

APPROVED
Town of Grantham
Board of Selectmen – Budget Work Session Minutes
November 1, 2018

The budget work session was called to order by Chairman Warren Kimball at 9:10 AM on Thursday, November 1, 2018. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and others

2019-20 Proposed Budget

Highway:

The budget for the Highway Department and the five-year paving plan was reviewed. Road Agent Hastings stated that to his budget were minimal; however, the Highway Garage is in need of a new roof, which will cost around \$20,000. Hastings also said he was requesting a small increase in his rental line for the renting of a chipper and mini excavator.

Capital Projects: Hastings said he is requesting the 2010 plow truck be replaced. Quotes received are around \$200,000. Hastings explained that this truck was purchased in October 2009, and by July 2019, will have been in operation for ten years. This is his most vital piece of equipment, and repair costs increasing over the last two years, the trade-in value is decreasing, so it is crucial this truck be replaced. Hastings said that the Town of Croydon is buying their trucks from Liberty, with a maintenance plan, and guaranteed trade-in value at five years. Seven or eight other towns are utilizing this program with Liberty. The Selectmen asked Hastings to obtain more details about it, and how it might benefit Grantham.

Selectman Garland asked about buying surplus trucks from the Federal Government. Hastings said they do not do that anymore.

Administrator White informed that she and Road Agent Hastings met with Engineer Peter Blakeman to discuss the Miller Pond Road Guardrail project and it is going to be more than just a guardrail replacement project. Because the road is so close to Skinner Brook, a 4th order stream, it would be beneficial to move the road over as far as possible. Easements from property owners would need to be obtained. There are also erosion issues that need to be fixed, so Engineer Blakeman will be recommending the town pave that portion of the road as part of this project. Blakeman should have estimated project costs to us by early December.

Town Clerk/Tax Collector:

Town Clerk/Tax Collector Ken Story reviewed his proposed budget with the Selectmen. There were few changes other than salary increases, postage, and computer services. The Town Clerk/Tax Collector Office Equipment CRF was discussed. TCTC Story stated his CRF has adequate monies at this time.

Dunbar Free Library:

The Library budget was reviewed. Director Huston said the Trustees would like library salary increases to be consistent with what other town employees receive. Trustee Meg Dearden asked about funding of the Town Library Repair CRF. Administrator White stated the purpose of this CRF is for repair and maintenance of the town library and suggested the Trustees request more funding of their CRF, so if something major went wrong, like the septic, well, boiler, etc., there would be funds available to fix it. The Trustees will be meeting in December and will confirm the amount they want their CRF to be funded by at that time.

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Transfer Station:

Transfer Station Supervisor Chris Scott reviewed his proposed budget with the Board. The increases were for salaries and vehicle repairs. Supervisor Scott said the Roll-off truck is getting older, and the repair costs are increasing.

Scott reported that he replaced two metal containers.

Police Department:

Chief Parsons reviewed his proposed budget with the Board:

- Salary increases of three percent.
- Requesting the fifth full-time Officer be reinstated. This would be a frontline, supervisory position. Chief Parsons explained that in 2007 when the town granted the fifth full-time Officer, it wasn't filled, not because it wasn't needed; it was because the Department could not find a qualified candidate. Parsons further stated that FBI standards are 2.2 Officers per 1,000 residents. Grantham has 1.2 Officers per 1,000 residents. In 2007 the department had 1,813 cases. So far for 2018, there have been 2,244 cases, 931 motor vehicle stops, and 48 arrests. The only year that came close to this (2018's) number of arrests was 2009, where they had 51 arrests that year.
- Computer services increased due to costs associated with IMC.
- Dispatch services increased.
- Radio repairs increased due to system upgrades.
- Building maintenance increased for new flooring due to the tile cracking. Parsons explained the cracking is due to the issues with the sub-flooring.
- Uniforms and Equipment – no change. Chief Parsons explained that after much discussion with Officers in the department and dissection of current trends, the department would like to purchase body-worn cameras. Parsons went on to say that the department continues to seek grants whenever possible and since July 2017, has secured necessary equipment through grant funding in the amount of \$35,442 through the NH Law Enforcement Support Office (LESO Program), which cost the town \$254.

The lines being reduced to be more in-line with budget to actual costs were: sign-on bonus, witness fees, photo developing, vehicle gas, and reference books.

Non-Public:

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 3:20 PM. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Police Chief John Parsons and Police Sergeant Gordon Cunningham. Roll Call vote to enter non-public session: Chairman Warren Kimball - Yes; Selectman Constance Jones - Yes; Selectman Peter Garland - Yes

A motion to leave Non-Public session and return to Public Session at 5:38 PM was made by Selectman Jones; seconded by Selectman Jones. *Unanimously approved.*

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Garland. *Unanimously approved.*

Fire Department:

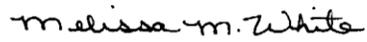
Fire Chief Justin Hastings and Assistant Fire Chief Jeremiah Fountain reviewed the Fire and EMS budgets with the Board. For the EMS budget, the increases were mainly due to salaries (new members coming on-board and responded to calls), dispatch services, tires for the ambulance, and ambulance fees.

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For the Fire budget, the increases were mainly due to radio repairs, dry hydrants, equipment maintenance, and computer and TV's for the station.

By unanimous vote, the meeting adjourned at 6:00 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melissa M. White".

Melissa M. White
Town Administrator