

BOARD OF SELECTMEN MEETING  
NOVEMBER 7, 2016

PRESENT: Becky Doyle, Chairman, David Lage, Tim Johnson; Budget Committee Members: Paul Termin, Chairman, Judy Spring, Brian Somero; Joanne Meshna

The meeting was called to order at 6:00 p.m. at the Town Office.

Becky read RSA 32:16, Duties and Authority of the Budget Committee, and RSA 32:17, Duties of the Governing Body and Other Officials, and stated the RSAs are the guidelines for the procedure the Selectmen and Budget Committee are following. Further, Becky explained the Selectmen have to come up with a line item budget for 2017 and submit it to the Budget Committee for their review. The Budget Committee then prepares the final budget. The process being following is the Selectmen are holding meetings with the department heads to review their budgets and have invited the Budget Committee to attend those meetings and ask questions and evaluate the budgets. The Selectmen will then form a budget and forward it to the Budget Committee.

Fire Department 2017 Budget review: Chief Lund presented the budget.

Reference was made to line 360, disposal custodial – the dumpster has been removed and the Highway Department will be picking up the trash which decreases the line to zero. A shredder has been bought for paper and there will be recycling. They are now using a water cooler rather than bottled water.

The 5 year budget comparison was reviewed. The 2017 budget will increase by 4.82%. There has been no significant increases in the budget over the past five years. The Department is well within their budget this year. In 2015 they did not spend \$3,000 for the imaging camera which left a balance of \$5,351 in the account. In this year's budget approximately \$80,000 has been spent. Stipends of \$25,000 need to come from the budget which leaves around \$12,000 for other expenses. The vehicle maintenance account is over by \$14,000 for the repair to the pump.

Line item 111, salaries/stipends – The line is increased by \$2,000 for a total of \$44,000. This is due to an increase in the rates for firefighters or other personnel who have obtained their EMT. Selectman Johnson referred to the Fire Inspector position and his understanding that some of the duties were going to the Building Inspector. Chief Lund met today with Rick Donovan to work out the details. The Inspector position at a captains' level would be reduced to a Fire Prevention officer at a lieutenant's level which would be a reduction of \$500 (\$2500 to \$2000). The Department will have the responsibility of fire drills and fire inspections at the schools and fire prevention. The Building Inspector will be asking for an increase in his salary. Chief Lund has asked the Fire Inspector for a breakdown of hours worked. Stipends have not been changed at this point as the process is still being worked out. Once that is accomplished, adjustments may be made to this line.

Line item 240, education/training - The line is increased by \$700 for a total of \$5,200. Training for 2016 was minimized as the Department focused mainly on in-house training due to vehicle maintenance issues. Next year they expect to have a new firefighter and training will be \$1,000. There are 2

firefighters that need fire II training at \$550 each for a total of \$1,100. Firefighters are slated for advanced specialty training for a total of \$2,050. One firefighter is due for an EMT refresher at \$200. The Tri-State Weekend for officers is a cost of \$600.

Line item 340, inoculations/drug testing – The line is decreased by \$825 for a total of \$500. This line is for firefighter physicals and medical incidentals (firefighter required medical expenses are not covered by insurance). Chief Lund would like to start a new process for physicals where new hires will have to have a 1582 physical which costs \$300. TB tests are no longer required. The line will be renamed to Firefighter Physicals.

Line item 360, disposal custodial – The line is decreased to zero. The Department has begun a coordinated effort with Mascenic High School to have students clean the Fire Department.

Line item 430, equipment, repair, maintenance – The line is decreased by \$500 for a total of \$3,000. The upgrade to the security system should come out of General Government Buildings this year. Selectman Johnson recommended the \$1,000 budget for the security system be moved to SCBA Service. Selectman Doyle suggested SCBA Service of 17 packs should be planned over a five year period. The line item was reduced to \$2,000.

Line item 432, vehicle maintenance – The line is increased by \$3,000 for a total of \$15,000. There is a seven year requirement for replacement of tires on the fire trucks. Engine 4 is the next one to be done and if it is not done next year, it will not pass inspection. Tanker 1 has been kept in service and is running well and passing inspections.

Line item 433, computer services – This line remains the same at \$500. The line is for Cadnet computer service. The computer equipment is several years old and repairs are anticipated. The Administrative Assistant has a computer, there is a laptop for training and a computer on the officer's desk. Three computers are needed by the Department. The Chief is to make a plan for upgrading the computers and Cadnet should review for needs. The line will be renamed to Computer only. Computer service will all be in the Town Office budget. The Selectmen recommended the line be increased to \$1,000 for replacement of one computer.

Line item 530, communications – The line is increased by \$3,000 to \$5,500. The Comcast bill averages \$222 per month and the estimate for 2017 is \$235 per month. This is for internet and two phone lines and needs to be reviewed. TV is free. The Chief will check with Fairpoint to see if they can provide the service for less. The Department is looking into buying the equipment to program the pagers and radios and that is included in the budget. The budget was reduced to \$5,240 by removing radio straps (\$80), pager programming (\$60) and portable programming (\$120).

Line item 560, dues, subs, fees – The line is increased by \$700 to \$3,000. The fee for Monadnock Security monitoring for \$396 is to be moved to the General Government Buildings budget. The final amount for the line was \$2,604.

Line item 580, mileage – The line is decreased by \$300 to \$500. Mileage costs have come down. The Tahoe will be used for the Tri-State weekend. The line item was reduced to \$200.

Line item 610, general supplies – The line was decreased by \$1,500 to \$4,500. EMS supplies include bandages, gloves, and defib replacement pads.

Line item 620, office supplies – The line remains at \$1,000. Yearly supply of printer toner is approximately \$850.

Line item 622, electricity – The line remains at \$4,000.

Line item 624, heat – The line remains at \$6,000. The total estimated 2016 expenditures are \$5,100; in 2015 it was \$7,375. Chief Lund stated she did not have an accounting of how many gallons are being used. The Department needs to determine the gallons used.

Line item 625, postage – The line item was decreased by \$75 to \$25. The post office box has been cancelled for a savings of \$84/year.

Line item, 635, fuel – The line item was decreased by \$500 to \$4,000. Chief Lund stated they do not know their fuel consumption. The Department needs to determine the gallons used.

Line item 640, books, periodicals – The line remains at \$125. This year the line is overspent by \$50 due to purchase of the 2015 E-edition of NFPA 1 and Life Safety Codes.

Line item 740, equipment, new/replace – The line item is increased by \$1,000 to \$11,000. They have two thermal imaging cameras. The oldest one will be placed in Engine 3 or in the command vehicle. A new camera will be purchased on a 3 year lease for \$11,000. A down payment of \$3,000 was made in 2016 and the first payment of the three year lease for \$2,600 is in the 2017 budget. The NFPA standard for hose is ten years. The Department bought 300 feet of hose this year and all the rest of the hoses are below standard. It is on a rotation for replacement every year. Eight pairs of boots and 10 pairs of gloves are in the budget. The warrant article for turnout gear was discussed. If the boots and gloves come out of the warrant article, there will not be enough in the article for the third year of turnout gear. Twelve thousand dollars was spent this year for turnout gear (pants and jackets) from the warrant article. It was agreed the original warrant article needs to be reviewed to determine what it can be spent for.

Line item 811, fire prevention – The line remains at \$625. They are partnering with Greenville for fire prevention.

The total budget was \$121,149. The fuel needs to be calculated. Comcast bill needs to be reviewed.

8:00 p.m. Ten minute break.

Souhegan Valley Ambulance Service (SVAS): Daryl Oja presented information on their budget. SVAS is requesting a warrant articles for \$34,830 for 2017 which is up from 2016 by 1.03% but lower than 2015. Mr. Oja stated improvements have been done to the ambulance bay this past year such as a new more efficient furnace, propane costs were lower, and lights have been replaced. In 2015 there were 466 calls and to date for 2016 there have been 425 calls. Everyone gets billed for services and patients can apply for a hardship if they are unable to pay. If the ambulance does not transport, they cannot bill. The budget is based on per capita for Greenville and New Ipswich. Wages have gone up because of the call volume.

Emergency Management 2017 budget review: Director of Emergency Management Jim Hicks presented the budget. Jim explained he needs to replace batteries for two portable radios. They are five years old and do not hold a charge. The replacement cost is \$236. He is also requesting \$1,000 for the command trailer. The trailer came to the Town through a grant. It was used extensively in the ice storm. The trailer was put behind the Fire station and later moved behind the highway garage. The carpet is moldy and needs to be replaced. Tile may be more practical. The radio shop has said they will not work in the trailer because of the mold. Jim stated the Emergency Management will take the responsibility for maintaining the trailer. A new line (615) will be added to the budget for Trailer Maintenance for \$1,000 and the supplies line will be reduced to \$236.

Line 560, dues, subs, fees is reduced to \$1. The training line will be used by the new Deputy Director. One dollar was added to the budget for the operation plan. Computer equipment is for cartridges. The \$100 was moved to supplies making that line \$336. Communication is for telephone, internet and fax line. Jim questioned what percentage of his budget pays for internet and Joanne will review. Protective clothing is for a reserve jacket for \$150. A couple of shirts for the Deputy is also included in this line. The line was reduced to \$100. The Emergency Operation Plan line title was renamed EM Planning.

Health Officer 2017 budget review: Health Officer Jim Hicks presented the budget. Jim stated he will be resigning from the position after the first of the year. He spends about 4-5 hours a week. There are two meetings in Concord each year and other programs and seminars are held throughout the year. Jim suggested an ordinance for trash should be instituted with dumpsters being required to be closed. The total budget was \$3,038.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,  
Joanne Meshna, Town Administrator

Board of Selectmen November 7, 2016 minutes approved by:

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Rebecca M. Doyle, Chairman

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David S. Lage

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Timothy Johnson II

