

Selectmen's Meeting Minutes
Tuesday, January 29, 2013

Present: Chairman Bowles, Selectman Krieger, and Selectman Ives.
Also present was: Police Chief Bob Fiske.

Chairman Bowles called the Meeting to order at 6:30 PM.

Selectman Krieger moved to accept the Selectmen's Meeting Minutes of Tuesday, January 22, 2013 as written; seconded by Selectman Ives. All were in favor. Motion carries.

Selectman Krieger moved to accept the Selectmen's Meeting Minutes of Wednesday, January 23, 2013 as written; seconded by Selectman Ives. All were in favor. Motion carries.

- I. The Board met with Police Chief Bob Fiske.
 - a. Chairman Bowles stated for the record that he signed six pistol permits.
 - b. The Board signed Department of Health and Human Services appointment papers for Chief Fiske as health officer and Janice Morin as deputy health officer.
 - c. Chairman Bowles said that the Planning Board is ready to send letters out for parking permit renewals. He asked Chief Fiske if he had any issues with any of the parking permits. Chief Fiske said he does not. The Board will let Donna know that as far as they are concerned the letters can go out.

- II. The Board began their review of correspondence.
 - a. The Board received an email from MRI regarding an invoice for the Fire Dept. Study. The Board authorized payment of the invoice.
 - b. The Board received an email from Nobis Engineering regarding Landfill Monitoring & Reporting invoice oversight. The Board authorized payment.
 - c. The Board received emails from Donna White and Captain Lake regarding parking permits. Chairman Bowles stated that neither Captain Lake nor Chief Fiske had problems.
 - d. The Board received ESMI's report of the 4th quarter 2012 Host Community Fee.
 - e. The Board received a letter from an attorney regarding an ambulance bill for a hit and run accident. Selectman Krieger will look into this before the Board makes a decision about reducing the amount due.
 - f. The Board received an email from Unitil regarding updating the Selectmen's personal contact information for storm emergencies.
 - g. The Board received an invitation to PSNH information meetings.
 - h. The Board received an abutters notice from the Loudon Planning Board regarding the LaPadula subdivision revocation.
 - i. The Board received a scholarship thank you letter and payment request.
 - j. The Board received a Comcast Annual Customer Notice.
 - k. The Board received miscellaneous correspondence.

- III. The Board received a reminder that Wednesday, January 23, 2013 through Friday, February 1, 2013 is candidate sign-ups.

BUDGET HEARING MINUTES

Chairman Bowles called the Hearing to order at 7:00 p.m.

- I. Chairman Bowles opened the budget hearing by reading the following aloud:
In accordance with RSA 32:5-1, the Board of Selectmen of the Town of Loudon will Hold a Public Hearing for review of the Proposed Budget and Warrant Articles For Fiscal Year –7/01/2013 to 06/30/2014. Chairman Bowles apologized for anyone that missed the notice and showed up last Tuesday, He explained that they originally scheduled the hearing for Tuesday, January 22, 2013 at 7:00 PM but that was the same time as the budget hearing for the Merrimack Valley School District so they elected to change this budget hearing to allow people to go over to the school hearing.
- II. Chairman Bowles stated that he would go over the proposed budget, Selectmen Krieger will present the proposed warrant articles and Selectman Ives will review the proposed revenues.
- III. Chairman Bowles explained that the Board incorporated a 1% COLA for all employees. He stated that the Selectmen elected to not take the COLA this year so there will be no increase in that budget line. Chairman Bowles said that merit raises were given to the Police Department, the Town Clerk, the Deputy Town Clerk, the Library Director and Children’s Librarian.
Chairman Bowles began going through the budget line by line, pointing out changes.
Selectmen:
- a. Selectmen – PT Office Help increased 1.77%
 - b. Selectmen – Office Wages increased 1%.
 - c. Selectmen – Data Processing increased 5.26% due to the new IT contract for the office.
 - d. Selectmen – Office Equipment decreased 23.08%.
 - e. Selectmen – Computer Updates & Supplies increased 20%.
 - f. The Total Selectmen budget is level funded.
- Landfill Testing:* decreased 25.93% due to dealing with a new company, doing some of our own reporting and less testing being required.
Historical/Conservation: level funded.
Town Clerk:
- a. Deputy Town Clerk – wages increased 1%.
 - b. Town Clerk – salary increased 5.53%. Chairman Bowles stated that the Town Clerk asked for an increase in salary to \$30,000.00, the Selectmen agreed to that plus the 1% COLA as they feel she is doing an outstanding job.
 - c. Assistant Town Clerk – wages increased 5.04%. Chairman Bowles explained that she got certified this year so they agreed to an increase.

- d. Data Processing – decreased 14.89%
- e. Dues & Seminars – up 23.81%.
- f. Postage – up 14.29%.
- g. Overall Town Clerk budget is up 1.68%.
- h. Steve Del Deo asked if the seminars that the Town Clerk and the employees in the Town Office take include safety seminars that protect themselves. Chairman Bowles stated that he did not know. Chief Wright stated that Primex and the Local Government Center sponsor a lot of seminars and they include safety.

Elections: level funded.

Trustees of the Trust Funds: level funded.

Town Auditors: level funded.

Assessment/Maps:

- a. Assessments – decreased 21.88% due to the assessment contract.
- b. Assessments/Utilities – increased 100.00% because of the battle with utilities and what is taxable. This line is for the assessor that handles our utilities.
- c. The total is a decrease of 11.84%.

Tax Collector:

- a. Tax Collector – Salary is increased 1%
- b. Deputy Tax Collector – increased 5.05% due to certification.
- c. All other lines level funded.
- d. The total is an increase of 1.07%

Treasurer:

- a. Salary – increased 1%.
- b. Everything else level funded for a total increase of 0.87%.

Legal fees: increased 11.11% Chairman Bowles said this line has been running over so they increased it.

Employee benefits:

- a. FICA – down 0.72%
- b. NH Retirement – increased to 23.38% this is state mandated.
- c. Total increase is 15.63%.

Planning Board:

- a. Secretary Wages – increased 1%.
- b. Everything else level funded for a total increase of .43%

Zoning Board:

- a. Secretary Wages – increased 1%.
- b. Everything else level funded for a total increase of .63%

Government Building:

- a. Town Offices/Comm Bldg Repairs – decreased 25%. Chairman Bowles said they have done quite a bit of repairs and improvements to the buildings; they are in good shape so they decided to drop the line a bit.
- b. Town Hall Repairs – decreased 37.5% because they've done a lot of repairs and in good shape.
- c. Everything else level funded for a total decrease of 6.66%.

Cemeteries: level funded.

Employee Benefits:

- a. Worker's Compensation – increased 1.19%.
- b. Everything else level funded for a total increase of 0.11%.

Property Taxes:

- a. Taxes for Canterbury and Concord – level funded.

Police:

- a. Regular Salaries – increased 2.64%. Chairman Bowles explained that the Police Department will get merit raises plus the 1% COLA.
- b. Overtime Wages – increased 1%.
- c. Wages Part time Secretary – up 1.01%.
- d. Wages, Part time – up 3.36% due to merit raises and 1% COLA.
- e. All other lines level funded for a total increase of 1.81%.

Chairman Bowles explained the Selectmen meet with each of the department heads and go over every line of their budget. He feels that they have each line down as low as they can go and still provide adequate service to the Town. Chairman Bowles commends all the Department Heads, Committee members and Trustees for coming in and meeting with them.

Special Events: level funded.

Health:

- a. Wages: increased 2.52%
- b. Everything else level funded for a total increase of 2.13%.

Visiting Nurse: level funded.

Ambulance:

- a. Wages FF/EMTS – increase 0.98% due to COLA.
- b. Wages Part time – increased 1%
- c. Wages Standby – decreased 5.37%
- d. Wages OT FF/EMTS – increased 1%.
- e. Paramedic Service – increased 9.52%
- f. Everything else level funded for a total increase of 0.04%.

Fire:

- a. Dispatch – increased 1.09%.
- b. Telephone – decreased 12.50%
- c. Protective Clothing – increased 34.56% due to new Chief coming in.
- d. Everything else level funded for a total increase of 1.34%.

Compliance:

- a. Code Enforcement Wages – increased 2.5%.
- b. Code Asst. Wages – increased 1.0%.
- c. Everything else level funded for a total increase of 1.93%.

Emergency Management: level funded.

Forest Fire:

- a. Wages – increased 0.98% due to COLA.
- b. Everything else level funded for a total increase of 0.61%.

Highway:

- a. Wages – increased 0.94%.
- b. Overtime Wages increased 1.0%.
- c. Part Time Wages increased 1.0%
- d. Gas & Oil - increased 2.56% due to fuel costs.
- e. Building maintenance – decreased 30%.
- f. Everything else is level funded for a total increase of 0.10%.

Block Grant:

- a. Road Maintenance – decreased by 6.36%
- b. Everything else level funded for a total increase of 0.85%.

Solid Waste/Landfill:

- a. Wages – increased 1.01%.
- b. PT Wages – increased 1.0%.
- c. Diesel/Propane fuel – increased 25%.
- d. Tipping fees – decreased 2.71%.
- e. Everything else level funded for a total decrease of 0.91%.

Animal Control: level funded.

Community Action Program: level funded.

Welfare: level funded.

Recreation: level funded.

Library:

- a. Salary Director – increased 4.00% which includes the 1% COLA. This is part of a two step process that was started last year to bring the librarians up to a more average salary.
- b. Children’s Librarian – increased 2.5% which includes the 1% COLA.
- c. Part time wages – decreased 2.72%.
- d. Fica/Medicare – increased .76%.
- e. NH Retirement – increased 22.61%.
- f. Telephone – increased 7.69%
- g. Postage – decreased 28.57%
- h. Books – increased 6.67%
- i. Reference materials – decreased 40.0%
- j. Cleaning Service – decreased 9.09%.
- k. Equipment/repair – decreased 5%.
- l. Elevator Maintenance – increased 4.13%.
- m. Periodicals – decreased 20.0%
- n. Preservation – decreased 33.33%.
- o. Everything else level funded for a total increase of 0.41%.

Patriotic: level funded.

Economic Development: level funded.

TAN Interest: level funded.

Contingency: level funded.

Chairman Bowles said that the increase in the total budget is 0.86%. He asked if there were any questions there were none.

- IV. Selectman Ives explained that these are projected revenues; kind of a guesstimate. He explained that they look at the previous year's revenue and very conservatively estimate what they will get in the next year.
- Property Taxes:* These are overdue taxes. The line is down 6.06% because they don't have as many overdue taxes to collect.
- Land Use Tax:* Level.
- Yield Tax:* Selectmen Ives said that they dropped this line 0.27% because it includes gravel pits and timber tax. With the economy the way it is they aren't collecting as much.
- Cobra:* Level.
- Commercial Hauler Tonnage Fees:* Level.
- Fire special Events & Police Special Events:* Decreased. Selectman Ives explained that these are in and out accounts. The bills for the race events haven't been as high, the Police and Fire Departments have found ways to reduce the cost. Chairman Bowles stated that they also don't have the Indy Race.
- Police Witness fees:* increased 25%.
- Ambulance service revenue:* Level.
- Building Permits:* decreased 20%.
- Motor Vehicle Permits:* Level.
- Dog Licenses:* Level.
- Marriage Licenses:* Level.
- Bus Lic. Permits & Filing Fees:* Level.
- Town Facility Stickers:* The Town Facility Stickers line decreased 80%. Selectman Ives explained that the cost of the stickers increased from \$1.00 to \$4.00 but the money doesn't go into this line anymore, it goes into a revolving fund that is used for Household Hazard Waste Day.
- Rooms & Meals taxes:* decreased 0.23%
- Highway Block Grant:* Level
- Forest Land:* decreased 15.47%.
- Forest Fire Reimbursement –* Level
- Restitution:* Freewill Baptist Church reimbursement decreased 28.57%. Junkyard permits increased 25%. Commercial Refuse Hauler increased 20%. Everything else level funded.
- Landfill Septage:*
- a. Oil – decreased 100% because the town doesn't recycle the oil they burn it in the new furnace at the town garage.
 - b. Aluminum – increased 7.69%.
 - c. Batteries – increased 100%.
 - d. Iron – increased 50%.
 - e. Glass/Plastic – increased 20%.
 - f. Cardboard/Paper – increased 15.38%.
 - g. Total increase is 10.62%.
- Sale of Town Property:* Level.

Interest on Dep. – Treasurer: Level.

Parking Fines: Level.

Insurance Damage Reimbursement: increased 33.33%.

Other Revenue - Local Sources: increased 300%.

Selectman Ives explained that the Estimated Revenues are down 25.06%.

V. Selectman Krieger read the Proposed Warrant Articles.

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of \$225,250 for the purpose of shimming and paving 3675 feet of Hemlock Hill Road, shimming and paving 1930 feet, and the 62' x 100' turnaround of Plateau Ridge Road, to grind 2000 feet of Mudgett Hill Road and shim and pave 6175 feet of Mudgett Hill Road. \$105,250 to be withdrawn from the Roadway Improvement Capital Reserve Fund and \$120,000 to be raised by taxes. Steve Jakubowski asked why the affect of the tax rate is not included in the article. Chairman Bowles explained that they have that information but it was recommended that they not include it on the warrant because they don't set the tax rate DRA does. Selectman Krieger stated that for Article 3 they figure it will cost about 22 cents per thousand.

ARTICLE 4: To see if the Town will vote to raise and appropriate the sum of \$137,695 for the purchase of a truck cab and chassis with a stainless steel body with plow setup and sander controls. Funds to be withdrawn from the Highway Department Capital Reserve Fund.

ARTICLE 5: To see if the Town will vote to raise and appropriate the sum of \$18,800 for the purpose of purchasing a new 3 point hitch boom mower. The Selectmen recommend this article. Selectman Krieger explained that this for mowing the edges of the road and keeping the brush back. He stated that for Article 5 they figure it will cost about 4 cents per thousand.

ARTICLE 6: To see if the Town will vote to change the purpose of the existing Road Grader Expendable Trust Fund to the Highway Equipment Expendable Trust Fund and to raise and appropriate the sum of thirty thousand dollars (\$30,000) to be placed in this fund and further to appoint the Board of Selectmen as agents to carry said purpose into effect. (2/3 vote required). The Selectmen recommend this article. Selectman Krieger explained that they have been putting \$60,000 in the grader fund. They cut that in half to save for a loader or other equipment that they will need.

ARTICLE 7: To see if the Town will vote to rescind the provisions of RSA 41:14-a that gives the Board of Selectmen authority to acquire or sell land, buildings, or both; provided,

however, they shall first submit any such proposed acquisition or sale to the Planning Board and to the Conservation Commission for review and recommendation by those bodies. Article 8 is contingent on the passing of this article. The Selectmen do not recommend this article. Selectman Krieger explained that the Selectmen do not recommend this article because the purpose for this article was to purchase the Legion property. He said he didn't think it was going to take a whole year, but it is. Selectman Krieger said the paperwork should be done by town meeting but just in case it isn't they need to keep this article to finish the process otherwise they would have to wait another year for town meeting. He explained that they asked if they could change the article to be specific to just that property but that isn't allowed. Chairman Bowles said they also asked if they could give it a specific date such as July 1st but that also is not allowed. Selectman Ives said if the purchase of the Legion property is complete by town meeting they will tell the voters that they do recommend rescinding the RSA.

ARTICLE 8: To see if the Town will vote to change the purpose of the existing Town Office Building Capital Reserve Fund, established by the March 2004 Town Meeting and to allow the appropriations deposited in said fund to be used for the purchase, future construction, or renovation of a Town Office Building and to further name the Board of Selectmen as agents to expend from this fund. This article is contingent on the passing of the previous warrant article. The Selectmen recommend this article. (2/3 vote required).

ARTICLE 9: To see if the Town will vote to raise and appropriate the sum of \$461,500 to be placed in previously established Capital Reserve Funds:

Fire Department Apparatus Capital Reserve Fund \$100,000

Highway Department Capital Reserve Fund \$50,000

Bridge Capital Reserve Fund \$30,000 Chairman Bowles explained that this was \$20,000 they are increasing it by \$10,000 this year.

Recreational Facility Maintenance Trust Capital Reserve Fund \$2,000

Library Collection Maintenance Capital Reserve Fund \$7,000

Roadway Improvements Capital Reserve Fund \$100,000

J. O. Cate Memorial Van Capital Reserve Fund \$2,500

Ambulance/Rescue Equipment Capital Reserve Fund \$40,000

Conservation Commission Land Capital Reserve Fund \$30,000

Town Office Building Capital Reserve Fund \$100,000

(Majority vote required) The Selectmen recommend this article.

ARTICLE 10: To see if the Town will vote to raise and appropriate the sum of \$30,000 to be placed in the previously established Expendable Trust Funds:

Transfer Station Maintenance Expendable Trust Fund \$20,000 Chairman Bowles stated that they dropped this \$10,000 from last year.

Septage Lagoon Expendable Trust Fund \$10,000

(Majority vote required) The Selectmen recommend this article.

ARTICLE 11: To see if the Town will vote to raise and appropriate the sum of \$_____ to defray Town charges for the ensuing year and make appropriations to the same. This article does not include any of the previous warrant articles.

- IV. The Board asked if there were any questions or comments. There were none. Chairman Bowles thanked the audience for attending.

Selectman Ives moved to adjourn the meeting at 8:02 PM. Seconded by Selectman Krieger. All in favor. Meeting adjourned.

LOUDON BOARD OF SELECTMEN

Dustin J. Bowles, Chairman

Robert P. Krieger, Selectman

Steven R. Ives, Selectman