

At the end of the meeting I request a nonpublic session for personnel (including a recess within it to a "nonmeeting RSA 91-A:2 (i)(a) " for labor negotiations).

Budget review by Advisory Budget Committee: *What would the Board of Selectmen like to do with the draft budget to prepare for the public hearing in January?*

Budget: I propose \$18,100 to the design budget line in executive to get the project to the March vote. This is the work they anticipate being done before March. ***Does the Board wish to add this into the budget?***

Discussion of Salary and Cola changes in 2015:

Steps non-CBA	1% COLA	1.5% COLA	2% COLA
\$ 14,731	\$ 16,729	\$ 25,093	\$ 33,458

How would the Board like to proceed?

Warrant Articles: The following warrant articles have been discussed at some point this year by the Board of Selectmen. One that is very important is that we do #1 as a part of the Calef Easement money. This would prohibit most vehicles on land wholly bounded by the Calef property and help the town comply with requirements of the easement.

1. Change the status of Town Farm Road from 70 feet beyond the cemetery on the Class VI portion to the Isinglass River from Class VI to a Class A trail. (to prevent violations of easement conditions) ***Does the Board wish to proceed with this one?***
2. To see if the town will vote to withdraw from the Special Detail Revolving Fund established by the 2009 Town Meeting an amount up to \$30,000, said funds to be placed in general fund balance, and also to raise and appropriate from the general fund balance an amount up to \$30,000 for the purpose of purchasing a new cruiser and/or new cruiser equipment including radios and data terminals. The Special Detail Revolving Fund currently has a balance of \$____. Majority vote required." Dick is asking for this to help fund technology upgrades to the cruisers. Over the years more money has accumulated than was needed to pay the officers and reimburse the town for administrative/cruiser expenses. There would be no impact on either fund balance or the tax rate. (language cleared by Steve Whitley) ***Does the Board wish to proceed with this article?***
3. Ambulance replacement Capital Reserve (established 1989 #12 and then BOS agent to expend 1998 #7). It contains \$ 1,223. ***Does the Board wish to discontinue, change purpose to repair of ambulance, or wait and use it next time the Town purchases an ambulance?***
4. Revaluation: Established 1994 #22, no agent to expend. It contains \$3,768. ***Does the Board want to put an article on the warrant to discontinue this into fund balance or to just add the Board of Selectmen as agent to expend?***
5. Cemetery Well and Building: Contains \$50,076 from 2001 #23. One purpose of this was a building in which to store bodies over the winter. From past discussions it appears the Board of Selectmen do not favor that use for the funds. ***Does the Board wish to put forward a warrant article to repurpose this into cemetery expansion?***

6. Above and Below Water noncapital reserve. This was established in 2006 #16 “for the purpose of acquiring professional services to conduct legal and factual research regarding the identification, protection, conservation and management of water resources for the town.” The Board of Selectmen was the agent to expend. \$25,000 was put into the fund. It currently has \$25,968.74. ***Does the Board wish to put forward a warrant article to discontinue or repurpose?***
7. Road Improvement Plan: It was established in 2008 #15 as a reserve account to study roads and currently has \$10,072. (RSA 35-1C Board of Selectmen authorized to expend) This was not used when the Dubois and King study was done. ***Does the Board wish to put forward a warrant article to discontinue, use it for the purpose stated, or repurpose it?***
8. Road Reclamation Capital Reserve: This has \$3,952. (#25 in 2001 vote, Board of Selectmen to expend). My suggestion is that the Board requests this money from the Trustees to spend on road reclamation in 2015. If this were the desired course, no action would be needed by Town Meeting. ***What does the Board wish to do with this fund?***
9. Eliminating the Svenson appropriation: This would discontinue the article passed last year and lapse back into fund balance. ***What does the Board wish to do with this fund?***

Revenue estimates for 2015. I would suggest we make only two changes to the projected revenue in 2015. We increase the Motor Vehicle fees by \$100,000 to reflect actual in 2014 and decrease land sales by \$125,000 because 2014 was up by one time sale of Small Road property. This estimate is revised in the summer before tax rate setting. The big piece that is missing is state room and meals, which usually comes in late in December. With that I anticipate 2014 will be excess revenue over projection of about \$100,000 going to fund balance. ***Does the Board agree with those assumptions for 2015 budget forms purposes?***

Bond: ***Shall I post for a public hearing on a \$2.5 million bond to be held January 5 with 19 as alternate date?***

Board of Selectmen schedule (set so far) Upcoming Meetings at Elementary School Annex Monday 6:30 PM:

December 22, 2014

January 5, 2015 (Public Hearing on bond and budget)

January 19, 2015 (Public Hearing as needed on budget, bond, petitioned warrant articles)

January 26, 2015 (prepare for deliberative session)

Note the Deliberative session is at the Middle School

January 31, 2015 (Saturday, 9 AM) Deliberative Session (Middle School)

February 2, 2015 (Monday Snow Date Deliberative Session, Selectmen meeting at Middle School)

I would then suggest the following schedule (basically 1st and 3rd Monday until budget time) at the Elementary School Annex

February 16

March 2, 16

April 6, 20

May 4, 18

June 1, 15

July 6, 20

August 3, 17

September 8 (a Tuesday because of Labor Day), 21

October 5, 19, 26

November 2, 9, 16, 23

December 7, 21

Does the Board approve posting this tentative schedule?

Request for Engineering Qualifications, Request for Surveying Qualifications, Request for proposal Solar Power. *Does the Board have comments or suggestions?*

New Town Building: Fire suppression. Architect's response: "We have done a preliminary review of the building; based on this space being general recreation (use group A3) then we believe it will not add in a requirement for a fire protection system. If it were to be classified as Daycare (Use group I-3) then it would trigger this requirement. We believe the realistic use for this space will be A3, general assembly/meeting space, and therefore the building should be allowed to be built with no fire protection system. **Cost to outfit the lower level** for recreation space (not storage): Our team estimates the cost to finish the lower level as on wide open space with 2 finished toilet rooms, and a 200 sf mechanical room to be \$68,900 in addition to the current project budget. Bathrooms were not in earlier estimate of additional cost for basement at \$79,000."

Architect Agreement: The proposed base cost through construction for the architect and with energy modeling is \$171,750. Of that it is recommended we put \$63,100 in the operating budget (we currently have \$45,000 for the Town Offices).

Construction Manager vs. Design build: The cost estimates show Construction Manager is a little more expensive in the range of \$30,000 (depending on how much a clerk of the works is paid). The Construction manager might save some money if it results in a project that can avoid winter conditions. The numbers are \$27,800 plus the clerk of the works (estimate \$25,000 using our staff) more for design-bid-build over the base. The additional cost for a Construction Manager over the base is in the area of \$80,000. ***Which way would the Board like to go?***

Information:

Executive Incident-Opportunity line 2014: I have taken the money for the shelving we needed to move the records to the storage unit out of the Exec Incident Opportunity. The 2 shelving sets match the set we have and between the three sets that we now have, they will hold all our boxes of files. They will also fit in the planned storage area in the proposed Town Hall.

Filing for offices: The filing period for the Town Offices is Wed. Jan. 21, 2014 through Fri. Jan. 30, 2015...please note the Town Clerk's office will be open on Fri. Jan. 30th 3pm-5pm for filing of town offices ONLY.

Here is a list of those positions up for election and the incumbent.

SELECTMEN

One for 3 year term Dennis Malloy

TOWN CLERK

One for 3 year term Kimberly Kerekes

TRUSTEE OF TRUST FUNDS

One for 3 year term Kenneth Grant

CEMETERY TRUSTEES

One for 3 year term Amanda Taylor

LIBRARY TRUSTEES

Three for 3 year term Ronald St. Jean Elizabeth Rivet Sam Boduch

TOWN MODERATOR

One for 2 year term Stanley Swier

Taxes: The office was very busy December 8, the deadline.

Department	Item	Cost	Items change over \$5,000 *		
Exec	Demolition	\$ 50,000			
Exec	Design (library)	\$ 20,600			
Election	wages	\$ (7,000)			
admin	contracts	\$ (11,250)			
assessing	(abatements)	\$ 10,000			
Assessing	Revaluation	\$ (65,000)			
legal		\$ (21,000)			
landuse	consutants +&-				
Govt Buildings	lease (storage)	\$ 9,000			
Govt Buildings	heating fuel	\$ (5,000)			
Govt Buildings	maintenance	\$ (30,000)			
Govt Buildings	vehicle fuel	\$ 10,000			
fire	add person	\$ 64,000			
Police	more p-t hours	\$ 10,000			
Highway	p-t AA to f-t	\$ 17,600			
Highway	Overtime	\$ 10,000			
Highway	building improve	\$ 14,000			
Highway	Paved roads	\$ 175,000			
Highway	winter contractors	\$ 30,000			
Highway	salt-sand	\$ 25,000			
Highway	vehicle maint	\$ 15,000			
Gen Asst		\$ (10,550)			
library	p-t hours**	\$ 5,581			
Bond	principal	\$ (50,000)			
	total of these items		\$ 265,981		
Warrant Articles	Svenson	\$ (50,000)			
	Cemetery Exp	\$ 6,291			
	Road paving	\$ (175,000)			
	highway building	\$ (250,000)			
	Road Contingency	\$ 50,000			
	total of these warrant items		\$ (418,709)		
*\$5,000 Plus changes Does not include benefits, approved wage changes, 53rd week, earned time,					
**Some change in tech-lib, rest others					
Operating & warrant no offsetting revenue	6,972,736	Fund Balance used in 2014	Assessment		
Tentative tax rate change if same overlay, credits, exemptions etc. but no fund balance	\$ 0.57	\$ 592,209	\$ 893,385,939		
Every \$89,386 spent is 10 cents/thousand					

Using the same fund balance as 2014 (which I do not recommend) would result in a decrease in the tax rate of 9 cents instead of a 50 cent increase.

Bonding: The cost of the bond at most recent interest rate, 20 year, level payment, \$2.5 million, June 2015 bond sale will be zero in 2015, \$192,778 in 2016 and \$186,600 in 2017, remaining within \$5,000 below that for the rest of the bond. Based on a total town-wide assessment of \$900,000,000 this is a tax rate increase of 21 cents/thousand. There will be a savings of about \$59,000/year in rent. It is important to note that in 2016, we will only see about half of that savings because we still need to rent the space until ready for occupancy. The rent costs us 6.6 cents/thousand. We have been spending about \$50,000 a year on studies on what to do with the building which would save us 5.5 cents/thousand, but that is harder to quantify. In 2015 we will save \$52,626 from no longer needing to make a bond payment on the safety complex.(5.8 cents/thousand)(in 2013 total bond and interest payment was \$137,091, last payment on Conservation bond)

Selectmen's/Assessing Office: We are regularly closing at 4:00 PM because of Cheryl being out with an injury. She has been out a month and it has not seemed to be a problem given our on-line presence. We are looking at another way to have tax cards on-line up that might give more information and update easier. We hope she can be back in a week or two.

NHMA Leadership Institute: Peter Cook and Marcia Gasses have completed the 2 year Leadership Institute run by NHMA, a program to help develop leadership.

Budget Answers:

Planning answers from Marcia: The Consultant and Contract lines were combined for a total of \$7,000, which is level with this year's funding. My discussions with Strafford Regional Planning indicate we could likely accomplish the Visioning Chapter of the Master Plan for approximately \$5,000. My experience and discussion with other planners has been that the expectations of the committee working on the Master Plan can cause the budget to rise. I would hesitate to request less than a line which has not increased since the budget I first inherited in 2012, but I will certainly work with whatever is approved. As I explained during my budget presentation the figure in printing should be lowered by \$600 now that the coping issue has been resolved. The final \$2,000 figure would be used for printing requirements for the Master Plan, Economic Development Committee, any mass mailing required under the new notification rules, etc. I would suggest that this line could be reduced to \$1500 based on historical use.

Transfer Station: I believe we can reduce the part time line by \$14,000 and the benefit line by \$1,400, because of savings going single stream.

Police: The Police Officers are not trained as EMT's. The cost to maintain the training is prohibitive and Barrington Fire and Rescue meets all of our needs. We go on medical aid calls to assist. We hope to add mobile data terminals to three vehicles next year. As well as hardware and licensing costs a Verizon air card is needed for each vehicle at the cost of about \$50 per month each.

The MDT's will help improve our efficiency as accident information and reports will be done in the field initially and not hand written out and then brought to the station for entry. Most accident reports would be completed while off at the scene. The air cards explain the rest of the phone line. Note the mobile data cards will not be needed if the article is not put on the warrant or fails to pass to buy the data terminals out of excess special detail money.

Cemetery Improvements: The line will likely be used for tree removal this winter. We are currently in discussion with a company to do this work. As for 2015 some of that line will be used for fence replacement that does not include vinyl fencing. We priced vinyl fence a number of years ago and it was going to cost us about 25K to replace the fence along Rte.9.

Other Answers for ABC:

1. Earned time: The method other than library was to budget the amount recommended by the auditor. I expect the Board of Selectmen will reduce some of these lines based on usage, but the line represents what employees in each department are entitled to use if they so choose.
2. Lower benefits line from earlier drafts of 2015 budget is due to the guaranteed not to exceed rate is lower than the number we used initially.
3. We do not have a "town physician", but we normally send to Seacoast Redicare, including those chosen for random tests on CDL licenses.
4. The telephone landlines are in the Government Buildings and represent our agreement with Bayring to lease the phones and use their fiber lines. The cell phones are in the departments. Fire and Police have extra phone expenditures for some emergency lines and dispatch that they need for 911 and the repeater. We use a town wide cell phone plan that share minutes.
5. The \$10,000 increase in Assessing was to handle expected abatements next year.
6. We have been on biweekly payroll, but found it easier to do it weekly. We have looked at payroll services but found that it would not save much time and would cost more.
7. Heating Fuels was reduced \$5,000 in anticipation of oil costs dropping. Actual is actually already more spent by \$3,000 than next year's budget.
8. PSNH. We have gone out in the past and saved money but experience recently is that this year was not one in which money would be saved. While we hope to go solar, the savings would be minimal next year because of construction schedule if it occurs.
9. Government Building Operating Supplies: The ordering has been now been done for 2014. It is done at year end in conjunction with the school.
10. Building and Codes: The two lines are now nearly spent with the code books for \$900 that were ordered.
11. A contingency line is important in my mind, whether within the budget or as a separate article. If it could be done, I would recommend a noncapital reserve held by the Trustees of the Trust Funds with Board of Selectmen as agents to expend instead of just RSA 31:98-a article, mainly because it would not lapse.
12. I am asking the Board about the trust funds December 8.

13. Transfer Station. There is more money in the Transfer Station Part-time than what it would be with the current staffing level.
14. Adding \$1 to the lines that are zero that the ABC mention is easy to do and provides flexibility.
15. Community Action Program has not received their payment for the year, which should be made in December. The budget is up \$750 because they requested more.
16. Contingency is needed as one goes through a budget year. By law the Selectmen cannot overspend the budget, so we would not want to be in a situation where we had to shut down government because of unexpected over-expenditures elsewhere. This is a prime reason we do not spend the entire road paving money. I do not recommend cutting welfare. It is important to have unexpended funds left as approaching year end in case of emergency or because of the timing of bills and expenses. If we are running short elsewhere in the budget the usual practice is to use welfare to offset expenses outside of highway and to save back paving money for highway emergency/over expending winter maintenance. This also accounts for why we delay spending in many departments in one area or another until December, e.g. the fire department, government buildings, etc. Unexpended funds at year end go to fund balance, which is important for cash flow.
17. The decision on whether to ask the Recreation Commission to expend more of the program revenues for items currently in the operating budget is a political decision. I recommend against doing this, especially if the Town is asking they expend money on the proposed Town Hall.
18. I have the Svenson article as one to be discussed 12/8 meeting.

Fire Permits: Chief Walker's response to citizen inquiry: You are not required to have a written permit for brush burning as long as there is total snow cover 100 ft. in all directions of the brush pile you intend to burn. If you do not meet the total snow cover requirements summer time rules apply and you must acquire a written permit. Please note that all other summer time rules apply, such as no construction debris, nothing in the pile over 5 inches in diameter, no stumps etc. We would appreciate a courtesy call when you intend to burn letting us know so if we get a call for a fire in the area we have an idea that we may be responding to a brush fire not a building fire. Also if you are not the property owner, you must have written permission in hand from the property owner prior to beginning your burn.