansion of duties and responsibilities
- Recommend against consultant costs this year to develop a Master Facility Plan in order to concentrate on current operations Planning to be considered next year

Police Department

- New position of Police Officer not recommended this year
- Reclassification of Detective Corporal position based on evaluation
- Recommend purchase of one vehicle instead of two this year. Second purchase can be delayed a year due to mileage
- Uniforms reduced to elimination of new position, however includes weapons, cleaning and actual uniforms

Public Library

The repointing of the building is needed. The Library will share in the cost from thrust beyond the budgeted \$30,000

Public Works

- **Buildings & Grounds** – Funds are not recommended for the old Police Station renovations, disposition not yet determined and may be sold
- **Cemeteries** – no significant change
- **Highway** – New Position of Office Clerk to handle extensive clerical work in the Town's largest department
- New Position of Maintenance II not recommended at this time
- Significant increase in materials associated with roads
- Purchase of a new pickup 4-wheel drive truck to replace Assistant Director's truck that will be transferred to Buildings & Grounds
- Purchase of a 10-wheel plow is recommended funding it over two years
- **Solid Waste**
 - Disposal contract currently being negotiated with savings for one-half year \$60,000 in budget
 - Purchase of Demo Trailer needed to address large volume

Tax Collector

- No significant changes this year

Town Clerk

- No significant changes; reductions due to fewer elections

Water & Sewer

- New position of Water & Sewer Operator recommended to meet workload and support Town Goals

Regional Agencies

- Recommend Level Funding of past supported agencies unless a smaller request was made
- Add two new agencies (NH Association for the Blind and Ozanam Place) nominal amounts

Debt

- The principal and interest reflects the Police Station bond now included in the debt

Capital

- Modification to the CIP recommended by the Planning Board
- Used as planning tool, now view it as part of entire budget
- Modifications:
 - Defer Solid Waste replacement trailer for another year
 - Delay Main Street, Public Works and Water & Sewer projects discussed with GMP (some work will still be done on sidewalks/road)
 - Prescott Park / Circle Drive water loop split into two phases over 2 years
 - Delay Cattle Landing dock another year while alternatives are explored

Bundled Public Works - Water & Sewer Project

- A \$2,238,000 project would require a bond to be issued in 2007 with payment in the 2008 budget

Conclusion

- Recommend Board of Selectmen consider changing the budget from a calendar year to fiscal year in 2008
- This would require an 18 month budget
- Budget would then be implemented after Town Meeting and in concert with the School Budget
- Proposed budget will accomplish needed work, services and programs
- Cost effective approach that supports Town Goals
- Appreciation to Town Departments for Budget Assistance!
- Continue to provide positive customer service by Experienced Town Employees

The budget projections are detailed for the Board of Selectmen in their books.

Frank Michel reviewed the previous Board's and the philosophical views and culture. Peter Miller also looked back at last year and the need for funding critical needs, that funding is not just numbers on the page.

Colette raised concern of the Health and Dental Insurance Committee and her thoughts would be to expand the charge of the committee and add two taxpayers to that committee.

Peter Miller stated his initial impression is quite positive.

Peter Brothers motioned to adjourn the meeting at 8:26 p.m. Colette Worsman seconded the Motion. 4-0-0. Motion passed.

Respectfully submitted:

Carol M. Granfield, Town Manager

Peter N. Miller, Chairman

Wynette DeGroot, Admin. Assistant

Peter F. Brothers

Miller C. Lovett

Frank Michel

Colette Worsman