

Advisory Budget Committee
Budget Hearing
Thursday, February 10, 2022, at 6:00 PM
Boscawen Elementary School
1 B.E.S.T. Avenue

In Attendance: Edward Cherian - Chair, Barbara Randall, Bruce Crawford, Gary Tillman, and Margaret Daneau.

Others present: Lorrie Carey, Paul Dickey, Matthew Burdick, Kevin Wyman, Tim Kenney, Dean Hollins, Kate Merrill, Kellee Easler, Kearsten O'Brien, Katie Phelps, Nicole Hoyt, Sarah Gerlack, Bonny John, Penny Sarcione, and Shawn Brechtel.

Chair Edward Cherian opened the public meeting at 6:08 P.M.

Roll Call: completed and guests introduced.

Minutes: The Budget Committee members reviewed the prior minutes from January 27, 2022.

Ms. Barbara Randall requested one change, line 36, change "that" to "what was".

Ms. Barbara Randall requested one change, line 43, add a ? after came in.

Ms. Barbara Randall requested one change, line 71, change "in" to "on".

Ms. Barbara Randall requested one change, line 112, insert "too" after "needed".

Ms. Barbara Randall requested one change, line 170, change period to question mark after "well".

Mr. Gary Tillman motioned to approve the draft minutes from January 27, 2022 as amended. Seconded by Ms. Randall. All in favor. None opposed.

Chair Cherian asked Chairwoman Carey to give a review of the budget.

Chairwoman Lorrie Carey noted changes in the Master Budget for 2022. There is a 5.9% Cost of Living Adjustment across all Departments.

The Executive account #4130 has \$190,132, an increase of 8% or \$14,048. The increase is broken down by a 22% increase in recording secretary line – this covers Select Board, Old Home Day, Trustee of the Trust Funds and Budget Meetings. There is a new budget line for Code Enforcement Officer for \$5,000. This will cover compensation, mileage, classes, and resources. It will be partially offset by fees collected. The position was previously held by Alan Hardy. The Contracts & Service Agreements line has decreased 33%. Costs associated with HVAC, Alarms, Sprinklers, Elevator Inspections, and Generators have move to the Town Buildings Budget. The Contractual Computer Maintenance line will increase by \$4,000 due to a planned server upgrade

for 2022. This represents the labor cost associated with the upgrade. The telephone budget line has increased 175%. In 2021 the Town switched to a Voice Over IP telephone system. The increase was due to the cost of programming including auto attendants, hunt groups, and call routing lines. This budget reflects all departments within the Town.

The Town Clerk/Elections Budget #4140 is \$106,577, an increase of 28% or \$23,450. It reflects Nicole Hoyt's prior year longevity which shows in 2022. It added 10% of Sarah Gerlack's time to this budget as Assistant Clerk. Administrative Assistant budget line shows for a full year instead of a partial year because it was a hire in 2021. The overtime budget of \$1,500 was added for two hourly employees. The Moderators & Supervisors and Election Costs increased based on three elections planned for 2022. Vital Records budget increased to \$4,000. There was a prior year encumbrance that had decreased it in 2021.

The Financial Administration Budget, #4150 is \$93,929, an increase of 1% or \$880. The Finance Assistant position open and budgeted to hire beginning February 1st. Payroll Service costs increased 4%. Travel & Meetings were added back into the budget for 2022 due to new staff and the need for training.

The Tax Collector #4151 is \$77,232, a decrease of 7% or (\$5,672). Nicole Hoyt's prior year longevity shows in 2022. Sarah Gerlack's longevity is 11/6/22. 10% of Sarah Gerlack's time moved to Town Clerk budget. Administrative Assistant budget line shows for a full year instead of a partial year. (Hired in 2021). Tax Deeded Properties budget line moved to Town Building budget.

The Assessing Budget, #4152 is \$77,242, an increase of 12% or \$8,048. This reflects Kellee Easler's Longevity 4/9/22. Utilities added to assessing contract and split between 2022 and 2023. Assessing Software/Public Data Hosting per Agreement is included.

The Legal Expenses budget, #4153 is \$45,000 because there was no change from 2021.

The Personnel Administration budget, #4155 is \$918,122, an increase of 4% or \$36,239. Retiree Health Insurance increase includes the addition of a new retiree and spouse for 2022. Unemployment Insurance and Workers Compensation Insurance decreased due to Payment Holidays by Primex. Employee Health Insurance decreased for 2022 due to Health Surplus Return and decrease in premiums. Policies and Procedures and Meetings and Travel added back into the budget for 2022. Vacation Buyout line item for four Department Heads. Three Department Heads requested that theirs be removed. Staff Development & Training is a new line for CPR/AED and group training opportunities.

The Planning & Community Development Budget, #4191 is \$136,280 – Increase of 15% or \$17,440. Overtime line items were added for hourly personnel. Planning & Community Development Clerk moved from part-time 32hrs to full-time 40hrs in 2021. Meetings & Travel increased \$2,000 for Kellee Easler to attend management training.

The Agricultural Commission budget, #4193 is \$1700 and there was no change from 2021.

The Town Buildings Budget, #4194 is \$202,927 – Increase of 84% of \$92,423. Facilities Director Gary Moore was hired. There was an increase in Gary’s hours from 24 to 30hrs a week. Maintenance and Supplies Budget increased to pay for identified projects including a) a permanent attached roof ladder on the municipal building, b) painting at the police station, public library, and municipal building, c) refinishing floors at the municipal building. The utilities line increased due to new contract pricing. Tax Deeded Property line moved from Tax Collector budget. Vehicle Maintenance line moved from Emergency Management budget. The EMD truck will be the responsibility of the Facilities Department. Telephone & Software includes the Facilities Director cell phone and Adobe software. Tools & Equipment line is new and will allow the Town Buildings department to have access to basic tools and equipment such a ladder, saw, and drill to use for projects instead of borrowing from other departments or individuals. This line also includes a boom lift rental for painting. Contracts & Service Agreements includes items partially moved from the Executive Budget including for HVAC, Alarms, Sprinklers, Elevator, and Generator. It includes the addition of emergency equipment inspections and a snow shoveling contractor. Boscawen Town Park utilities, maintenance costs, sanitation and equipment costs have moved from Parks & Recreation. Chairwoman Carey said this is the biggest change in the budget this year because it is an entirely new subsection.

The Cemeteries Budget, #4195 is \$3,000 and there was no change from 2021.

The Property Liability Insurance budget, #4196 is \$39,021 – Decrease of 14% or (\$6,432). The decrease was due to a Payment Holiday in the amount of \$10,523.69 from Primex.

The Police Department Budget, #4210 is \$673,812 – Increase of 7% or \$41,932. Robert Mottram longevity 2/9/21. Two open positions increased for certified officers. Overtime line increased per 2021 actuals. Police Dispatch line increased per 2022 quote.

The Ambulance budget, #4215 is \$231,660 – Increase of 5% or \$11,034. Payroll increases due to advanced certifications and COLA.

The Fire Department Budget, #4220 is \$209,417 – Increase of 6% or \$11,550. Added two positions back into the budget that were frozen in 2021. Turnout Gear Maintenance line increased 62% to replace three sets of turnout gear. Utilities increased per new contract. EMS Expenses line added for basic supplies for the fire department responding to calls.

The Life Safety Officer Budget, #4240 is \$3,600 – Decrease of 22% or (\$1,000). Decreased per 2021 actuals.

The Emergency Management Budget, #4290 is \$15,574 – Increase of 63% or \$6,000. Vehicle expenses moved to Town Building budget. Plan Updates line added for costs associated with updating the Emergency Operations Plan and Hazard Mitigation Plan.

The Highway & Streets Budget, #4312 is \$599,354 – Increase of 6% or \$36,356. Removed part-time general laborer position for \$5,000. Increased utilities line per new contract. Salt budget increased due to price increase of 35.7% per ton. Gasoline budget increased due to price increase of \$1.35 from 2021.

The Street Lighting Budget, #4316 is \$24,000 – Increase of 14% or \$3,000. Increased per new contract.

The Other Highways & Streets Budget, #4319 is \$5,800 because there was no change from 2021.

The Solid Waste Disposal Budget, #4324 is \$235,853 – Increase of 4% or \$9,675. Increased utilities line per new contract. Increased tipping fees budget due to increase from \$71.14 to \$71.80.

The Solid Waste Cleanup Budget, #4325 is \$23,000 – Increase of 5% or \$1,000. Anticipate installing three new monitoring wells at the landfill in 2022. Money was encumbered from 2021 to offset some of that cost.

The Other Sanitation Budget, #4329 is \$56,000 because there was no change from 2021.

The Health Department Budget, #4410 is \$8,980 – Increase of 10% or \$781. Aside from Cola and Merit, no other notable changes.

The Human Services Administration Budget, #4441 is \$56,376 – Decrease of 22% or (\$16,327). Sarah Gerlack's longevity is 11/6/22. Includes the addition of an overtime line for \$250 for hourly staff. The Select Board approved the use of ARPA dollars for the backpack program and welfare functions such as homelessness and affordable housing.

The Parks & Recreation Budget, #4520 is \$28,000 – Decrease of 23% or \$8,500. Utilities, Sanitation, Maintenance and Equipment expenses have moved to the Town Building budget. 2022 Rates will increase to \$150 per child and \$300 per family.

The Public Library Budget, #4550 is \$106,603 – Increase of 29% or \$23,713. Budget increase reflects return to pre-Covid staffing levels as well as a 2.9% increase for all staff. Utilities reflect increase per new contract. Technology increase for upgrades to staff computers, computer maintenance and printer supply costs.

The Old Home Day Budget, #4583831 is \$5,000 – Increase of 25% or \$1,000. Old Home Day Committee's request from the Town for a contribution towards Fireworks for Old Home Day.

The Town Beautification Committee Budget, #4833803 is \$750 because there was no change from 2021.

The Conservation Commission Budget, #4611 is \$2,200 because there was no change from 2021.

The Economic Development Budget, #4651 is \$2,250 – Decrease of 55% or \$2,750. Prior year encumbrance of \$2,750, therefore only budgeting for \$2,250.

The Debt Service Budget, #4700 is \$150,850 – Decrease of 4% or (\$6,440). Bond payment for Municipal Building (2022 Final Year) and the Gage Street/PWTF Improvements (Ends in 2031).

New Business:

Chair Cherian opened the public hearing at 6:30pm. He asked the public to speak clearly into the microphone because the sound bounces around and echoes. Public states their name and address.

Chair Cherian closed the public hearing at 6:31pm with no public comment.

New Business: Chair Cherian stated the Budget Committee has reviewed the proposals and needs to deliberate items in the warrant.

Warrant Article 6 – To Approve the 2022 Operating Budget

Ms. Randall motioned to recommend Warrant Article #6 for approval. Seconded by Gary Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. All in favor. The Budget Committee recommends Warrant Article 6 by a 5-0 vote.

Warrant Article 7 – Contribute to Capital Reserves Previously Established

Mr. Tillman motioned to recommend Warrant Article #7 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 7 by a 5-0 vote.

Warrant Article 9 – To Establish a Contingency Fund

Mr. Tillman motioned to recommend Warrant Article #9 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 9 by a 5-0 vote.

Warrant Article 15 – Complete Town Hall Assessment Study

Mr. Tillman motioned to recommend Warrant Article #15 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: No; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: No. The Budget Committee recommends Warrant Article 15 by a 3-2 vote.

Warrant Article 16 – Replace Torrent Station Roof

Mr. Tillman motioned to recommend Warrant Article #16 for approval. Seconded by Mr. Crawford. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: No. The Budget Committee recommends Warrant Article 16 by a 4-1 vote.

Chair Cherian asked the Select Board what they intend to do as Town with this building. Chairwoman Carey said part of preserving any building is by having a solid roof. Chairwoman Carey suggested selling the building if it not a good use or historic resource. Selectman Matthew Burdick agreed that if it is going to sit and rot, it should be sold. The Select Board all agrees it should be sold.

Warrant Article 17 – Municipal Complex Generator

Ms. Daneau motioned to recommend Warrant Article #17 for approval. Seconded by Mr. Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 17 by a 5-0 vote.

It is eligible for a 50% matching grant. The expenditures of funds will only occur if the grant is received. It would be \$49,750 that would be raised through general taxation. Ms. Daneau asked if the grant has been written or what the date would be. Chairwoman Carey said they have not even applied yet. Facilities Director Gary Moore would be the person to talk to about the deadline and details. Ms. Daneau asked the condition of the current generator of the Police Department. Chief Kevin Wyman said it is working but it is a matter of time before it needs to be replaced. It was put in 2004 and was installed to operate electrical on the PD side. A lot of critical infrastructure such as internet and phone services are based out of the municipal building. It only turns on the lights in the PD. The purchase of a new generator would allow the building to function fully in all critical infrastructure. Chairwoman Carey said FD Moore investigated an appropriately sized generator. It was recommended by FD Moore and the previous Emergency Management Director. It is becoming expensive to repair as it gets older. They need to be prepared in terms of weather.

Warrant Article 18 – Municipal Complex Lightning Rods

Mr. Tillman motioned to recommend Warrant Article #18 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: No; Gary: Yes; Bruce: No; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 18 by a 3-2 vote.

Mr. Crawford asked if anyone in NH put lightning rods in the last 50 years. Chief Wyman said the Building Codes require them for a lot of buildings. Chairwoman Carey asked if Primex has a discounted insurance rate if they went with this. Chairwoman Carey said they don't know. Selectman Dickey said it wasn't recommended by them. It was recommended by Primex because of a lightning strike a couple years ago. Deputy PCD Director Kearsten O'Brien said it is part of the Hazard Mitigation Plan and recommended by FEMA because of the lightning strike that happened.

Warrant Article 19 – Repair and Resurface Tennis Court

Ms. Randall motioned to recommend Warrant Article #19 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: No. The Budget Committee recommends Warrant Article 19 by a 4-1 vote.

Ms. Daneau asked if there are tennis lessons through the Recreation Department. No there are not but the Tennis Court is very popular. When it is not ready for the Spring season, PWD Dean Hollins gets a phone call. Kids also use it during the Parks and Rec Program for a variety of activities.

Warrant Article 20 – Repair and Resurface Basketball Court

Ms. Daneau motioned to recommend Warrant Article #20 for approval. Seconded by Mr. Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 20 by a 5-0 vote.

Ms. Randall asked if both repairs would be done by the same vendor. It is the same vendor because it saves the Town money. Ms. Daneau asked if there was a warranty if it were to be resurfaced. PWD Hollins said it has been a long time since it's been repaired.

Warrant Article 21 – To Contribute to Court Appointed Special Advocates

Ms. Randall motioned to recommend Warrant Article #21 approval. Seconded by Mr. Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 21 by a 5-0 vote.

Warrant Article 22 – To Contribute to the American Red Cross

Ms. Randall motioned to recommend Warrant Article #22 approval. Seconded by Mr. Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 22 by a 5-0 vote.

Warrant Article 23 – To Contribute to Penacook Community Center

Ms. Daneau asked if it is an issue with the Community Center where kids are being moved to the Boys and Girls Club. Selectman Dickey said they moved to the Boys and Girls Club because Penacook Community Center was on the verge of closing. Everyone was moved to Bradley St. in Concord because of staffing issues. They are busing kids to Boscawen and Penacook Elementary School. The Summer Program is coming back to Washington St. In September, they hope to be back in the PCC building once it is renovated. Chairwoman Carey said it is missing the Senior Program. Selectman Dickey said the Senior Program hasn't been running for a couple months. Chairwoman Carey sits on the Penacook Historical Society meetings. Seniors who were part of PCC can use the Rolfe House Complex and be covered by insurance of the Penacook Historical Society, but they must become members of the society. Ms. Daneau asked if the money is going to Concord and is PCC no longer a center. Selectman Dickey said it is PCC under the Boys and Girls Club. The request was submitted prior to them taking over.

Ms. Randall motioned to not recommend Warrant Article #23 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee does not recommend Warrant Article 23 by a 5-0 vote.

Warrant Article 24 – To Contribute to the Community Action Program

Ms. Randall motioned to recommend Warrant Article #24 for approval. Seconded by Mr. Tillman. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: Yes. The Budget Committee recommends Warrant Article 24 by a 5-0 vote.

Warrant Article 25 – To Contribute to the Boscawen Historical Society

Mr. Tillman motioned to recommend Warrant Article #25 for approval. Seconded by Ms. Daneau. Roll Call Vote: Barbara: Yes; Gary: Yes; Bruce: Yes; Margaret: Yes; Ed: No. The Budget Committee recommends Warrant Article 25 by a 4-1 vote.

Public person stated that the GoToMeeting for public input isn't working. He can't hear anyone and read their lips. Chair Cherian agreed and is hoping for the requirements of masks are lifted soon. They are holding it at Boscawen Elementary and must follow their requirements.

Mike Fisher, Resident of Boscawen-4 Circle Drive. He stated it is very hard to do meetings electronically. He thinks it is the building and the acoustics. It bounces off the gymnasium walls. It's not just the masks that are the problem. Other towns have specific meeting destinations. People can't hear the people who are talking on the microphone and the podium makes it hard to see. Chair Cherian said they have discussed better situations for Town Meeting.

John DeGange spoke briefly to the group about the microphones and acoustics and how to best get the desired output of sound.

Next Meeting: TBD

Ms. Randall motioned to adjourn. Seconded by Ms. Daneau. All in favor. None Opposed.

The meeting adjourned at 7:08pm.

Respectfully submitted by Hannah Gardner