

Selectmen's Meeting Minutes
Wednesday, January 19, 2011

Present: Selectman Maxfield, Ives, and Bowles. Also present Fire Chief Jeff Burr.
Chairman Maxfield called the meeting to order at 6:30 PM.

- I. Selectman Bowles moved to approve the Selectmen's Meeting Minutes of Tuesday, January 11, 2011 as presented. Seconded by Selectman Ives. All in favor. Motion carried.
- II. Chairman Maxfield stated for the record that one pistol permit was submitted for signature and approval.
- III. Selectman Bowles stated that Road Agent David Rice would not be in this evening due to the snowstorm but had advised him that the used oil heater at the Highway Garage was installed last week and is working well. Selectman Ives stated he was advised by the Office Manager that a quote had been received for the roof repair at the Highway Garage. He stated the quote is approximately \$10,000.00 more than those that had already been received.
- IV. The Board began their review of weekly correspondence.
 - a. The Board received samples of Historic Marker signs for review. The Board stated that they are looking to place the sign at the Town Hall as the building is on the National Register of Historic Buildings. Selectman Ives moved to approve the purchase the National Register of Historic Places plaque for the Loudon Town Hall from Engraving Awards and Gifts Company out of Laconia, NH from estimate #276184 in the amount of \$442.00 to be paid from the Town Hall Repair line #01-41941-410-413. Seconded by Selectman Bowles. All in favor. Motion carried.
 - b. The Board received a memo from the Office Manager regarding the gutters on the town office building in disrepair and ice buildup.
 - c. The Board received a request to include the budget work session minutes in the Ledger. The Selectmen agreed to forward the minutes for inclusion in the Loudon Ledger.
 - d. The Board received notification of payment from VOA for the 2010 Pilot Agreement in the amount of \$14,784.00.
 - e. The Board received notification of the Forest Fire Warden appointment for Jeff Burr as well as Deputy Warden appointments for members of the Loudon Fire Department from Douglas Miner of DRED.
 - f. The Board received copies of articles submitted from committees and departments for inclusion in the Town Report for review and approval.
 - g. The Board received information from US Dept. of Transportation on 2011 funding availability.
 - h. The Board received information from Wheelabrator on tipping floor rules as a reminder.
 - i. The Board received a scholarship thank you.

- j. The Board received information from Laureiro Engineering Associates on landfill engineering and monitoring.
 - k. The Board received copies of NHMA Legislative Bulletin #3.
- V. Chairman Maxfield opened the Public Hearing for the 2011 – 2012 Proposed Budget.
- a. The Board stated that there are a few adjustments that will be made to the proposed budget items that were inadvertently left out.
 - b. Selectman Ives began review of the 2011 – 2012 proposed budget, addressing the proposed COLA for employees. He stated the Board agreed on 2.5% COLA based on the fact that there had been no increase for two years. Selectman Ives stated the salary lines throughout the budget have increased 2.5% due to the COLA.
 - c. Selectman Ives stated the Selectmen’s PT Office wage line has increased by 2,100 % due to the Office Manager reducing her full-time status to part-time hours. The Board felt they needed to have funds available if additional help was needed in the office. He said that the Office Assistant is working 40 hours per week, but with the reduction in hours for the Office Manager, there may be a need for some additional help in the future. Selectman Ives stated if the funds are not needed the money will revert back to the general fund. Discussion ensued regarding hours worked by the Office Manager as well as looking at adjusting her wages from the Selectmen’s Office Wage line to the Selectmen PT Office Help line. Selectman Ives stated with the adjustments to these lines the overall wages for the Selectmen’s Office are reduced by 18.79%.
 - d. Selectman Ives stated that the Selectmen went through the budget line by line and looked at what was spent in the previous budget and cut additional amounts if they felt a line could be pared down.
 - e. Selectman Ives stated Selectmen’s Data Processing line is reduced by 5%, Printing line reduced by 7.69%, Office Supplies line reduced by 14.29%, Advertising line reduced by 21.88%, for an overall reduction to the Selectmen’s Office operating budget of 5.30%.
 - f. Selectman Ives stated the Landfill Testing line has been reduced by 23.48% due to fewer testing requirements.
 - g. Selectman Ives stated the Historical Society and Conservation Commission budgets are unchanged.
 - h. Selectman Ives stated the Deputy Town Clerk Wage line has been reduced by 30.07% and the Assistant Clerk Wage line has increased by 354.83% due to the reclassification of the position. He stated that the Tax Collector has been appointed to the Deputy Town Clerk position and will only be collecting wages during elections, etc. The Assistant Clerk position has been paid out of the Deputy Town Clerk line but should be coming out of the Assistant Clerk line. This adjustment will correct that issue. Dues and Seminars were reduced by 12.5%. Selectman Ives stated the Town Clerk’s budget has an increase of 7.49%. Deb Kardaseski asked for clarification of these changes. The Selectmen explained that the Town Clerk Assistant Clerk and the Deputy Tax Collector positions are shared by the two offices and this adjustment is to correct the proper line for the position.

- i. Selectman Ives stated the Election lines are reduced by 38.66% due to fewer elections being held during this particular fiscal year. Selectman Bowles stated this line will more than likely be increasing the following year due to the number of elections scheduled for that fiscal year.
- j. Selectman Ives stated Trust Funds lines remain unchanged.
- k. Selectman Ives stated Town Auditors line is reduced by 10.53%.
- l. Selectman Ives stated Tax Map Preparation line has increased by 0.8%, Assessments has been reduced by 8.64%, and Utilities Assessments has increased by 525%. The Board stated the increase in the Utilities Assessments is because there is currently a bill before the Legislature which may allow towns and cities to assess the utility poles and lines and the town has to be prepared if this legislation passes. Selectman Ives stated if the law fails, the funds will revert back to the general fund. This budget is increased by 9.34%.
- m. Selectman Ives stated the Tax Collector Deputy Tax Collector Wage line is reduced by 4% due to the adjustment of the position title from File Clerk to Deputy Tax Collector. He stated the Tax Collector File Clerk line has been zeroed out. The Data Processing line is reduced by 8.33%, Office Supplies line is reduced by 16.67%, and the Seminars and Training line has increased by 33.33% due to certification requirements. The Tax Collector's budget is reduced by 2.38%.
- n. Selectman Ives stated the Treasurer's budget has a 100% reduction in the Printing line and a 16.67% increase in Office Supplies line for an overall increase of 2.16%.
- o. Selectman Ives stated the Selectmen's Legal Services line stayed unchanged.
- p. Selectman Ives stated the Employee Benefits FICA Town Share has decreased by 5.1% due to the Library taking over their portion of the costs this year, and the NH Retirement System line has increased 5.84% due to increases mandated by the Legislature, as well as the COLA.
- q. Selectman Ives stated the Planning Board Secretary Wage line shows an increase of 0.58% instead of the 2.5% due to the adjustment in the budget of removing the 53rd pay week in the current budget. Selectman Bowles stated that in the 2010 – 2011 Budget, there were 53 pay periods, not the normal 52 so the computer recalculated the wage figure differently. He stated the Planning Board Secretary would be included in the 2.5% COLA. Selectman Ives stated the Printing line was reduced by 16.67% for an overall decrease of 0.49%.
- r. Selectman Ives stated the ZBA Secretary Wage line also shows the increase of 0.58% but is actually the 2.5% COLA. He stated the ZBA Salary line is increased by 13.33% due to the addition of a third Alternate position. Legal Consultants line is decreased by 20% for an overall decrease of 0.07%.
- s. Selectman Ives stated the Government Buildings Town Office Cleaning line is decreased by 8.33% and Town Offices/Community Building Repairs line is reduced by 33.33% as there has been work done to those buildings in the past few years. Selectman Ives said the Town Hall Heating line has been increased by 50% up to \$600.00 for the Town's portion of heating the building. Selectman

Ives said the Town Hall Repairs line has been reduced by 37.5% due to recent work on the building for an overall decrease of 11.67%.

- t. Selectman Ives stated the Cemeteries line remains unchanged.
- u. Selectman Ives stated the Employee Benefits Town Health and Dental Insurance line increased 1.82%. He explained that the Board works with the Insurance Broker to try to reduce the costs. Selectman Bowles stated part of the reason this line did not increase as much as expected was due to changes with personnel and their insurance status starting next year. Selectman Ives stated the Unemployment line increased 135.77% and the regular Insurance line has increased 0.33%. The overall increase is 1.80%.
- v. Selectman Ives stated the Property Taxes line remains unchanged.
- w. Selectman Ives stated the Police Department line shows a decrease of 3.90% due to changes in personnel, however, the Board has received a request to increase this line an additional \$4,000.00 to cover an additional supervisory upgrade in the department. Discussion ensued with the audience regarding the \$4,000.00 pay increase for one employee. Selectman Ives stated there is also a request to increase the Police Overtime line by \$4,270.00 to cover the additional costs associated with a patrolman being enrolled in the Police Academy. Discussion ensued regarding the requirements of the town to pay the additional costs due to the number of hours the patrolman is required to be at the Police Academy as well as any agreement or contract between the town and officers for the education. Selectman Ives stated the PT Secretary Wage line and PD PT Wage line increased due to the 2.5% COLA, County Dispatch line decreased by 14.99% as the bill has decreased, Electricity/Lights has increased 3%, and Outside Services line increased 33.33% for items such as water service, pagers, copier repair, internet, radar certification, etc. The overall change is a 2.99% reduction.
- x. Selectman Ives stated the Special Events line is an in and out account. He stated there is a line in the Revenues side and this is for security at the Track and Special Details. Selectman Ives stated the Special Events PD line is reduced 25%, Special Events FD line reduced 14.29%, and the Special Events FICA line is reduced 22.34% for an overall reduction of 23.08%.
- y. Selectman Ives stated the Health Department budget has no change other than the 2.5% COLA.
- z. Selectman Ives stated the VNA line remains unchanged.
- aa. Selectman Ives stated the Ambulance Wage lines show a decrease of 0.17% although there is an increase of 2.5% (due to the 53rd pay week reduction), Ambulance Wage PT line shows a decrease of 3.01%, Ambulance Wages Standby line reduced by 10.32%, Ambulance Billing Fees line increased 2.22% due to increases by the Billing Service Company for an overall decrease of 2.57%.
- bb. Selectman Ives stated the Fire Department Wage increase is due to the 2.5% COLA, FD Dispatch line increased 12.5%, FD Medical Expenses line is reduced 5%, FD Electricity increased 10% due to overage in last budget cycle and the Board trying to be sure there are enough funds in this line, FD Computer line decreased 54.55% and FD Equipment Maintenance line increased 35%. Chief

Burr explained that some of the warranties have expired so now some items have gone from FD Equipment Testing line to the FD Equipment Maintenance line. Selectman Ives stated the FD Equipment Testing line has decreased 12.28% for an overall increase of 1.92%.

- cc. Selectman Ives stated the only increase in the Compliance budget is the COLA adjustment; everything else remains unchanged.
- dd. Selectman Ives stated the Emergency Management lines remain unchanged.
- ee. Selectman Ives stated the Forest Fire budget remains unchanged.
- ff. Selectman Ives stated the HWY PT Wage line is reduced by 4.35% due to the Selectmen reviewing what was spent in the previous budget and felt this line could be adjusted, HWY Gas and Oil line has increased 5.71%, HWY Uniform line increased 27.18% due to a new contract, and HWY Building Maintenance line increased 366.67% due to the need for a new roof on the Highway Garage, the overall increase is 7.25%. Chief Burr inquired about the HWY Road Maintenance and Repair line increase of 7.69% even though this line has actually decreased. The Board explained it was due to funds being encumbered last year.
- gg. Selectman Ives stated there was only one increase in the HWY/Block Grant line under Road Maintenance of 36.91% for an overall increase of 7.01%.
- hh. Selectman Ives stated the Solid Waste/Landfill Telephone line increased 14.29% due to the actual usage costs. Selectman Bowles stated that the calls made for pickup of recyclable materials are long distance calls. Selectman Ives stated Landfill Electricity line is increased 4.76% and Tipping Fee line increased 4.95% for an overall increase of 3.54%.
- ii. Selectman Ives stated the Animal Control line remains unchanged.
- jj. Selectman Ives stated the Community Action Program and J. O. Cate Van budgets are unchanged.
- kk. Selectman Ives stated the Welfare budget remains unchanged.
- ll. Selectman Ives stated the Recreation Swim Lesson Wage line increased 12.5% due to more children attending the classes, Recreation Electricity line decreased 16.67%, and Recreation Special Events decreased 7.22% due to the Revolving Fund being established and the events becoming more self-funding. The Recreation budget has an overall decrease of 1.71%.
- mm. Selectman Ives stated the Library Wage lines are reflective of the 2.5% COLA, the Library FICA/Medicare line is increased by 2.3% due to the Library taking over this cost in their own budget, and Library NH Retirement System line is increased by 23.02% due to the Library taking over this line as well. Selectman Ives stated the Library Electricity line increased 3%. Library Trustee Alternate Steve DelDeo asked the Board about the Library Fuel Oil line relative to the Trustees' request to increase this line to \$8,000.00. The Selectmen stated that they had agreed to this increase but it inadvertently was missed when changes were made to the budget. The Board will see that this line is adjusted to \$8,000.00.
- nn. Selectman Ives stated the Patriotic Purposes line had been reduced 33.33% based on previous year's spending and Loudon Old Home Day budget is unchanged.
- oo. Selectman Ives stated the Economic Development budget is unchanged.

- pp. Selectman Ives stated the Tax Anticipated Notes, Contingency Fund, and Loudon Communications Council budgets remain unchanged.
 - qq. Selectman Ives stated there are no increases to the Capital Reserve Funds.
 - rr. Selectman Ives stated the proposed budget before the changes this evening was listed at a decrease of 5.07%, however, with the changes this evening this figure will change.
 - ss. Selectman Bowles thanked the Department Heads and Committee members for their hard work on keeping the budget down as much as possible. Selectman Ives stated that the funds remaining in the budget at year-end go back to the General Fund to be included in the Unreserved Fund Balance. He said the Board tries to use some of the funds to lower the taxes each year, but the town is required to keep a certain percentage in the Unreserved Fund for emergencies. Mike LaBonte asked how many departments turned in money at the end of the Fiscal Year. The Board stated almost every department had some money at the end of the year to turn back in. Selectman Ives stated he felt that the Town had a good group of employees.
- VI. Chairman Maxfield began review of the Proposed Revenues for the 2011 – 2012 Budget.
- a. Chairman Maxfield stated that the Board uses historical data to calculate the proposed revenues. He said that each September the Town is required to submit a form to DRA advising what the proposed revenues will be. Chairman Maxfield stated the proposed revenues do not include the property taxes, however, it does include property taxes that have not been paid in previous years.
 - b. Chairman Maxfield went through the various categories of revenues. He stated that the Fire Special Events and Police Special Events lines are reflective of the figures in the Proposed Budget.
 - c. Chairman Maxfield stated Building Permit revenue was way down.
 - d. Chairman Maxfield stated the Freewill Baptist Church Reimbursement line was the Church's share of the costs for the maintenance and running of the Town Hall/Freewill Baptist Church.
 - e. Chairman Maxfield touched on the Sale of Town Property revenue line. Selectman Bowles stated he felt this line included items such as the sale of cruisers and equipment.
 - f. Chief Burr asked about the Landfill Oil revenue line relative to the Transfer Station no longer charging for the disposal of used oil. Selectman Bowles stated this line is also used for the charges of antifreeze and that item will still have a charge for disposal. He said this report was prepared prior to the change of no longer charging for oil. Chairman Maxfield stated for the audience that the Highway Garage recently installed a used oil heater and they use the oil that is disposed at the Transfer Station so the town is no longer charging a disposal fee for that item.
 - g. Chairman Maxfield stated the Proposed Revenue for the 2011 – 2012 Budget is \$2,130,066.00 and does not include current property taxes.
- VII. Selectman Bowles reviewed the Proposed Warrant Articles that have been received to date.

- a. To see if the Town will vote to raise and appropriate the sum of \$160,000 for the purpose of shimming and paving 2,800 +/- feet of Staniels Road and machine paving 4,858 +/- feet of East Ricker Road. \$90,000 to be withdrawn from the Roadway Improvement Capital Reserve Fund and the balance to be raised by taxes and further to appoint the Selectmen as agents to carry said purpose into effect. This will affect the tax rate by 12 cents per \$1,000 value. Selectman Bowles stated East Ricker Road is breaking up and Staniels Road is starting to get cracks and they want to try to get things taken care of before they get any worse.
- b. To see if the Town will vote to raise and appropriate the sum of \$52,500 for the purpose of purchasing a packer trailer for the Transfer Station with funds to be withdrawn from the Transfer Station Maintenance Capital Reserve Fund and to appoint the Selectmen as agents to carry said purpose into effect. This article will not affect the tax rate. Selectman Bowles stated there are currently two older trailers being utilized but they are wearing out and need to be replaced. He said that the Board decided not to replace both trailers at once, but with the amount of trash being hauled to the incinerator, they do need to be replaced. It was discussed that the old trailer may be utilized for storage once it is replaced.
- c. To see if the Town will vote to establish a Transfer Station Revolving Fund pursuant to RSA 31:95-h for the purpose of funding a bi-annual Household Hazardous Waste Recycling Day and to further raise and appropriate the sum of \$5,000 to be deposited into this fund. Monies in this fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund unreserved fund balance. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. This article will affect the tax rate by 1 cent per \$1,000 value. Selectman Bowles stated that due to the Household Hazardous Waste Day being held bi-annually it would be a better option to raise \$5,000.00 per year than \$10,000.00 every other year. Selectman Bowles said that at some point there may no longer be a need to hold this event. Chairman Maxfield stated that funds have to be used within the budget year or returned to the general fund and cannot be held from the budget for the following year.
- d. To see if the Town will vote to raise and appropriate the sum of \$375,223 for the purchase of a fire engine and equipment with funds to be withdrawn from the Fire Department Capital Reserve Fund and further to appoint the Board of Selectmen as agents to carry said purpose into effect. This article will not affect the tax rate.
- e. To see if the Town will vote to raise and appropriate the sum of \$28,000 for the purpose of resurfacing the roll-off container areas with concrete and pavement, and constructing a concrete wall in the demolition area at the Transfer Station. Funds to be withdrawn from the Transfer Station Maintenance Capital Reserve Fund and further to appoint the Selectmen as agents to carry said purpose into effect. This article will not affect the tax rate. Selectman Bowles stated that the reason for this article is to set up a better area for the demolition materials and

recyclable materials. He said there would be safety precautions put in place but this would be a better set up for pick up of the materials.

- f. Steve DelDeo stated he felt that Steve Bennett did a great job at the Transfer Station but wanted to remind the Transfer Station employees that they needed to wear eye protection while breaking glass.
- g. Selectman Bowles thanked those in the audience for attending the meeting. Selectman Ives said the Department Heads submit their budgets and the Board reviews them but he felt everyone has done their part to keep this budget down as much as possible.

Chairman Maxfield closed the Budget Hearing and reconvened the Selectmen's Meeting.

- VIII. Selectman Ives moved to enter into executive session to discuss a personnel issue at 8:01 PM. Seconded by Selectman Bowles. Roll call vote: Maxfield yes, Ives yes, Bowles yes. Motion carried. Selectman Ives moved to come out of executive session at 8:26 PM. Seconded by Selectman Bowles. Roll call vote: Maxfield yes, Ives yes, Bowles yes. All in favor. Motion carried. Chairman Maxfield stated the results of the executive session were discussion with an employee.

Selectman Ives moved to adjourn the meeting at 8:27. Seconded by Selectman Bowles. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Roger A. Maxfield, Chairman

Steven R. Ives, Selectman

Dustin J. Bowles, Selectman