

**Board of Selectmen Meeting
Minutes of 01/07/08
5:30 p.m.**

Selectmen:

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

***Town Manager:
Recording Clerk:***

***Carol M. Granfield
Karin Landry***

Call to Order: Chairman Frank Michel called the meeting to order at 5:30 p.m.

The Chair introduced the Board, Town Manager, and Recording Clerk. He made announcements pertaining to fire exits, listening assisted devices, and the use of microphones. Comments and questions are to be directed through the Chair.

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

08-01 Minutes of December 17, 2007 Non-Public

Selectman Worsman moved to approve the minutes of the December 17, 2007 Non-Public Meeting. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.

TOWN MANAGER'S REPORT:

- The Town received the preliminary reassessment report from Cindy Brown of the Board of Tax and Land Appeals. A copy has been provided to the Board. As a result of their analysis, the conclusions are that there is no evidence of selected reappraisal, the reassessment attained market value, and it was completed in an equitable manner. The overall median of assessment is 97% of value and the co-efficient of dispersion is 11.82, both within the recommended guidelines established by the Assessment Standards Board. The findings will go before the Assessment Standards Board for final review.
- The primary election day is Tuesday, January 8, and the polls will be open at the Community Center from 7 a.m. – 7 p.m. Local elections will be held on Tuesday, March 11. The following offices are open: Treasurer (3 years); 1 Selectman (3 years); Town Clerk (3 years); Supervisor of the Checklist (6 years); 1 Trustee of the Trust Funds (3 years); and 2 Library Trustees (3 years). The filing period with the Town Clerk is January 23 to February 1. Anyone presenting an Article by petition for the Town Warrant must obtain the signatures of 25 registered voters and file the petition with the Town Clerk by February 5.

- An informational meeting with the DOT pertaining to the Meredith Center Intersection at Childs Park will be held on Wednesday, January 9, at 7 p.m. at the Community Center. The DOT will present models of various alternatives discussed at the prior meeting. The public is encouraged to attend.
- The final budget workshop will be held at the Town Hall Annex on January 14th. The Board will review additional information it requested from various departments. Once the Board adopts their budget, it will be scheduled for public hearing.
- The Magic of Meredith cable show will present a tour of the fire station on Wednesday, January 9. It will focus on the need for expansion. The architect, fire chief, and construction manager will hold a panel discussion highlighting the proposal of the Fire Station Building Advisory Committee. The program will be aired several times.

VISITOR'S AND RESIDENT'S COMMENTS:

None

SELECTMAN'S COMMENTS:

Selectman Worsman distributed a document entitled "2008 Meredith Budget Notes" for the Board's review [see Addendum]. She then addressed the Chairman and requested that these "Notes" be added to the minutes of the meeting. Selectman Worsman stated that they are open for discussion when the Board gets to the meeting. She went on to say that last year 95% of her suggestions got thrown out the window, so she wants them on the record. The Chairman asked if Selectman Worsman meant that the Board didn't adopt them by vote, to which she replied, "Indeed". The Chair thanked her for the opportunity to review the document a week ahead of time.

Selectman Flanders expressed concerns with information handed out at a particular meeting being added to the minutes as part of the official record.

The Chair directed that material presented at a meeting be included in the minutes because it reflects what transpired at the meeting.

NEW BUSINESS:**08-02 Fire Station Expansion**

The Town Manager opened the matter. The Fire Station Building Advisory Committee spent a substantial amount of time on the proposal for the fire station expansion. Chief Palm and Andre Kloetz, construction manager for Bauen Corporation and Deputy Chief of the Department, made the presentation.

The presentation included:

Objective:

- Recommend a Fire Department facility that:
 - Meets the present and future needs of the fire service for Meredith
 - Conforms to present standards for a fire station facility
 - Increases energy efficiency
 - Improves manpower efficiency
 - Retains historical/village character of old building architecture

Process:

- Facility need was included in the CIP process in 1998
- 2003 Town Meeting approved an expendable capital fund
- Three community groups confirmed need and size of proposed facility (15,500 – 16,000 sq. ft.):
 - Town wide Space Needs Committee – 2003
 - Internal Building Committee – 2005
 - Select Board appointed Building Committee – 2006 to present

Building Program:

- The Committees assigned square footage to the areas in the building and made their recommendation of 14,561'. The current proposal is for 15,243'. The difference in square footage can be attributed to hallways, the lobby, and the elevator.

Apparatus Space:

- 2 Engines
- 1 Tanker
- 1 Rescue
- 1 Command Vehicle
- 1 Forestry Unit
- Other – ARGO, Boat, antique apparatus, etc.
- 1 Aerial Truck (by 2009)
- 1 Future Vehicle (of a small nature, possibly an ambulance)

Money has been put aside for the aerial truck; it will be 100% funded after this year's Town Meeting.

Past and Future Apparatus:

- 1895 hand pumper (first piece of fire apparatus in Town)
- Modern day truck

Process - continued:

- Site selection evaluation; criteria included:
 - Central to population and building density
 - Central to responder's homes
 - Land availability and cost
 - Known physical characteristics of site
 - Accessibility to and by the public

Fire Station Site Scoring Matrix:

- 8 sites – Current Site, Wickes, Burlwood, Robertson Land, Upper Ladd Hill, Keytown, Scandia, and Plymouth Street Municipal Parking were evaluated for accessibility to and by public, public utility availability, access roadways, zoning considerations, neighborhood compatibility, estimated cost in demo of new site, availability of site, estimated purchase price or tax assessment, physical characteristics of land (ledge, wetland, etc.), location of land in relation to member response capabilities, location of land in relation to ISO requirements, size of land area.

Process – Continued

- Selection of architect and construction manager
- Public input sought through open houses and charette
- Design and site analysis
- Design considerations include:
 - Utilization of existing land
 - Blending the building into the neighborhood
 - Construction phased to maintain department operability

Existing Conditions:

- Clearance for equipment
- Accessibility of equipment
- Additional costs for custom equipment
- No maintenance access

Location:

- Existing Site – survey of plot and setbacks

Design Implementation:

- Current Building
- Basic approach: demolish and build
- Basic approach: no demolition, add to north
- Project site

Charette:

- 12 layout possibilities identified by public

Model to Plan:

- Semi-finalist chosen
 - Two floors
 - Two zones (professional and public)
 - Workshop/storage area
 - New addition to north and Oak Street
 - Three individual bathrooms as opposed to locker room
 - Bunk area
 - Additional apparatus space

- Day room
- Kitchen
- Elevator
- Antique vehicle display
- Small meeting/library area
- Three offices

Andre Kloetz told the Board that the design is meant to meet the needs of the Town for 25+ years. The dormitory space will allow for the possibility of housing students from the Voc Tech School in exchange for performing services at the station. This could allow for keeping the volunteer department in place for a number of years. Selectman Flanders noted that the need for the facility has been driven by the increased number of calls over recent year. The Department responded to 354 calls this year and over 400 calls in prior years. The Department currently does not respond to medical calls.

The Board posed questions regarding utilization of space in the proposed facility. Selectman Lovett expressed concerns with parking in the front of the building being adversely affected if the DOT were to exercise the right-of-way for road expansion. Dialogue ensued regarding the amount of land that would be taken by DOT for road expansion. Andre Kloetz told the Board that the proposal provides for adequate parking even if the road is expanded. The Chair served on the Rte. 3/25 committee and shared his observation that the DOT is working with municipalities to put in place a well thought out plan that takes into account cultural, scenic, and historic values of the municipality.

Local subcontractors will be contacted for opportunities to bid. The architectural plans were funded to full completion so they will be complete when they go out to bid, allowing for competitive bidding. The Town will benefit from very good pricing if they choose to go forward with the project. Chief Palm set forth various financial considerations including a decrease in debt service over the next five years, the aerial truck will be fully funded after this year's Town Meeting, and no additional trucks will be added for at least 4-5 years. A 20-year bond at 4 1/2 % is approximately 10¢ per \$1,000 of assessed value, or \$20 for a property assessed at \$200,000. The existing contingency will be amended once a guaranteed maximum price is in place. Mr. Kloetz is confident that \$2.5 million is the upper level and is hoping that the total amount for the project can be reduced once the bidding takes place. He hopes to bring a final figure to the Board in late February. At the request of the Chair, he provided the Board with a copy of the preliminary budget. It does not include equipment, furnishings and computers. Chief Palm told the Board that those items will not be a significant additional expense. The matter will be scheduled for additional dialogue in 3-4 weeks.

The Board was in general agreement that they are comfortable with the process, including the use of a construction manager. Selectman Worsman wishes to support the project and encourage community support of the project. She asked the Board to consider her proposed cuts to the general budget so the proposed facility can become a reality.

Selectman Brothers motioned to move into a non-public meeting under RSA 91-A:3 I(e) for considerations and negotiations of pending claims and litigation. Seconded by Selectman Flanders. Selectman polled. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Carol M. Granfield, Town Manager

Frank S. Michel, Chairman

Karin Landry, Recording Clerk

Peter F. Brothers, Vice Chairman

Robert C. Flanders

Miller C. Lovett

Colette Worsman

ADDENDUM**2008 Meredith Budget Notes**

BY: COLETTE WORSMAN: This is a summary of one Selectman's suggestions. Hopefully putting our heads together my produce other savings.

Propose no changes to classification schedule at this time. Suggest this be scheduled for a workshop. The net changes may reflect only a \$1,600 increase; however a detail analysis reveals the savings offset from the water department downgrades are hiding the facts that most reclassifications carry salary increases as low as \$0.07/hr. to a high of \$2.43/hr. Most significant for future budget considerations are those positions which move from a step 12 to a higher grade and a lower step.

	<u>PROPOSED FINAL BUDGET.</u>
Executive Admin.: Delete line for gas. \$1,100	\$225,184.84
(Notes: Town manager's contract includes a \$300/month provision for "all work related in-state travel". It is contrary to her contract and to the public trust for us to allow additional reimbursement for travel, particularly the use of non-taxed fuel for a personal vehicle. Further, as this board is aware, the compensation of our town manager exceeded the provisions of her contract by over 8% in the first year. This error on the part of the selectman and town manager compounds annually and has cost the taxpayers enough.)	
Personnel Admin.: Reduce meeting/training line \$5,000	\$ 51,385.76
Municipal Admin.: Delete Motorcycle Week line \$2,000	\$909,186.52
Reduce Greater Meredith \$10,000	
Economic Development \$2,000	
Reduce Computers \$6,000	
Increase exotic weed \$10,000	
Note: Though each of these have potential economic benefits, keeping the asset value and esthetic value of our lakes, rises above the other benefits in my opinion.	
Town Clerk/Super.: Same	\$159,981.26
Administrative Services: Increase General Assistance by \$25,000 to reflect reality	\$512,397.67
Assessor's Office: Reduced by \$7,000 -error found during budget dellberation	\$217,215.86
Tax Collector: Same	\$83,002.09
Com. Develop.: Reduce by \$4,000 the LRPC contribution.	\$393,206.48
Police Dept: Reduce the part-time line \$15,000 to allow for new hire.	\$1,540,721.94
I support the new officer position in place of less reliable part-timers and see the need to replace one vehicle. I believe the chief should consider staying with the Explorer for economies but I recognize its limitations for this application.	
Fire Dept.: Upon discussion with the chief, reduce by \$5,000. Consider retirement reserve account.	\$273,561.70
Note: overall budget is down approximately \$76,000 from 2007	

Solid Waste: Reduce budget by \$6,000 and close Tuesday and Wednesday. I believe \$800,000.00
Our citizens will still be well served and we can more effectively use our personnel and facilities.
Note: 2007 amount spent was \$790,000, adjusting for uncontrollable costs and limiting the days open to five, should make this amount reasonable.

Building & Grounds: Reduce Equip. Maint. \$2,000 and flowers \$5,000. \$294,262.97

Cemeteries: No change 2008 expense, suggest a review 2008 revenue side. \$127,947.21

Highway Dept.: Consider, this budget went from \$2.1m in 2006 to 2.4 in 2007 also \$2,407,448.00
our highway budget is significantly higher than all but three other towns according to the latest Local Gov. Center survey of towns with a population of 5,000-9,999. With judicious use of funds (i.e. I don't think every truck is going to need new tires this year, etc.), Batchelder Hill should be worked into this 2008 budget. I believe the savings resulting from paving this road will offset some in the maintenance line item. Absent this commitment I suggest reducing this budget by \$250,000
Notes: From 2006-2007 budget increased \$258,914. Level fund would be \$2,375,000

Parks & Rec.: Per director delete \$6,880 for Adult Co-ed Sports. Reduce budget \$700,000.00
\$22,000 for tractor. I agree the new tractor is worth buying as I believe it will save its cost in both time and labor, therefore there should be no need for an increase for this purchase.
Note: Spent in 2007 \$692,925 and add \$6,000.00 for increase in utility expenses.

Library: Fund half the cost of boiler, reduce budget by \$18,000.00 \$469,921.86

Water Dept.: No change at this time. \$640,083.25

Sewer Dept.: No change at this time \$779,017.62

Conservation: Same \$ 21,115.00

Regional Assoc.: Same \$204,062.00

Cap Projects/Debt/CIP \$1,536,162.48

Capital Projects: Delete \$250,000 Batchelder Hill from this line if it is committed in dept budget. Delete \$90,000 Boynton Road Water loop, I believe this is included in the developers agreement. Delay Main Street Rehab survey but put \$15,000 in a capitol reserve acct. for this purpose.

Note: reduced by \$350,000.00-see highway dept. budget and notes on Land Area Trust

Debt Service: No changes necessary

(Notes to file-principle and interest of current debt down \$23K in 2008 and \$40K in 2009)

Potential Savings \$509,536.76, and a final budget of \$12,345,864.21

It is my goal and intention when evaluating this budget to include only necessary town functions which benefit the whole town. Some of the ideas presented above came from discussions with Selectman Lovett (i.e. including the tractor in the parks and rec. budget, etc.) They are incorporated here as I too believe they are good ideas.

2008 Meredith Budget Notes

BY: COLETTE WORSMAN

Propose no changes to classification schedule at this time. Suggest this be scheduled for a workshop. The net changes may reflect only a \$1,600 increase; however a detail analysis reveals the savings offset from the water department downgrades are hiding the facts that most reclassifications carry salary increases as low as \$0.07/hr. to a high of \$2.43/hr. Most significant for future budget considerations are those positions which move from a step 12 to a higher grade and a lower step.

	<u>PROPOSED FINAL BUDGET</u>	
Executive Admin.: Delete line for gas. \$1,100 (Notes: Town manager's contract includes a \$300/month provision for "all work related in-state travel". It is contrary to her contract and to the public trust for us to allow additional reimbursement for travel particularly the use of non-taxed fuel for a personal vehicle. Further, as this board is aware, the compensation of our town manager exceeded the provisions of her contract by over 8% in the first year. This error on the part of the selectman and town manager compounds annually and has cost the taxpayers enough.)	\$225,184.84	<i>Same</i>
Personnel Admin.: Reduce meeting/training line \$5,000	\$49,385.76	<i>51385.76</i>
Municipal Admin.: Delete Motorcycle Week line \$2,000 Reduce Greater Meredith \$10,000 Economic Development \$2,000 Reduce Computers \$6,000 Increase exotic weed \$10,000	\$891,964.40	<i>909196.52</i>
Town Clerk/Super.: Same	\$159,981.26	
Administrative Services: Increase general Assistance by \$25,000 to reflect reality	\$512,397.67	
Assessor's Office: Reduce by \$7,000 -error found during budget deliberation	\$216,805.08	<i>217215.08</i>
Tax Collector: Same	\$85,502.09	<i>83002.09</i>
Com. Develop.: Reduce by \$4,000 the LRPC contribution.	\$393,206.48	
Police Dept: Reduce the part-time line \$15,000 to allow for new hire. I support the new officer position in place of less reliable part-timers and see the need to replace one vehicle. I believe the chief should consider staying with the Explorer for economies but I recognize its limitations for this application.	\$1,540,721.94	<i>Same</i>
Fire Dept.: Upon discussion with fire chief reduce by \$5,000 consider retirement reserve account. <i>Note (overall budget down 76K)</i>	\$273,561.70	<i>Same</i>
Solid Waste: Reduce budget by \$6,000 and close Tuesday and Wednesday. I believe Our citizens will still be well served and we can more effectively use our personnel and facilities. <i>(Note of Budget \$790K, level fund at</i>	\$843,835.95	<i>800,700 -</i>

Building & Grounds: Reduce Equip. Maint. \$2,000, Ground Maint. ~~\$15,000~~ and flowers \$5,000. \$279,262.97
15,000 -
\$241,262.97

Cemeteries: No change 2008 expense, suggest a review 2008 revenue side. \$127,947.21

Highway Dept.: Consider, this budget went from \$2.1m in 2006 to 2.4 in 2007 also our highway budget is significantly higher than all but three other towns according to the latest Local Gov. Center survey of towns with a population of 5,000-9,999. With judicious use of funds (i.e. I don't think every truck is going to need new tires this year, etc.), Batchelder Hill should be worked into the 2008 budget. I believe the savings resulting from the paving will offset the maintenance line item. Absent this commitment I suggest reducing this budget by \$250,000 (Note from 2006-2007 budget increased \$258,914)
(Level fund is \$2,375,000 -)

Parks & Rec.: Per director delete \$6,880 for Adult Co-ed Sports. Reduce budget \$22,000 for tractor. I agree the new tractor is worth buying as I believe it will save its cost in both time and labor, therefore there should be no need for an increase for this purchase. \$726,616.09

ing Budget
is w/exp. Spent 692,925 + 6,000 for additional level fund

Library: Fund half the cost of boiler, reduce budget by \$18,000.00 \$469,921.86

Water Dept.: No change at this time. *New amount reflects new budget* \$618,992.85 *640083.25*

Sewer Dept.: No change at this time \$757,927.22 *779017.67*

Conservation: Same \$ 21,115.00

Regional Assoc.: Same \$204,062.00

Cap Projects/Debt/CIP *(-350,000 -)* \$1,465,861.14 *1,536,000*

Capital Projects: Delete \$250,000 Batchelder Hill from this line if it is committed in dept budget. Delete \$90,000 Boynton Road Water loop this I believe is being paid by the developer. Delay Main Street Rehab survey but put \$15,000 in a capitol reserve acct. for this purpose.

Debt Service: No changes necessary
(Notes to file-principle and interest of current debt down \$23K in 2008 and \$40K in 2009)

\$509,536.76

Potential Savings \$446,980.00, and a final budget of \$12,271,701.51 *12,345,864.21*

It is my goal and intention when evaluating this budget to include only necessary town functions which benefit the whole town. Some of the ideas presented above came from discussions with Selectman Lovett (i.e. including the tractor in the parks and rec. budget) They are incorporated here as I too believe they are good ideas.