

SELECTMEN'S BUDGET WORKSHOP & REGULAR MEETING
Minutes of 12/18/06
4:00 p.m.

Selectmen:

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

Town Manager:

Carol Granfield

Director of Administrative Services:

Brenda Vittner

Administrative Assistant:

Wynette DeGroot

Roll Call at 4:05 p.m. Open Workshop by Peter Miller, Chairman

Greater Meredith Program- An overview of what the GMP provides for the Town was presented by Rusty McLear. He stated that in 2006 the Greater Meredith Program had a \$134,381 impact cash and effort given back to the community. In 2006 the GMP was also recognized as the NH Outstanding Main Street Program with their biggest accomplishment of a rejuvenated volunteerism effort with over 100 in attendance at their annual meeting. The program is community wide with future enhancement plans including Town Docks, lighting, trees and other safety items.

Frank Michel went on the record by saying the GMP does a lot of work and applauded their dramatic efforts. He asked if there is any possibility of a decrease of funds requested this year. Miller Lovett reiterated the fact that there is more than a 10 times the return of the \$12,500 we allocate to the GMP.

Peter Miller asked what the additional \$7,000 would provide. Rusty responded that the \$60,000 operational cost is raised through donations and every other dollar raised goes back to the community.

The Selectmen concluded the regional agencies with a final question regarding the Oakland Cemetery of which \$5,000 is a line item for maintaining the cemetery as it is more cost effective to grant dollars for the maintenance than the Town taking over the cemetery.

CIP – John Sherman and Ralph Pasapia were present for the Open Space ETF discussion. This \$75,000 is flagged by the Board. John Sherman explained when it comes time to be able to purchase a property, the bonding would be rather small with the ETF funds and it is easier to deal with a seller and eases the grant process application if the funds are available.

The current balance of the ETF is \$104,000 and Fund 5 is \$120,000. There is \$34,325 billed (Current Use Penalty – Land change tax) which the first \$50,000 of the tax goes to the Conservation Fund.

Frank identified the possibility of lowering the \$75,000 by \$25,000. Item Flagged.

The Board of Selectmen further discussed ETF's including the Prescott Park/Circle Drive Water loop and the Water Street/Red Gate urgency. Currently in the budget the \$180,000 is one half of the project. Another ETF is the Employee Benefit Trust Fund which covers the amount the Town would be liable for when employees leave the service of the Town. The unfunded liability is \$380,000. There is 1 retirement for December and 2 or 3 PW retirements planned that would be in the 2007 budget. This item is flagged.

Debt Service - In 2005 the Debt Service was refinanced and all debt was bundled to refinance with the lower 3.1% interest rate. The longer debt had a reduction in payments and terms. This year the Police Station debt service will be for 10 years saving \$20,000 in interest on bond.

The Board moved into a regular meeting at 5:30 pm and returned to budget workshop at 6:30 p.m.

Regular Meeting:

06 – 65 Abatements

Carol introduced item **06-65** as a listing of Administrative Abatements to be approved as a result of the first billing in 2006 tax year and payments made now exceeds the total due for the year.

Peter Miller moved to approve the 36 Administrative Abatements presented in the total amount of \$3,781.04. Seconded by Colette Worsman.

Discussion: These abatements are a result of the first half of 2006 over billing of taxes.

Vote taken. All in favor. Passed unanimously.

Carol proceeded to inform the Board there are more abatements which are attached.

Water & Sewer Abatements to be approved as a result of incorrect meter readings.

Peter Miller moved to approve the Water Abatement for account #01-0714 in the amount of \$508.03 and 01-0711 in the amount of \$158.38. Seconded by Colette Worsman. Motion passed with unanimous vote.

Peter Miller moved to approve the Sewer Abatement for account #01-0714 in the amount of \$174.60 and Account # 01-0711 in the amount of \$64.80. Seconded by Peter Brothers. Unanimous vote in favor of the motion.

06-66 Police Station Update**Unfinished Area Decision**

Andre Kloetz updated the Board with the progress of the Police Station. Mid-February is the projected move-in date. There will be work necessary to be done in the Spring such as the landscaping, final painting, pavement and fencing.

The budget contingency currently is \$66,853 and the breakdown of costs (Attachment A) covers the up to date amounts. The Board of Selectmen is being presented with the question of finishing the room that was presented as being future space. The advantage of finishing the room now will be a projected savings of 6 to 8% due to increases, a 12% savings now as compared to next year. This 864 square foot area could be used as a training room for the Police Department or other Town departments and also for regional training. The room could be finished as a large area with the floors and ceilings completed, but not as cubicle office space which is what the future completion would consist of. Finished floor, extended duct work, plumbing, sprinklers, ceilings, walls and flooring would cost approximately \$15,000. The contingency would be reduced to approximately \$51,000.

Peter Brothers asked as far as the contingency, where would those dollars go when the job is completed? Response- The General Fund. Peter added that the marketing for the new police station portrayed additional space for future needs. Colette concurred with Peter adding that the Board is currently looking for nickels and dimes in this budget and that remaining contingency amount would be returned to the taxpayers through the general fund.

Miller Lovett voiced his concerns that this would be small dollars to finish now and use the area in lieu of spending more later.

Public Comment: Dave Sticht asked if the sprinkler heads are in place now for fire protection. Andre responded the sprinklers area there now however they would have to be extended through the dropped ceiling and it would be more cost effective to do now with the installers there at the current time, more expensive to get them back in to extend later.

Richard Juve questioned the washer & dryer hook-up, the gym, and the phone CATV. Kevin explained the gym is actually a fitness room due to the certifications the police officers must maintain and the washer / dryer hook-up is for the cases when an officer has (in the line of duty) had uniforms soiled which would enable them to wash clothing at the station. (Including hazardous situations or when returning from the firing range – removing the lead residue from their clothing.) Phone jacks would provide a line in the lobby when the department is closed.

Ed Engler questioned the training area, if it would be used by the public or basically town operations. Response was more training as related to town operations and regional police training because it is in a secure area.

Andre further expanded on the fact that the rubber flooring is the most expensive line.

Colette Worsman motioned to honor our promise to the taxpayer and not finish the space. Second by Peter Miller for discussion.

Andre proposed a compromise that there are some items such as the duct work and the sprinklers be finished now.

Colette withdrew her motion.

Miller will be voting against the motion. It is well within the contingency. We can get a lot for a very little. He favors to go along with the plan.

Motion restated by Frank Michel to move forward and out of the \$14,933 proposed finishing costs for the area to remove the cost of the plumbing for the washer and dryer and finish the area for \$12,673. Seconded by Miller Lovett. Motion defeated. No vote by Peter Miller, Colette Worsman and Peter Brothers. Affirmative by Frank Michel and Miller Lovett.

The Board had a 5 minute recess and returned to the budget workshop at 6:30 p.m.

Workshop:

CIP- Brenda reviewed the bundled projects for the Board. Water and Sewer & road projects were looked at determined that a bundled project would get better pricing. The projects included would be High Street, part of Waukevan, Red Gate, Water Street and Stevens Ave (5 pieces) with projects costs coming in at 2.238 million dollars. We are working with Rural Development on grant funding.

Peter Miller needs to know about the grant funding with regards to this project and would like to come back to this. Brenda will follow-up. Deferred until the grant information is obtained.

Warrant Articles: There will be a warrant article of the operating budget and then separate warrant articles by separate bond items (including some clean-up / housekeeping articles).

Updates: Brenda informed the Board they could put \$1.00 in the budget for General Assistance because the Town is responsible for the costs and it would come out of the general fund. The Board determined not to play the shell game and leave the dollars in the budget. Additional items brought forth by Brenda include because of the fuel reports recently distributed to the proper lines, there are reductions applicable to line items on the 07 budget such as the Highway unleaded gas & diesel line reduction of \$5,000, B&G reduction from the \$40,000 requested to \$30,000, and the Town Report has had favorable quotes returned reducing that line. Newspapers would be lowered down to \$150.

Parks and Recreation was able to make reduction (remove tractor, water irrigation etc.0 by \$69,181.

The ambulance contract has been recalculated which now shows a reduction.

The current budget now reflects a 7.05% increase.

The Board is now anticipating the figures for the Library budget, and the Solid Waste contract in order for an even more accurate reflection of the recalculated budget numbers.

The Board determined they will meet on Saturday, January 6, 2007 at 8:00 a.m. at the Annex.

Miller Lovett distributed reading material for the Board of Selectmen regarding the budget.

Frank Michel motioned to adjourn the meeting at 7:25 p.m. Colette Worsman seconded the Motion. All in favor. 5-0. 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

ATTACHMENT A

December 5, 2006

Carol,

As requested, here is our estimate for finishing the space above the garage and sallyports at the new police station. We have only included items not already carried in our original budget. The added finished space will be 864 square feet. Please ask the selectmen to consider and decide on this proposal by December 20th so we can coordinate the added work with the subcontractors as we move forward in the schedule. I will be glad to attend whatever meeting that the selectmen choose to discuss this issue to answer any questions that may arise.

Install Johnsonite rubber sports flooring and base.	\$5,253
Extend ductwork with insulation and add grilles and diffusers.	\$3,220
Add plumbing for washing machine and venting for dryer.	\$2,280
Upgrade lights for acoustical ceiling. Provide wiring for washer/dryer. Add CATV and phone jacks.	\$3,400
Extend sprinkler heads through acoustical ceiling.	<u>\$800</u>
Total cost to be taken from the contingency =	\$14,933

Please give me a call if you have any questions and let me know if you need me to attend the selectmen's meeting.

Andre

APPLICATION AND CERTIFICATE FOR PAYMENT



TO: Town of Meredith
41 Main Street
Meredith, NH 03253

FROM: Bauen Corporation
P.O. Box 1621
Meredith, NH 03253

APPLICATION NO.: 7

PERIOD FROM: 11/4/06
TO: 12/1/06

PROJECT NO.: 8205

CONTRACT FOR: Construction of new police station

CONTRACT DATE: 9/2/05

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net Change by Change Orders			\$0.00

1. ORIGINAL CONTRACT SUM \$2,297,000
2. Net Change by Change Orders \$0
3. CONTRACT SUM TO DATE \$2,297,000
4. TOTAL COMPLETED & STORED TO DATE \$1,429,261
(Column G)
6. RETAINAGE:
 - a. 10.00% of Completed Work \$131,606
(Column D & E) - General Conditions
 - b. 10.00% of Stored Material \$0
(Column F)
 - Total Retainage (Line 5a & 5b) or
(Total in Column I) \$131,606
5. TOTAL EARNED LESS RETAINAGE \$1,296,655
(Line 4 less Line 6 total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$1,697,131
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$199,524
9. BALANCE TO FINISH, PLUS RETAINAGE \$1,009,345
(Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Andre H. Kleet Date: 12/4/06

State of: New Hampshire County of: Belknap
Subscribed and Sworn to before me this 4th day of December, 2006.
Notary Public: James H. Smith
My Commission expires: 3-6-07

ARCHITECT'S APPLICATION FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$199,524
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: [Signature] Date: 12/5/06

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

MEREDITH POLICE STATION 400 DW HIGHWAY		APPLICATION #: 7 APP. DATE: 12/5/06	PERIOD FROM: 11/4/06 TO: 12/1/06		TOTAL TO DATE	%	BALANCE	RETAINAGE
DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS APPLICATIONS	THIS PERIOD	AND STORED	COMPLETED		TO FINISH	
GENERAL CONDITIONS								
Superintendent	\$66,600	\$41,400	\$9,000	\$50,400	76%	\$16,200		
Project manager	\$20,000	\$13,600	\$2,000	\$15,600	78%	\$4,400		
Performance and payment bond	\$19,353	\$19,353	\$0	\$19,353	100%	\$0		
Surveying & project layout	\$2,475	\$2,475	\$0	\$2,475	100%	\$0		
Jobsite office, phone, toilet, etc.	\$10,025	\$6,856	\$920	\$7,776	78%	\$2,249		
Dumpsters and cleanup	\$9,000	\$1,932	\$1,171	\$3,103	34%	\$5,897		
Misc. labor	\$5,500	\$1,456	\$1,296	\$2,754	50%	\$2,746		
Misc. tools and rentals	\$5,000	\$3,246	\$0	\$3,246	65%	\$1,752		
Final cleaning	\$2,500	\$0	\$0	\$0	0%	\$2,500		
Temporary heat	\$10,000	\$0	\$220	\$220	2%	\$9,780		
Punchlist and warranty labor	\$3,000	\$0	\$0	\$0	0%	\$3,000		
SITE WORK								
Building demolition	\$7,270	\$7,270	\$0	\$7,270	100%	\$0		
General	\$205,258	\$162,038	\$28,130	\$191,168	93%	\$14,090		\$19,117
Misc. items	\$5,550	\$409	\$0	\$409	7%	\$5,141		\$41
Landscape, hydroseed, & irrigation	\$44,325	\$0	\$0	\$0	0%	\$44,325		\$0
Fencing	\$11,144	\$0	\$0	\$0	0%	\$11,144		\$0
CONCRETE								
Footings, walls, & flatwork	\$81,420	\$70,020	\$11,400	\$81,420	100%	\$0		\$8,142
Accessories and misc. concrete	\$15,820	\$7,798	\$3,055	\$10,853	69%	\$4,967		\$1,085
MASONRY								
	\$76,732	\$73,472	\$3,260	\$76,732	100%	\$0		\$7,673

DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS PERIOD APPLICATIONS	TOTAL TO DATE COMPLETED AND STORED	%	BALANCE TO FINISH	RETAINAGE
FINISHES						
Drywall	\$65,632	\$23,500	\$40,632	96%	\$1,500	\$6,413
Acoustical ceilings	\$12,690	\$0	\$3,000	24%	\$9,690	\$300
Floor preparation	\$2,650	\$0	\$0	0%	\$2,650	\$0
Flooring	\$54,507	\$0	\$0	0%	\$54,507	\$0
Painting	\$35,887	\$0	\$7,000	20%	\$28,887	\$700
SPECIALTIES						
Labor to install	\$8,485	\$0	\$0	0%	\$8,485	\$0
Toilet and dressing room partitions	\$1,175	\$0	\$1,175	100%	\$0	\$118
Access doors & misc. specialties	\$1,172	\$0	\$0	0%	\$1,172	\$0
Storage shelving	\$4,700	\$0	\$0	0%	\$4,700	\$0
Misc. tackboards, FRP panels	\$3,600	\$0	\$0	0%	\$3,600	\$0
Interior signage and directories	\$2,520	\$0	\$0	0%	\$2,520	\$0
Site sign	\$3,658	\$0	\$1,829	50%	\$1,829	\$183
Mail cubicles	\$953	\$0	\$953	100%	\$0	\$95
Metal lockers and benches	\$10,995	\$0	\$0	0%	\$10,995	\$0
Fire extinguishers & cabinets	\$1,485	\$248	\$940	81%	\$279	\$119
Flagpoles	\$1,320	\$330	\$990	100%	\$0	\$132
Toilet accessories	\$2,460	\$0	\$2,460	100%	\$0	\$246
EQUIPMENT & FURNISHINGS						
Labor to install	\$8,047	\$0	\$0	0%	\$8,047	\$0
Appliance allowance	\$2,600	\$0	\$0	0%	\$2,600	\$0
Window treatments	\$1,999	\$0	\$0	0%	\$1,999	\$0
Bullet resistant sheets	\$3,151	\$0	\$3,151	100%	\$0	\$315
Evidence and pistol lockers	\$4,843	\$0	\$0	0%	\$4,843	\$0
Wire mesh partition	\$3,365	\$0	\$0	0%	\$3,365	\$0
Transsection drawer	\$1,541	\$0	\$1,541	100%	\$0	\$154
Cell fronts, bunks, cuff benches	\$5,660	\$0	\$0	0%	\$5,660	\$0
ELEVATOR	\$49,850	\$0	\$0	0%	\$49,850	\$0

DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS PERIOD APPLICATIONS	WORK COMPLETED THIS PERIOD	TOTAL TO DATE COMPLETED AND STORED	%	BALANCE TO FINISH	RETAINAGE
MECHANICAL							
Plumbing and HVAC	\$315,785	\$205,460	\$34,090	\$240,570	76%	\$75,215	\$24,057
Sprinkler system	\$62,375	\$55,338	\$0	\$55,338	89%	\$7,037	\$5,534
ELECTRICAL							
General	\$185,455	\$75,350	\$28,150	\$104,500	56%	\$80,955	\$10,450
Power company charges	\$0	\$0	\$0	\$0	0%	\$0	\$0
CONTINGENCY	<u>\$43,749</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0%</u>	<u>\$43,749</u>	<u>\$0</u>
TOTAL COSTS	\$2,061,538	\$1,161,722	\$211,806	\$1,373,328	67%	\$688,210	\$126,113
CM FEE	<u>\$82,462</u>	<u>\$49,469</u>	<u>\$8,454</u>	<u>\$54,933</u>	<u>67%</u>	<u>\$27,528</u>	<u>\$5,493</u>
TOTAL	\$2,144,000	\$1,208,191	\$220,070	\$1,428,261	67%	\$715,738	\$131,605
CHANGES TO PROJECT AFFECTING CONTINGENCY THIS PERIOD:							
Add savings from siding materials to contingency =							\$1,783
TOTAL CHANGE TO CONTINGENCY =							<u>\$1,783</u>