

BOARD OF SELECTMEN MEETING
NOVEMBER 14, 2016

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

The meeting was called to order at 6:10 p.m. at the Town Office.

Cemetery Trustees 2017 budget review: Trustee Michelle Pelletier and Sexton Oliver Niemi presented the budget.

Line item 111, Sexton – The line remains the same as last year at \$5,000.

Line item 120, labor – The line has been reduced from \$2,000 to \$1,000. Michelle explained the Boy Scouts have volunteered to help with brush, etc. and the Trustees will be taking them up on their offer.

Line item 610, supplies – The line has been reduced from \$500 to \$250.

Line item 630, cemetery repairs – The line remains the same at \$2000.

Line item 640, monument – The line remains the same at \$500. Ollie explained he had only one monument tip over and the rest of the cemeteries were in good shape.

Line item 650, tree removal – The line remains the same at \$1,000.

Line item, 670, cleanup – The line remains the same at \$4,000. Fall mowing and cleanup needs to be done.

Line item, 631, mowing – The line is increased from \$7,000 to \$10,500. The Trustees were not completely satisfied with their vendor this year that mowed the cemeteries. Bids were sent out for mowing at the end of October with no responses; Ollie will call them. The line represents seven mowings. They anticipate the bids will come in higher than what they pay now for mowing and have reflected that in the 2017 budget request. Tim asked about the use of the perpetual care fund and Ollie responded it is not being used. Only the interest from the fund can be spent. Tim noted the NHMA will provide assistance to the Trustees on how to use the fund and suggested they contact them.

Becky stated the mowing company is required to carry liability insurance in the amount of \$500,000 or the State cap of \$275,000 and an aggregate of \$925,000. An agreement should be drawn up which includes the statement they are not an employee but a contractor responsible for their own Worker's Comp. The company needs to have the insurance or they will not be mowing. There was not a firm number for mowing and David suggested putting together a formal bid process. The budget will be held for the final mowing. Ollie added he would be more comfortable with budgeting for 8 mowings rather than 7 and it was suggested he take the money for the extra mowing from the perpetual care account.

David asked how they planned to improve the cemeteries. Ollie responded a warrant article for fencing which was defeated. The gate at the Porter Hill cemetery has been repaired. Becky referred to the insurance required for liability insurance.

Two trees need to be removed at the cemetery at Porter Hill Road. Becky asked that they contact Peter Goewey and to remove at least one tree this year. Judy had a company that removed some trees on her property that gave her a good deal and Becky suggested emailing the information to Peter.

Patriotic Purposes 2017 budget review: Sexton Oliver Niemi presented the budget.

Line item 888, flagpole maintenance - Ollie explained this year Peter Goewey had recommended replacement of the US flags put on the utility poles on Main Street and Turnpike Road at \$600. The line also includes maintenance of the cemetery flag poles for \$400. Total for the line was \$1,000.

Line item 890, Memorial Day – Included in the line are the Keene American Legion Band for \$300, veteran marker flags at \$550, two US flags at \$100 and two NH stage flags at \$100, flower/plants for \$150 and refreshments for parade participants for \$300 for a total of \$1,500. David stated he would like to see Memorial Day improved. Suggestion was made of a barbecue at the end of the day and Mindy Buxton, Director of Parks and Rec, stated they would be happy to put it on at the Town field.

The budget was finalized at \$2,500.

Building Inspector 2017 budget review: Building Inspector Rick Donovan presented the budget.

Line item 111, salaries – Rick stated he was asking for an increase in his salary from \$8,000 to \$9,000.

Line item 240, training – The line is an increase from \$140 to \$155. This line covers NHBO quarterly meetings and training sessions. This line is a 50/50 split with Rindge.

Line item 560, dues and subscriptions – The line increases from \$175 to \$185. The International Code Council dues are \$125 and the NH Building Officials Association is \$50.

Line item 530, communication – The line remains the same at \$550.

Line item 610, supplies – The line is reduced from \$800 to \$532. Supplies include 2015 NFPA 101 with tabs for \$116, 2009 NFPA 1 for \$166, office supplies \$150 and inspector test equipment \$100. David recommended purchasing the 2015 building codes this year for \$506.

As of November 7, there is \$34,283 in building permit revenues.

Rick explained a lot of the inspections he does are Fire Department inspections such as oil burners and LP gas installation. He has been doing them since he began the job. There is a stipend in the Fire Department for Fire Inspector. The proposal, in working with the Fire Chief, is for the Building Department to take it over. David stated according to the Fire Chief some of the Fire Inspector stipend

would remain with the Fire Department for fire prevention. Rick stated 90% of the mechanical inspections are Fire Department related inspections. Assembly permits are needed which Rick would pick up. The Fire Department would continue doing school inspections.

David added the Building inspector also handles zoning issues. Wendy stated she would like applications being evaluated with the Zoning Ordinance before a building permit is issued or construction is started. David responded the new process for building permit applications is review by Lori and Louise for planning and zoning issues.

Reviewing the salary, Rick is requesting \$9,000 for the Building Inspector and \$2,500 for fire inspections for a total of \$11,500. Rick was asked to provide a count of mechanical permits for fire inspections. The budget was not finalized.

Wendy noted every time mileage is included as part of a stipend it costs the Town additional funds. If mileage was reimbursable then the Town would not pay FICA or Medicare on that amount.

7:30 – Break.

Pool 2017 budget review: Director of Parks and Recreation Mindy Buxton presented the budget.

Mindy stated she would like to keep the Pool budget the way it was last year as there were some issues this year where the pool was closed for lack of staff, machinery issues, etc. The increase in salaries of \$880 is for keeping the pool open on Sundays.

David inquired if a component of the filtration system might have to be replaced. Mindy responded they found the problem is in the pipes and it will be repaired this year. There is about \$18,000 in the capital reserve account. The filter is old and keeps being repaired but keeps working. A new filter would cost between \$30,000 and \$50,000. Wendy suggested determining when a new filter may be needed and if enough money was being put into capital reserve to cover it. Approximately \$9,000 was received in revenue for the Pool which goes into the revolving fund.

Parks and Recreation 2017 budget review: Director of Parks and Recreation Mindy Buxton presented the budget.

Wendy asked Mindy about the program list with losses and profits. The Easter Egg hunt and fishing derby did not show a profit. The other programs have been taken out of the budget and will be operated through the revolving fund.

Mindy referred to the Master Plan for the Town and one of the recommendations was for part time and full time employees. She noted she is working for about \$2.00 an hour. Mindy stated the programs being offered are well attended; the Autumn fest had 400-500 people in attendance. She wants to see the fields filled every single day and that will happen as long as she is here. There are things she would like to do such as a pavilion, a recreation room and a better cafe. She will not ask the Town for money but will do fundraisers and use the capital reserve account.

Mindy pointed out she is asking for an increase in the budget of approximately \$3000. The repairs and maintenance line is increase by \$878 and she explained she depends on volunteers for much of the work but sometimes needs to be able to hire professionals. The uneven bars at the park needs to be removed and someone will need to be hired to remove it.

Better lighting is needed at the park and she will be asking the Selectmen next year to take it from the capital reserve account.

There is an increase in the outhouse line from \$1,059 to \$2,030. Mindy explained there has been an issue because of lack of a handicap accessible facility. She experienced problems with the vendor she had this year and will be looking for a new company. David had a company he recommended to Mindy.

Adult recreation is now funded in the supplies line. The Boards preferred adult recreation as a separate line. The supplies line was changed to \$210 and adult recreation to \$500.

Mindy stated she averages 25 hours a week; she works every week. She does not get breaks. There are emails, texts and meetings. There are 6 meetings from November to January with the schools. She works more in the summer. She averages about \$4 an hour. She is asking to bring the hourly wage up to \$8.50 an hour by increasing the salary line for the Director to \$8,000.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,
Joanne Meshna, Town Administrator

Board of Selectmen November 14, 2016 minutes approved by:

Rebecca M. Doyle, Chairman

David S. Lage

Timothy Johnson II