

SELECTMEN'S BUDGET WORKSHOP
Minutes of December 10, 2007
4:15 p.m.

Selectmen:

Frank S. Michel, Chairman
Peter F. Brothers, Vice Chairman
Robert C. Flanders
Miller C. Lovett
Colette Worsman

Town Manager:

Carol M. Granfield

Director of Administrative Services:

Brenda L. Vittner

Executive Assistant:

Lisa Herder

The Workshop was opened by Chair Frank Michel at 4:15 p.m.

The Chair introduced the Selectmen, Town Manager Carol Granfield, Director of Administrative Services Brenda Vittner, and Executive Assistant Lisa Herder.

MUNICIPAL ADMINISTRATION

The Chair opened the discussion regarding this budget. The Board each posed their questions and Brenda and Carol responded to these questions.

This discussion included a question posed by Selectman Brothers as to whether enough was budgeted for Exotic Weed Control (Milfoil). Dialogue regarding funding of Winnisquam vs. Winnepesaukee ensued, during which the Chair express his opinion that some of the funds should be earmarked for Winnisquam in 2008. The Chair remarked that the Board should be mindful of what they are doing regarding water quality issues. Additionally, Selectman Worsman expressed her opinion that Account # 4610-01-048 and 4630-01-048 do not need to be funded.

The following Action Items resulted from the Board's discussion of this budget:

- Account # 4533-01-048: Brenda will provide the Board with a list of the expenditures for Meredith Bay and Fish Cove during the past two to three years.
- Account # 0250-01-020: Brenda will provide the Board with a breakdown.
- The Board agreed that the Exotic Weed Control (Milfoil) item would be flagged for further discussion during the 2008 budget process.
- The Board agreed that the Contingency item would be flagged for further discussion during the 2008 budget process.

PERSONNEL ADMINISTRATION

The Chair opened the discussion regarding this budget. He noted that this budget reflects an overall decrease of 8.57%.

The Chair asked what this budget encompassed. Brenda explained that health/dental/life insurance benefits are calculated for the Town's current employees and are included in each department's budget. She went on to say that this budget accounts for the result of any personnel changes during the year. For example, if an employee who had a single-person health plan retires, and they are replaced with someone who needs a two-person plan, this budget makes up for the difference in cost to the Town. Brenda added that this budget also makes up for any errors regarding the Town's contributions for FICA, Medicare and Retirement.

Carol informed the Board that the Unemployment Compensation line may increase. She was contacted Primex earlier today, who told her that the cost for their services would increase by \$5,000 for 2008. She is continuing discussion them, while also requesting a rate from LGC.

Selectman Lovett raised questions concerning the basis for employees receiving merit raises, while Selectman Worsman had questions regarding pay scale and re-classification issues for 2008. Brenda and Carol responded to their questions.

Carol also explained the personnel changes recommended for 2008. She noted that the Pay & Classification Plans both need to be adopted, or modified for adoption, by the Board. The Board agreed to have Carol provide information on the reclassifications during each department budget.

The Board expressed their desire to schedule a workshop regarding Personnel Issues after the 2008 budget process has been completed as this is an evolutionary process.

The following Action Items resulted from the Board's discussion of this budget:

- Account # 0609-01-060: Carol will update the budget request once she has final numbers from the vendors.
- Brenda will update this budget to reflect current figures for the "Estimate at 12/31/2007" column.
- Brenda will update the Personnel Summary sheet to reflect the change from 6 to 7 Police Officers including the new Officer.
- The Board agreed that the Unemployment Compensation item would be flagged for further discussion during the 2008 budget process.

CAPITAL PROJECTS & TRUST FUND TRANSFERS

The Chair opened the discussion regarding this budget by noting that this budget encompasses ETFs and the Capital Projects recommended via the CIP process. The Board each posed their questions and Brenda and Carol responded to these questions.

The Chair closed the discussions regarding this budget by noting that the 2008 Requests match all of the CIP recommendations for these items, with the exceptions being Water System Improvements Trust (the utility could not match their portion for 2008) and the Main Street Rehab Survey & Design.

The following Action Items resulted from the Board's discussion of this budget:

- Account # 4774-01-083: Selectman Flanders will provide the Board with a letter which represents a formal request from the Waukevan Watershed Advisory Committee.
- Carol will ask Mike Faller to provide the Board with information on: (a) What would happen if Batchelder Hill Road Survey & Design went out to bid; (b) Whether it can be done via an ETF; and (c) The backup that was provided to the CIP on what was done since 2002.
- Account # 0815-01-080: Brenda will provide the Board with approximations on the unfunded liability and current balance of this account.
- Account # 0848-01-080: Brenda will add a column entitled "Balance to Date" on the spreadsheet and show the balances for this line.

WARRANT ARTICLES

The Chair opened the discussion regarding the Warrant Articles with Tax Impact. He noted that historically the Board has begun their discussions using the minimum amount shown in "Assumptions" as the dollar amount of the bond.

On Warrant Article # 1, the Fire Station Building Bond, Brenda pointed out that there would be a reduction between years due to a change on the debt schedule. Selectman Lovett asked Selectmen Brothers and Flanders to brief the Board on the Fire Station Building Advisory Committee's plans, which they did.

Regarding Warrant Article # 2, Page Pond Conservation Property, Carol gave the Board an update on the funds raised to date. As of December 7, \$410,000 had been raised. Selectman Flanders added that he believes the \$1,000,000 will be raised by mid-January, as approximately 30 major donors have been identified.

Warrant Article # 3, Congregational Church Parking Expansion and Lease was not discussed due to the time constraints of this workshop.

The following Action Items resulted from the Board's discussion:

- Brenda and Carol will provide the Board with a list of the Warrant Articles that are anticipated.

The Chair reminded the Board that they would meet for their regular Workshop and Selectmen's Meeting on Monday at 4:00 p.m. and 5:30 p.m. respectively and the agenda items for those meetings were identified.

At 7:15 p.m., Selectman Worsman moved that the Board take a short recess before moving into a non-public session per RSA 91-A:3 II (b) and (e). Seconded by Selectman Brothers. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Carol M. Granfield, Town Manager

Frank S. Michel, Chairman

Lisa Herder, Executive Assistant

Peter F. Brothers, Vice Chairman

Robert C. Flanders

Miller C. Lovett

Colette Worsman