

## **DRAFT MINUTES**

### **Budget Recommendations Committee Minutes**

**July 18, 2012**

Place: Nowak Room, Town Offices

Time: 6:30 p.m.

Present: Corey Stevens, Bob Kelly, Don Woodward, Allen Corey, Carol Aten, Rob Corson, Harry Thayer, Don Clement (Selectman), Frank Ferraro (Selectman), Dan Chartrand (Selectman), Town Manager Russ Dean.

The meeting was called to order by Corey Stevens. Town Manager Dean reported that Mark Leighton was unable to attend tonight's meeting.

The first order of business was election of officers for the upcoming budget season. Harry Thayer nominated Corey Stevens to serve as Chair. Bob Kelly seconded the motion. Motion carried unanimously.

Mr. Stevens nominated Mr. Thayer as Vice Chair. Mr. Woodward seconded the motion. Motion carried unanimously. Corey Stevens will serve as Chairman, Harry Thayer as Vice-Chairman of the 2012-13 Budget Recommendations Committee.

The Town Manager was asked to review revenues and expenditures year to date with the committee. He reported that all members had received the detailed Munismart print outs year to date. Things seem to be trending about where we would expect. Mr. Dean referred to a handout entitled Exeter Town Budget Summary FY12 YTD. He reviewed the details of the budget items with the committee. Mr. Dean also handed out a draft debt service schedule which showed additions forecast to the FY13 budget based on project timing and completion. The general fund will see the Swasey Parkway and Water Street culvert project added to the debt service schedule for the general fund. Mr. Dean discussed the water and sewer fund debt service lines. In the water fund, due to project completion timelines, the fund will show a slight decline in debt service in 2012. All approved projects are programmed to the debt service budget beginning in 2013. On the sewer side, the Jady Hill Phase 2 project, Water Street interceptor project, and Wastewater Facilities Plan will all be part of the FY13 sewer debt service.

Fire Chief Brian Comeau addressed the committee. Mr. Comeau discussed the new ambulance billing system and collections. After a few months of getting used to the new system it seems to be running well. Revenues will not be quite what was anticipated for the year given revised projections of runs and reimbursement rates. Mr. Comeau then discussed the two major initiatives of the Fire Department – a new ladder truck request, which was put in last year's CIP, and the new station proposal for the Continental Drive property.

DPW Director Jennifer Perry addressed the committee. Ms. Perry responded to a question from Mr. Thayer regarding overtime in Highways and Streets. In addition Mr. Thayer sought clarification on some items within the snow and ice budget. Ms. Perry also reported to the committee she was re-evaluating some elements of her Department but was not ready to bring anything forward yet. This is an ongoing issue now with the breadth of capital projects the Department is doing.

Assistant Parks/Recreation Director Greg Bisson addressed the committee. Mr. Bisson reported that the revolving fund was having a good year, the pool is as busy as it has ever been. On the expense side, the Parks Department personnel situation is in a period of change and therefore some temporary lines will be higher until it is all settled out, but full time wages will be less. Mr. Thayer asked for an update on the swim team proposal. Mr. Bisson said he was aware they met with the Town technical review committee but did not have any more information to report at tonight's meeting. The Director is handling the details of that proposal. Mr. Dean mentioned he thought the ball was in the swim team's court, that the Town had outlined a few things and now they needed to decide if it could work.

Chairman Stevens then reviewed the meeting schedule. Mr. Thayer suggested adding the subcommittee structure discussion to the September 17<sup>th</sup> date. Mr. Stevens indicated the 17<sup>th</sup> wasn't an actual meeting but the week we will be receiving the budget request. That Thursday, September 20<sup>th</sup>, was established for the meeting. It was agreed after discussion subcommittees needed to be established prior to that meeting. All reviewed the proposed subcommittee structure. No one was moved from the proposed slots. Mr. Clement recalled last year's process where the committee worked with the Selectmen toward a number as a goal and if the committee would do so again this year. Chairman Stevens indicated he would be willing to discuss a dollar target if the committee desired. Both Mr. Thayer and Mr. Kelly suggested getting to a number was important. A dollar goal should be set.

Mr. Stevens reviewed the schedule again, and it was determined a budget goal would be discussed during the September 20<sup>th</sup> meeting. The committee decided on the following schedule: August 23<sup>rd</sup>, September 20<sup>th</sup>, October 25<sup>th</sup> all day meeting, November 1<sup>st</sup> public meeting DPW budget, November 8<sup>th</sup> public meeting Police and Fire budget, November 13<sup>th</sup> public meeting Rec, Welfare, Library, Social Services, November 15<sup>th</sup> public meeting Water/Sewer. It was agreed each department would discuss their CIP requests for the coming year at their public budget meeting. November 20<sup>th</sup> was set aside for the CIP discussion and decisions unless things can be wrapped up earlier.

A lengthy discussion was then had on the issue of Human Services budgets and the application form. Mrs. Aten will work with Sheri Riffle to propose some changes to the application form. Mr. Dean will check timelines on applications – when they are usually due, etc.. The Human Services discussion can be part of the August 23<sup>rd</sup>, 2012 agenda.

Mr. Kelly moved to adjourn. The committee stood adjourned at 8:45 p.m.

Respectfully submitted,

Russell Dean  
Town Manager