

Approved
Town of Grantham
Board of Selectmen – Budget Work Session Minutes
November 5, 2019

The budget work session was called to order by Chairman Warren Kimball at 9:05 AM on Tuesday, November 5, 2019. 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; Selectman Peter Garland; Town Administrator Melissa White; and others

2020-21 Proposed Budget

Highway:

The budget for the Highway Department was reviewed. Road Agent Hastings stated that changes to his budget were minimal; however, he was requested an additional \$25,000 for paving. Hastings explained that the paving budget also includes the patchwork required when he changes culverts. Chairman Kimball asked Hastings to provide the Board with cost difference between paved roads and gravel roads.

The salt budget was increased slightly to account for any changes in the price per ton.

Capital Projects: Hastings said that although he is not requesting any new capital projects, he felt future replacement of the plow trucks needs to be done earlier. He explained that the 2010 plow truck that was approved at the 2019 Town Meeting would not be available to use until January or February of 2020 if he's lucky. Hastings said he had spent much money in repairs to keep that truck running, so future replacements should be done at the 8-year mark. The Town would receive more money in trade-in value, and not spend as much in repair costs, and the time spent to do the repairs.

Hastings said he was meeting with the CIP committee tonight and will discuss purchasing a used excavator in the future. Hastings said he rents an excavator for two months each year, and it makes his job easier and cuts down on time to get jobs done. Culverts are changed approximately 60% faster than with the backhoe. He said the excavator would also help keep the ballfields maintained when new jok sand is required, as well as other maintenance needs that may arise. He estimated the cost of a used excavator to be approximately \$80,000 and that it could serve the department about 20 years.

Hastings said he continues to look for a used chipper. He said Springfield bought one and is hopeful one will become available.

Chairman Kimball asked if the highway department needs a larger building. Hastings said the biggest downfall is the yard; that there is no place to stockpile supplies.

Selectman Garland asked if there were group benefits offered to employees from the town's fuel distributor. White said she would investigate. Garland suggested obtaining quotes for other diesel fuel providers. Hastings said the town's diesel vehicles require the ULS diesel.

Town Clerk/Tax Collector:

Town Clerk/Tax Collector Ken Story reviewed his proposed budget with the Selectmen. The changes were for salary increases, postage, travel, advertising, computer services, election supplies, and office equipment. Story explained that the folder-stuffer is ten-years-old and is no longer serviceable. He hopes it will hang on until next July.

Selectman Garland asked about the vault in Town Archives because it does not shut. Due to the documents kept in there, he suggested the lock be looked at and replaced so that it could be closed securely to protect those documents.

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Accounting & Auditing: White suggested adding money for training for the Trustees of the Trust funds. The Board agreed. Selectman Garland suggested having the auditors come present the final report to the Board and highlight any changes in the laws or accounting rules or procedures.

Assessing: No changes.

Dunbar Free Library: Library Director Dawn Huston, and Library Trustees Meg Dearden and Beverly Marshall reviewed the library budget with the Board. Director Huston said the Trustees would like library salary increases to be consistent with what other town employees receive. Trustee Dearden said they would be requesting a new Capital Reserve Fund for technology and equipment needs of the library and asking voters to fund it with \$5,000. Dearden said that this would not be an annual request. The Trustees are also requesting funding of \$15,000 for the Town Library Repair CRF.

Police Department:

Chief Parsons reviewed his proposed budget with the Board:

- Salary increases of three percent.
- Requesting the fifth full-time Officer to be reinstated. This position 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 approximately 1.2 Officers per 1,000 residents. Chief Parsons reviewed the Greenland wage survey results with the Board.
- Computer services increased primarily due to costs associated with cruiser and body camera storage (required to be CJIS and NH law compliant).
- Dispatch services increased.
- Building maintenance increased so that the remaining carpet can be replaced with the marlobeum product that they installed the main areas last year.

The lines that were reduced to be more in-line with budget to actual costs were: on-call coverage, on-call overtime, vehicle maintenance, uniforms and equipment, and cruiser equipment.

Parsons said he is also asking for a cruiser to be replaced and funding for the purchase of a UTV to be used by police and fire for rescue purposes on our conservation lands.

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 13-years old and has approximately 108,000 miles on it. The costs to maintain the truck has increased and asked the Board to consider replacing it in the next two years.

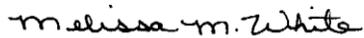
Recreation: Recreation Director Emily Rinde-Thorsen reviewed her budgets with the Board. The increases were for salaries, officiating, and background checks. She said the Recreation Park Committee is discussing getting water and bathrooms at the park.

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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 (member training sessions and responding to calls), dispatch services, tires for the engine, and ambulance fees. Assistant Chief Fountain asked if the Fire Apparatus CRF could be used for the purchase of an extractor washing machine for the turn-out gear (that removes the carcinogens from the gear). White stated that the purpose of the fund is for “apparatus,” so the washing extractor machine would not qualify. Changing the purpose of the fund was discussed.

By unanimous vote, the meeting adjourned at 4:42 PM.

Respectfully submitted,



Melissa M. White
Town Administrator