Draft Minutes

Exeter Budget Recommendation Committee

October 21, 2015

Call Meeting to Order

Chairman Corey Stevens called the meeting to order at 8:30 am in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair William E. Campbell, Stephanie Canty, Peter Lennon, Nikki Graney, Judy Rowan, Frank Ferraro, Francine Hall, Don Woodward, Bob Kelly, Barry Sandberg, Anthony Zwaan, Allan Corey, Phil Johnson, and John Gilbert. Also present was Town Manager Russ Dean and Selectwoman Julie Gilman, Selectwoman Nancy Belanger, Selectman Dan Chartrand, Selectman Don Clement, Finance Director Doreen Ravell, Town Accountant Laura Hill, and Paul McKenney from MRI.

Chair Stevens went over the meeting protocol, which includes the department subcommittee's overview first when addressing each budget proposal. He said that usually the Selectboard's comments are kept to just factual, but said this time he wanted the Selectmen to chime in when they feel compelled. He gave kudos to the Finance Department and Mr. Dean. The Board would go over the 9/23 meeting minutes at their next meeting.

Assessor's Report

The meeting started with a report from MRI Assessor Paul McKenney. He provided a 2015 Valuation Update Summary, which he went over. He said the results of the 2015 Valuation update included 6,308 total parcels. The 2015 Total Assessed Value is $1,831,463,276, which is roughly a $49,000,000 increase over 2014. Preliminary assessment notices were sent out on 8/12/15 to all property owners. He said informal hearing calls about this were received from 8/17/15 through 9/2/15. There were a total of 272 informal hearings for properties. Final assessment notices for those who had an informal hearing or an assessment change were sent 9/29/15.

In his report, Mr. McKenney provided a MS-1 Exeter Yearly Comparison. He said the total taxable land has increased by 3.1%. Total taxable buildings has increased 3.2% and public utilities are coming in at a 4.3% increase. Total exemptions, including Elderly Exemptions and Veteran's Credits, have decreased 2%. The total value for 2015 is $1,833,100,312, which is a 2.8% increase. Mr. Dean said this doesn't include 2 Hampton Road or 27 Chestnut Road. Mr. McKenney said 2 Hampton Road was vacant and 27 Chestnut Road was a vacant lot at the time of the assessment.

Mr. Dean said the Town's health insurance added $75,000 to the budget. He said unemployment went down, but worker's compensation went up. He said the change in the budget is $81,000.

Chair Stevens said they would be just updated health numbers as they go through the departments. He said there was on error on Mr. McKenney's report, stating that the average change should be .6%, and not .06%.

Library

Ms. Canty reported on the Library budget. She said her subcommittee met with Hope Godino and they feel the Budget Recommendation Committee (BRC) should accept her budget as proposed.

Mr. Lennon asked for some data to help better understand why Library salaries are up 3%. Ms. Godino said they have a salary scale that was set in 2009 and that is what they are following. Mr. Lennon asked for a sense of an average salary raise. Ms. Godino said full-timers are at 4% and part-timers are at 3%. Mr. Lennon asked if the scale is mandated by law or a contract. Ms. Godino said it is a scale set by the Library Trustees in relationship to other libraries. She said they have not done a salary study recently, but she can request one. Mr. Lennon said it is worth thinking about for next year. Vice Chair Campbell said the library salaries are out of line with the other salaries in town. He said they approve the library funds, which includes money for salaries. He said they have been tough on salaries for other municipalities in town. Mr. Corey said he made this point last year, that only library was getting raises. Mr. Dean said the library is governed by the Library Trustees who have the authority to hire at their set wages. He said the town doesn't handle their budget or oversee hires. However, he said the library has given back part of the fund balance to the town in the past. Ms. Godino said the statute separates the library from the town. This was set in the 1800's. Chair Stevens said they approve a set amount of money to the library then they do with it what they want. Selectman Chartrand suggested letting Finance and the Town Manager take a closer look at this. Chair Stevens said they could come up with a recommendation that is more in line with other departments. Ms. Hall asked if all 7 full-timers are going to get raises. Ms. Godino said 6 of the 7 will. Mr. Dean said the library employees are not part of the town. He said it is up to the Library Trustees to set up their policies. It is not something to be done at the BRC meeting. He said the town can participate, but it is ultimately the library's decision. Ms. Rowan asked about longevity pay. Ms. Godino said the Trustee's policy is to pay longevity. However, she said there are some part-time hours that are not used, so that money goes to longevity pay. Ms. Rowan asked what the longevity plan is. Ms. Godino said it is for people who have worked at the library for 5 years. Ms. Canty said her subcommittee was fine with the 3% raise. She said the library operating budget has been steady and level. The raises and $6000 for maintenance are all that stick out. Mr. Lennon suggested holding this budget open until they get more information. Chair Stevens said at the next meeting they could take this up after getting all the numbers.

Mr. Zwaan asked what happened as far as the issue with the furnace at the library. Ms. Godino said the furnace has been repaired. There are several vendors coming in to see what happens with it next. However, they are looking at repairs versus purchasing a new one at this point.

Mr. Kelly said since they don't have the say on the internals at the library, they would be voting on the bottom line. He said they could make a suggestion for Ms. Godino to bring back more information. Chair Stevens said they could collect data on what level of salary increase would be appropriate. He said overall they will suggest this to Ms. Godino for her to bring back for next year.

Ms. Hall noted that not even Medicare is having a cost of living increase this year based on inflation. She said it is interesting to look at in comparison to other municipalities.

Mr. Ferraro said if you look at the budget for other town departments at normal working hours they seem to be running at a 2.4% increase. He thinks the salary survey is a good idea. He thinks a 3% raise for employees that work all sorts of hours is not out of line. Mr. Dean said the 2.4% is a budgetary increase.

Motion: A Motion was made by Mr. Woodward and seconded by Ms. Canty to accept the Library budget as proposed. In discussion, Mr. Lennon said they budgeted an increase in Emergency costs in lots of places. He said the Department of Energy came out with data saying costs will decrease this winter. Ms. Godino said they do fundraising and they use that money to pay for the extra costs. She said the library pays for a lot of electricity. Ms. Ravell said she has the health care updates, so they can't approve the motion until those new numbers are given. Vice Chair Campbell suggested the Trustees take a look at salaries and come back with a recommendation. He said they may come back saying nothing has changed. Ms. Ravell said the updated Health Insurance number (line 2100) is $92,665. She said the updated Unemployment Compensation (line 2500) is $205 and the updated Worker's Comp Insurance (line 2600) is $2,462. She said the new benefits total is $189,652 and the new Library total is $927,413. Mr. Woodward and Ms. Canty amended their Motion and second to approve the $927,413 for the total Library. Motion carried with a 10-4-1 vote. Lennon, Corey, Sandberg vote nay and Ferraro abstained.

Planning/Development

Planning

Ms. Hall said her subcommittee for Planning included Mr. Sandberg, Mr. Johnson, and herself.

Ms. Hall said the Planning Department has no Planner. Mr. Dean said the position has been posted and they just began recruitment.

Mr. Kelly asked what the YTD is for Studies (line 5571). Mr. Dean said YTD is $7,886.50. They have a $10,000 contract with MRI for Master Plan updating. Mr. Kelly asked if there is some qualification for the $6000 that is in this line, if it is specific or just a place holder. Mr. Dean said it is more of a place holder. He said Planning Board has held some money for studies, i.e. noise testing at the Sportsmen's Club. Vice Chair Campbell said they have always had to spend some money for Studies, so leaving money in there is good. Selectman Clement said it is a valid line item and it will be used. He said they need to move forward on other Master Plan chapters.

Chair Stevens asked for an update on GIS Software (line 5681). Mr. Dean said it is underway. They are continuing to implement the system. He said Kristen Murphy has been the point person for this.

Mr. Kelly asked what the subcommittee's opinion is of the CIPs. Ms. Hall said the subcommittee recommends the first CIP be a Warrant Article. She thought the BRC should discuss them together.

Ms. Ravell first gave the new insurance numbers. She said the updated Health Insurance (line 2100) number is $25,182. The new total benefits number is $47,686. The new Planning total is $228,474.

Ms. Hall said her subcommittee met with Mr. Dean for two hours talking about CIPs. She said one of Mr. Dean's highest priorities is updating the Master Plan. She the CIP for bike paths is not as important and the CIP for the complete street study is the lowest priority. They voted to recommend the Master Plan CIP be a Warrant Article. Mr. Gilbert said his concern is if they put it as a Warrant Article, the town might turn it down. Mr. Dean said they can also argue that if the budget is voted down then there is no money as well.

Vice Chair Campbell talked about public input in the Master Plan. He said it has been 6 months and they still aren't done. If Chapters 1 and 2 were $10,000 then another $50,000 should cover the other chapters. He said if it has taken 6 months for two chapters to not quite be done; maybe they could put $20,000 in the CIP for what chapters might be done this year. He also suggested not doing a CIP, but to make it a line item to make sure it gets done.

Mr. Ferraro said they don't need to put $50,000 in a reserves fund. Maybe they could start with $20,000 to start the next couple chapters. He said they would be dumping $50,000 of taxpayer's money in for this year and it won't get used for a while. He said they could start the other chapters next year.

Mr. Zwaan disagreed with partially funding in a reserves fund. He said that would require a vote and he would rather put it in the budget.

Ms. Hall asked if they would put the $50,000 into reserves because a big chunk would be spent up front to get the work done. Chair Stevens asked how they will know more than two chapters will be done in 8 months.

Mr. Dean said Planning Board met and talked. He said North Hampton put $55,000 in for their Master Plan. The Master Plan is supposed to be a guiding document. The town doesn't have its roadmap clearly defined. They need a qualified consultant to come in and make it a priority. If they pick away at it, it's not going to come together. He said the advantage to reserves is there is something there to pick from and put into as needed.

Selectman Clement said the Planning Board, but statute, is charged with planning and presenting a Master Plan. They are in a transition year. The process still needs to roll out to the public. He said they are a ways from accomplishment. He said this process takes a while. The next chapters will be a rolling process. The Planning Board has to become very much involved.

Mr. Johnson suggested having a Warrant Article then having a perpetual line item to maintain.

Mr. Corey said the Master Plan is necessary. The town needs a roadmap. He asked why this takes more than a year. Selectwoman Gilman said the statute requires updating the Master Plan every 5 years. She said they can either do it all at once, or do it on a rolling basis.

Vice Chair Campbell suggested putting money in a budget line item to get this going and not having it a CIP.

Mr. Lennon asked if the $50,000 is only for 6 months, or 12 months. Mr. Dean said it is a project numbers. Mr. Lennon said if they can spread out money and still fully fund, they should. Mr. Dean said he doesn't think that is the way to deal with the Master Plan. Mr. Lennon asked what the amount that could fully fund 2016 is. Mr. Dean said $50,000 is the project cost.

Mr. Zwaan said there is not much debate about the money spent. He said this is an urgent project and at a crucial time with the all projects and the start of the recruitment for a Planning Director. He thinks they need a reserves fund.

Mr. Ferraro said they could go with a reserves fund and fund it with $20,000 then come back in 2017 with additional funds when they have a scope of the cost.

Mr. Dean said the project is estimated at least $50,000 to do a Master Plan for a smaller community. The Office of State Planning suggests this amount, and $50,000 is conservative.

Vice Chair Campbell asked if they fund a reserves, how does it get refunded. Mr. Dean said the BOS are the named agents to vote to expend money from the fund. The town can

appropriate money to put back in the fund. Vice Chair Campbell said they need a vision statement. They need to make sure they get going by putting some money in the budget.

Mr. Gilbert said he is worried if they don't put enough money in there, they may end up coming up short.

Mr. Sandberg said this is a re-do, not a patch and fix as you go. He said this is a project amount to retain a consultant needed to keep this process moving forward.

Mr. Kelly said they need to fully fund this. But he said to have $50,000 out there, there is a chance the voters will vote it down. He thinks it should be put in the budget. He is worried about the voters, saying they need this to happen.

Selectman Chartrand said this is a high priority in town and they need to trust the Town Manager on this.

Mr. Lennon said they should fully fund what is needed in this fiscal year.

Ms. Rowan asked if it is a hard sell to describe the Master Plan and get the residents on board. Mr. Dean said this is a community decision. It is an important document.

Selectman Clement said the Housing and Transportation chapters are the most recently updated in the Master Plan, which was in 2010. The oldest chapters are Parks & Rec and Conservation Preservation. He said they need to get the community involved to get a new vision.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Woodward to proceed partially and approve a Warrant Article for a reserve fund with $20,000. Vice Chair Campbell said he has more faith in the BRC to approve more money than the voters voting in more money. Mr. Ferraro said he wasn't sure which way the Board wanted to go here. Mr. Ferraro and Mr. Woodward withdrew their Motion and second and made a new Motion to add $20,000 to line 5571 in the Planning budget. Vice Chair Campbell said he thinks they should fully fund as requested. He said if voters are educated about it, they will vote it in. Mr. Zwaan said he has good faith in the Town Manager, voters, and subcommittee that put this forward. Mr. Gilbert spoke in opposition as well, saying he is concerned about the inefficient way they are talking about handling funds. The BRC voted on the Motion, and with a 7-8 vote, Motion fails.

Motion: A Motion was made by Mr. Woodward and seconded by Mr. Johnson to recommend $50,000 be put on the Warrant as a CIP to update the Master Plan. Mr. Ferraro said he would be voting against this because of the dollar amount. He said they might be needing more money anyway so it will have to come back to the voters. The BRC voted on the Motion, Motion passes with majority vote.

Motion: A Motion was made by Mr. Ferraro and seconded by Ms. Canty to agree with the subcommittee and defer Bike Paths and Complete Street Study CIPS. Motion carried – majority vote.

Ms. Ravell said the updated Planning Department total is $228,474, not including CIPs.

Motion: A Motion was made by Mr. Woodward and seconded by Vice Chair Campbell to accept the Planning budget of $228,474. Motion carried – all in favor.

Inspections/Code Enforcement

Mr. Sandberg said the budget is straight forward. He said there are two full-time employees and one part-time Electrical Inspector. He said there is an increase in salaries and a decrease in the fuel line.

Doug Eastman, Building Inspector, thanked the BOS and Town Manager for adjusting the part-time Electrical Inspectors hours to add an additional 8 hours a week. He said as of 9/14 the cumulative building permits was at $26 million, and as of 9/15 the cumulative building permits were at $46 million. He talked about the Electrical Inspector, saying he has been a huge help as he is multi-talented.

Ms. Ravell said the updated Health Insurance (line 2100) is $37,307 and the new benefits total is $69,001, bringing the new Inspections & Code Enforcement total to $244,577.

Mr. Ferraro said with regards to the Mobile Communication, they should go into 2016 by getting a single provider contract. He proposed for all 5310 budget lines making a 20% reduction. He said they have been talking about this for 4 years and it hasn't been addressed. Mr. Dean said he is not sure a 20% reduction for a single provider contract can be done. He said it is an issue worth discussion.

Motion: A Motion was made by Mr. Ferraro to reduce line 5310 to $405. With no second, Motion fails.

Chair Stevens suggested HR looking into this.

Motion: A Motion was made by Mr. Zwaan and seconded by Mr. Lennon to approve $244,577 for the Inspections & Code Enforcement budget. Motion carries – majority vote. Ferraro voted nay.

Historic District Commission

Chair Stevens said the HDC is requesting an additional $10,000 for updating the guidelines used the Commission to review and approve projects. He said the last time it was updated was in 2006. The request is to be matched by the NH State Historical Preservation Office.

Selectwoman Gilman said they HDC would like to have actual photographs in their guidelines, not just drawings. She also said some things need to be clearer, i.e. colors of houses on the last page just being a recommendation. They will hire a consultant for the project. They want to make the guidelines more flexible to get more volunteers. The cost will be $25,000 with a $10,000 cash match. She said $12,500 was awarded in August. Last Monday, she said they were awarded an additional $6,000, so the request here would be $6,000 less. Ms. Hall asked if now they are only asking for $4,000 and Selectwoman Gilman said yes. Ms. Rowan said this is a huge upgrade that has been long needed. She served on the HDC for 13 years and it is a long needed improvement to make guidelines more understandable and efficient.

Ms. Ravell said the updated total HDC is $7,725.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Zwaan to approve $7,725 HDC budget. Motion carried – all in favor.

Heritage Commission

Chair Stevens said the Heritage Commission is requesting an additional $21,000 to be used to restore and preserve gravesites at the Winter Street Cemetery. He said the Commission is eligible for 50/50 matching funds through LCHIP. Selectwoman Gilman said LCHIP is very competitive and it is more probable than not that the application will be rejected. Mr. Woodward asked if a letter of support from the BRC would help. Selectwoman Gilman said it absolutely would, the more letters of support the better.

Motion: A Motion was made by Chair Stevens and seconded by Vice Chair Campbell to reduce line 5200 to $10,500 with hopes to secure LCHIP funding. Mr. Woodward amended adding they would write a letter of support. Motion with amendment carried – all in favor.

Ms. Ravell said the updated Heritage Commission total is $11,288.

Motion: A Motion was made by Mr. Zwaan and seconded by Mr. Gilbert to approve $11,288 for the Heritage Commission. Motion carried – all in favor.

Conservation Commission

Motion: A motion was made by Mr. Johnson and seconded by Ms. Hall to approve $10,257 for the Conservation Commission. Motion carried – all in favor.

Zoning Board of Adjustment

Mr. Dean said the minutes were taken before by Barb McEnvoy, but now ZBA is budgeting for a minute taker.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Gilbert to approve $3,224 for ZBA. Motion carried – all in favor.

Motion: A Motion was made at 12:24 pm by Mr. Ferraro and seconded by Mr. Gilbert for the Board to take a 15 minute recess. Motion carried – all in favor.

The Board reconvened at 12:48 pm.

Economic Development

Mr. Sandberg read the mission for this department. He said he had talked with Darren Winham about the need for interns. Mr. Winham said he needs 4 or 5 interns, since he is the only employee in this new department. The subcommittee debated the need for interns. The subcommittee suggested $1000 for interns plus a recording secretary. That leaves a variance of $4000 to the preliminary budget due to the subcommittee's decision to fund one full-time intern and a recording secretary, leaving $2260 in the budget.

Mr. Ferraro asked Mr. Sandberg to expand on the engineering consultant in the Consulting Services line. Mr. Sandberg said they are looking for a consultant. Mr. Winham said last year when they were writing the TIF they realized they needed certain information to put in water/sewer. He said the problem is trying to find funds. They need the ability to be able to have qualified consultants. He said $5000 gives him money to go to if they need expertise. This is a $5000 opportunity that would never be spent unless it was needed. Mr. Lennon asked if about a specific set of projects at this point that could use the $5000. Mr. Winham explained one on Epping Road, of which he is not sure of the cost. Mr. Lennon asked Mr. Winham how he found money last year they didn't have and how they found money for interns. Mr. Winham said there was no way to know how much to request last year because the department was a new department. Mr. Lennon said Mr. Winham consciously knew he was going over budget last year and asked what is to say he won't go over this year as well. Mr. Dean said Mr. Winham did not put the FY15 budget together. He said there was left over money from Mr. Winham's hire that was used and they needed it when they decided to go forward with the TIF. Mr. Lennon said $1000 is a good number for interns but $5000 for consultants is something he is not comfortable with.

Mr. Zwaan asked why the town has to give money for development, and wondered why the developers aren't putting up the money. Mr. Winham said there might be something that comes up, like an environmental study, that doesn't involve a developer.

Mr. Corey asked how much engineering consulting the town should pay for. Chair Stevens said the subcommittee recommended the whole $5000.

Ms. Ravell gave the updated Health Insurance (line 2100) number which is $25,182. She said the updated total benefits number is $43,759 and the new total Economic Development is $136,911.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Woodward to approve $136,911 for Economic Development. Mr. Sandberg said not the whole subcommittee was for reducing interns to $1000. Ms. Hall said Mr. Sandberg thought they should allow the $5000, but Ms. Hall and Mr. Johnson thought it should be questioned. Mr. Winham is the only department in town with no staff. If he needs staff it is something to look into. The BRC voted on the Motion. Motion carried – majority vote. Mr. Sandberg voted nay.

Ms. Hall asked if the interns get school credit for their work. Mr. Winham said he thought they did, but not sure.

Mr. Sandberg went on to the three CIP initiatives. The first is the Downtown Parking Study, the second is the P/S of the IOKA Theatre, and the third is the Epping Road Infrastructure Improvements. He said the last Downtown Parking Study was in 2001-2002. He said the time has come to look at parking. The subcommittee discussed going beyond the downtown area. Mr. Winham agreed. The looked at $50,000 for this initially, but Mr. Winham said they could bring it down to $35,000. This is

imperative to the town. This is the only CIP the subcommittee recommends. Mr. Corey asked if the railroad is included in the study. Mr. Winham said they used the Dover Parking Study as a model. He has emailed someone regarding the study and forwarded the Dover study and asked how much it would cost to do a similar study. He quoted $35,000. Mr. Lennon said he thinks this study may be premature. He said a phased approach may be the way especially since the Master Plan hasn't been completed. He said they should determine how much money they will need in 2016 and then come back in 2017 for the rest. Chair Stevens asked if it is reasonable they would get guidance in the new Master Plan. Mr. Dean said the 2002 study was done by a combination of different people. The Master Plan recommends a Downtown Parking Study be done. He said other communities have an established parking fund and that is how they fund their studies. He has a little reservation about the $35,000 as it is the kind of subject that needs a comprehensive look. Chair Stevens asked if the completed Master Plan would give a direction for the parking study. Mr. Dean said they are both needed, that the parking plan is separate. Mr. Lennon asked if they have to throw all the money at the problem in one year. Vice Chair Campbell asked if the study will recommend some ways of funding. He wants to see some funding out of this so some ideas don't die as they have done before.

Selectman Chartrand said they need this full scale. He said they know there are people who want to develop. The first thing they ask about is the plan for parking and Exeter doesn't have one. The town's professional is telling them this is what they need to do now. Selectman Clement said the 2002 study was a good study to try to determine parking situations of the time.

Mr. Winham said one thing a parking study would do it not just figure out solutions, but see who is parking where and when. This is knowledge they don't have and it is needed.

Motion: A Motion was made by Mr. Lennon to fully fund the first year of the Downtown Parking Study for $17,500. Mr. Gilbert seconded for discussion. Vice Chair Campbell asked if someone would bid on this without a full commitment. Mr. Lennon said he thinks they will end up paying way more for consultants. He said he is trying to minimize the annual impact on taxpayers. Ms. Rowan asked how they can coordinate the Downtown Parking Study and the Master Plan. Mr. Corey said the study would feed into the Master Plan. Mr. Ferraro said they should determine the problem first. Mr. Winham said they cannot go forward with their ideas without a parking study. Mr. Lennon said he is not against the parking study, and the $17,500 is to phase for the first year. Selectwoman Gilman said the current Master Plan in place says they need a parking study. Mr. Woodward asked if they can get a technical assistance grant to do this. Mr. Dean said he does not think so. The BRC voted on the Motion. Motion fails – majority vote.

Motion: A Motion was made by Mr. Woodward and seconded by Mr. Corey to fully fund the recommendation of the subcommittee for the Downtown Parking Study for $35,000. Motion carried – majority vote. Mr. Lennon voted nay.

Selectwoman Gilman said the owner of the Ioka contacted her about with the town. He wants to talk before November 5.

Transportation

Chair Stevens talked about Route 7 for Exeter. The route was redesigned which reduced the length of the route. He recommended funding the budget as requested.

Mr. Ferraro said Exeter and Newmarket are funding Route 7. Stratham is not funding. He asked why COAST is going to Stratham when they are not funding it. Rad Nichols, COAST Executive Director, said the Market Basket is Stratham is one of their busiest stops. If they didn't stop there, ridership would reduce. Chair Stevens said COAST has to balance many different needs.

Selectman Chartrand said when Sylvia Von Aulock left, he volunteered to sub in as the town's rep for the COAST meetings. He said the balancing they're doing when building routes is impressive.

Vice Chair Campbell asked if the Market Basket stop has a significant number of people from Newmarket. He asked if they should approach Market Basket to help. Mr. Nichols said there is one opportunity to take a shot at that, but they are trying to let the route go on a bit before they take that shot.

Ms. Graney asked how many Exeter patrons use this service. Mr. Nichols said they would have to survey. He said they don't know where their riders are from.

Selectman Clement said Market Basket is a destination elderly folks want to go to.

Mr. Corey said a survey should have been done to find out Exeter ridership.

Motion: A Motion was made by Mr. Gilbert and seconded by Mr. Zwaan to approve the $26,770 for Transportation. Motion carried – majority vote.

Human Resources

Mr. Sandberg read the protocol for this department. Mr. Kelly asked conferences. Donna Cisewski, Human Resources Director, said there are a few that are end of year. Mr. Sandberg said travel is up 100% because previously Ms. Cisewski was paying for this and now they are making an attempt to accommodate reimbursement (tolls, parking, etc.).

Ms. Ravell said the updated Health Insurance (line 2100) is at $18,653. The benefits total is $32,800 and the Human Resources new total is $87,542.

Motion: A Motion was made by Mr. Woodward and seconded by Mr. Zwaan to approve $87,542 for the Human Resources budget. Motion carried – all in favor.

Information Technolody

Ms. Hall said the subcommittee didn't find anything to change except one, a tracking system under Equipment Purchase. She said it might not be a great investment because they didn't have enough evidence showing it would save money.

Mr. Dean said the department heads for those departments requesting the device would administer the device. He said it is intriguing they could have this system that would allow to better

generate reports and become more efficient. They would be able to see patterns of vehicles and see what they can learn from that. He said this has been a trend nationwide over the last several years. They would only apply it initially to a select number of vehicles.

Andy Swanson, IT Coordinator, noticed a change to the subcommittee recommendation, saying they should not have cut the whole $13,000 for line 5820, as the purchase of the device would only be $12,000, so there should still be $1,000 there.

Mr. Lennon asked if there are any other towns in NH that have this kind of system. Mr. Dean said he hasn't research in NH.

Mr. Dean said if they have this kind of a program in place they can come up with some benchmarks.

Mr. Ferraro said he is not understanding the value of tracking where a vehicle has gone.

Vice Chair Campbell said the data might be useful, but it is kind of a luxury.

Mr. Lennon asked when they would have the data. Mr. Dean said they would have to run the pilot for 6 months and see what it does. Ms. Hall asked where the information would come in. Mr. Swanson said it would be available on tablets, smartphones, or computers.

Mr. Kelly said last year's computer replacements was at $6550. Mr. Swanson said that number came from two computers that would need replacement.

Ms. Ravell said the updated amount for IT Health Insurance (line 2100) is $14,922. The benefits total is $29,458 and the updated Information Technology total is $180,487.

Motion: A Motion was made by Vice Chair Campbell and seconded by Mr. Woodward to accept the recommendation of the subcommittee and lower line 5875 to $1000. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Campbell and seconded by Mr. Zwaan to accept the IT budget of $180,487. Motion carried – all in favor.

Town Clerk

Mr. Johnson said the subcommittee doesn't recommend any changes take place. The budget items are pretty level funded. He said postage is level funded. He said the Record Retention line is up because the department wants to put in new shelving at a cost of $18,625, which would be a one-time expenditure.

Andie Kohler, Town Clerk, said the shelving is important because they have 35 restored books that are difficult to get to. The shelving would protect the books to be restored and house books that have been restored. Mr. Kelly said this system is sorely needed. Ms. Kohler with the company they will be using they already get a discount because this is what they do for municipalities. She has done research. Ms. Kohler said the HB258 allowed the Town Clerk to increase the Town Clerk fee from $1 to $2. They also increased the municipal fee from $2.50 to $3.00 which allowed the department to bring in

extra money. Ms. Hall asked who has the final say as to where that money goes. Ms. Kohler said it goes to the General Fund. Mr. Johnson said the subcommittee suggested this purchase be included in the budget.

Mr. Zwaan asked about the change in staffing. Mr. Dean said Ms. Kohler has been good about office organization. She does a good job bringing in additional revenue. He thinks there should be a full-time Deputy, being moved up from part-time. Vice Chair Campbell thought they did a study as to how many people were in town departments in surrounding towns. Ms. Kohler said the Town of Exeter doesn't have a person to step in and do her job if she isn't there. She has a Deputy that understands the job. There are four employees in her department.

Ms. Ravell said the updated Health Insurance number is $69,588 bringing the new benefits total to $109,884. The updated Town Clerk total is $349,008.

Motion: A Motion was made by Vice Chair Campbell and seconded by Mr. Johnson to approve the Town Clerk budget of $349,008. Motion carried – all in favor.

Elections

Mr. Johnson said the costs for mailing and managing is up. Ballot clerks will be needed for elections. Voting expenses are up a bit. The subcommittee recommends they approve the proposed budget.

Chair Stevens said in looking at the elections in 2012, it was $6000 more. He wondered why there was a cut. Ms. Ravell said there were more temps working.

Motion: A Motion was made by Vice Chair Campbell and seconded by Mr. Zwaan to fund elections at $24,000. Motion carried – all in favor.

Town Moderator

Motion: A Motion was made by Mr. Ferraro and seconded by Ms. Rowan to approve Town Moderator budget at $1,346. Motion carried – all in favor.

Town Manger

Ms. Hall said the Town Manager budget is essentially supported. The subcommittee supported the interns. They are graduate students. There are matching funds from two different sources for interns. Mr. Dean said the intern program from NHMA has put a program together which has combined funding from three different sources. The town applies for funds and NHMA brings in 3 or 4 candidates and assigns each intern with a community that matches. He said it is a very good program and the intern support is very helpful.

Mr. Dean said line 4310 has a place holder amount. Mr. Lennon asked about the place holder in the Contract Services line. Mr. Dean explained that is for a temp agency if there is no recording secretary.

Motion: A Motion was made by Mr. Zwaan and seconded by Mr. Gilbert to put line 4310 Office Equipment Maintenance to $0. Motion carried – all in favor.

Ms. Ravell said the updated Health Insurance number is $48,231. The new benefits total is $83,126 and the new Town Manager total is $219,648.

Motion: A Motion was made by Mr. Woodward and seconded by Mr. Kelly to approve the Town Manager budget at $219,648. Motion carried – all in favor.

Board of Selectmen

Chair Stevens asked what the YTD is on Consulting on the $1000 budget. Ms. Ravell said as of October 16 they were at $0. Chair Stevens asked if they will spend that money this year. Selectman Clement said he is unsure. He said they spent money last year on noise testing. Mr. Kelly said they should leave the line at $1000.

Motion: A Motion was made by Chair Stevens and seconded by Mr. Zwaan to approve $1000 for Consulting Services. Motion carried – all in favor.

Motion: A Motion was made by Mr. Gilbert and seconded by Mr. Zwaan to approve the Board of Selectmen budget proposal at $22,774. Motion carried – all in favor.

Legal

A Motion was made by Mr. Woodward and seconded by Mr. Gilbert to approve the $80,000 Legal proposal. Motion carried – all in favor.

Trustees of Trust Funds

Motion: A Motion was made by Vice Chair Campbell and seconded by Mr. Corey to approve the Trustees of Trust Funds budget proposal at $891. Motion carried – all in favor.

Finance

Treasurer

Mr. Johnson said the subcommittee made no changes here. Ms. Ravell said the current Treasurer is not seeking dues. The prior Treasurer did.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Woodward to approve the Treasurer budget proposal of $11,219. Motion carried – all in favor.

Tax Collection

Mr. Johnson said the subcommittee doesn't suggest any changes here. He said the Supply line is up $500 for a new printer and a few other supplies. Legal expenses is level funded.

Mr. Lennon said postage at $9500 is a bit generous. Mr. Dean said the lien process is unpredictable because the number of mailings involved. Mr. Lennon said it doesn't appear they will need an increase. Ms. Ravell suggested deferring until the Deputy is present if there is a lot of discussion on this. Mr. Dean said costs will be going up.

Ms. Ravell said the updated Health Insurance number is $27,980. The new benefit total is $47,733. The new dues from Water/Sewer are $98,382. The updated Tax Collections total is $98,382.

Motion: A Motion was made by Mr. Ferraro and seconded by Mr. Zwaan to approve the Tax Collection proposed budget of $98,382. Motion carried – all in favor.

Assessing

Mr. Johnson said they do a lot of mailing and reevaluating or property with just one clerk in the office. Postage increased due to a change in mailing needs. Assessor contractor continues to escalate.

Mr. Ferraro said 2015 was a heavy year because of the reevaluations. He asked why is escalated this year. Mr. Dean said it is related to the MRI contract with annual escalators. Ms. Rowan asked how things are with MRI. Mr. Dean said from a review perspective the town has been well served by MRI. He said from a dollar view they have saved money. Overall, no negative issues have come up. It hasn't been completely flawless, but there have been very little issues. Selectman Clement said most people he has talked with about appealing their assessments said MRI was very good with them.

Ms. Ravell gave the updated Health Insurance number, which is $18,653. The new benefits total is $28,629 and the new Assessing total is $200,865.

Motion: A Motion was made by Mr. Lennon and seconded by Ms. Hall to approve the Assessing budget proposal of $200,865. Motion carried – all in favor.

Chair Stevens said they still have Finance/Accounting account to deal with. He said they would put it off until the next BRC meeting on October 28, where they will also be talking about Police/Fire.

A Motion was made by Mr. Lennon and seconded by Mr. Ferraro to adjourn the meeting at 4:52pm. Motion carried – all in favor.

Respectfully Submitted,

Nicole Piper, Recording Secretary