

BOARD OF SELECTMEN WORKSHOP
Minutes of 10-17-11
4:15 p.m.

Selectmen: *Colette Worsman, Chairman*
Peter F. Brothers, Vice Chairman
Miller C. Lovett
Nathan J. Torr
Herbert R. Vadney

(Absent with Notice)

Town Manager: *Phillip L. Warren*

Recording Clerk: *(Absent with Notice) Karin Landry*

Call to Order: Chair Worsman called the meeting to order 4:15 p.m. She introduced the Board and Town Manager and made announcements pertaining to emergency exits and the use of cell phones.

W 11-29 2011 YTD Budget Update

Director of Administrative Services Brenda Vittner presented the MS-1 form for the Board's signature. Expenditures are very close to 75%, which is exactly where they should be at this time, and Ms. Vittner does not foresee any issues going forward that would prevent them from staying on track. Ms. Vittner answered questions posed by the Board:

- There has been no expenditure for the Red Cross and Motorcycle Week Association because they bill once a year at year-end.
- Police detail has been expended and billed in the amount of \$50,723; however, the entire amount has not been received. There is a line item of \$7,500 that covers police detail that is not billed.
- The amount to be raised by taxation in 2011 was level, however, the budget was a little higher than 2010.
- There has been a \$3,000 increase in the Town Manager's office appropriation as a result of a wage adjustment.
- General Assistance is at about 73% (\$10,000 was added to the general assistance budget during last year's deliberations.)

The Board reviewed year to date income:

- Property tax has been billed for the first half of the year and collections are on target.
- Motor vehicle decals and permits are on target.
- Permits for single family housing are lower than projected and commercial permits are at about 92% of budget.
- Solid waste revenues are on target.
- Library revenues are not included in the report.
- Total revenues are at 54.15%. Once rooms and meals tax is received on December 31, revenues are anticipated to meet projections for the year.

The Chair expressed appreciation for the efforts that have been made by Ms. Vittner, the Town Manager's office, and staff for budgeting conservatively and watching expenditures to make sure they are on target. Ms. Vittner will update the Board on setting the tax rate at its next meeting.

W11-30 LRMFA 2012 Budget Proposal

Fire Chief Ken Jones sits on the Board of Lakes Region Mutual Fire Aid, and updated the Board on the communication center operating budget. The operating budget for personnel is down about 4%, for a savings of approximately \$47,000 from last year. Although expenses are up a bit from last year, the overall budget is down approximately \$13,000. As a result, the Town of Meredith will see a decrease of approximately \$1,200 from last year's expenditure. The budget is prepared by LRMFA staff, and will be voted on by its Board of Directors on November 2. One municipality has decided to discontinue participating in LRMFA, resulting in a decrease in funding of \$24,000. However, because some municipalities have already reviewed the budget, it has been decided that the decrease in funding will be absorbed by LRMFA as opposed to being passed on to the remaining municipalities.

Chief Jones reported that there has been no official information on the grant applications for simulcasting equipment and computers; however, unofficial word is that both grants will be awarded. If the grants are not awarded, the projects will be postponed.

Selectman Brothers inquired whether there is any indication that other communities will withdraw from the association, and the impacts that would have on remaining communities. Chief Jones foresees an increase in costs to the remaining communities if additional communities withdraw. Selectman Brothers pointed out that in that event, the operating budget would have to be closely reviewed from a standpoint of prioritizing needs. Secondly, Selectman Brothers wonders if the assessment that was used to develop the current formula is still appropriate. The Chief will investigate the formula that is being used to determine the assessment for a municipality. Selectman Brothers suggested that it might make sense to include a user based factor in the formula.

In her capacity as Belknap County Representative, Chair Worsman toured the LRMFA facility this summer with Chief Hayes. She pointed out to the Chief that communities are working very hard to absorb all they can, and that they are at the point where they cannot absorb any more costs. At the suggestion of Selectman Worsman, Chief Hayes worked with Town Manager Phillip Warren to explore health care alternatives, and was able to decrease the cost of health care for the eight full time employees. The Chair thanked Chief Hayes for the time he took to meet with her, and for being responsive to any community that wishes to come before him.

The Chair thanked Chief Jones for representing the Town of Meredith and carrying the message to the LRMFA Board that its budget must remain level.

The Chief is grateful that the Board is in favor of supporting the organization. At the suggestion of Chief Jones, fit test equipment was purchased by LRMFA and the cost was divided among participating municipalities. The purchase will result in a savings of \$35 a year per member for each fit test that is necessary to ensure that equipment meets fit test standards. In addition, it is the goal of Chief Hayes to assist each participating community with training, if needed.

The Chair thanked the Chief and his fellow Board members for representing their respective communities.

Selectman Torr motioned to close the Workshop at 5.00 p.m. and go into a non-public meeting pursuant to RSA 91-A: II 2 (b) and (c) following a short break. Seconded by Selectman Brothers. 4-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Phillip L. Warren, Town Manager

Colette Worsman, Chairman

Peter F. Brothers, Vice Chairman

Nathan J. Torr

Herbert R. Vadney