

MINUTES

Sanbornton Budget Committee

Meeting Date and Time: Monday, December 4, 2017 at 7:00 PM

Meeting Place: Town Offices, 573 Sanborn Road, Sanbornton, N.H.

The meeting was called to order by Chair Ralph Rathjen at 7:00 PM.

Present: Chair Ralph Rathjen, Justin Barriault, Craig Davis, Craig Weisman, John Vorel, Selectman Karen Ober, Earl Leighton

Approval of draft BC minutes from 11/20 – Selectman Karen Ober made a motion to approve the draft minutes of 11/20 with corrections. John Vorel seconded the motion and the motion passed unanimously.

Review of FY19 Department Budgets

Town Clerk/Tax Collector – Selectman Karen Ober stated that the Board of Selectmen added monies to this budget for IT support from outside vendors. Earl Leighton asked about the salary increase for the full-time deputy tax collector. Selectman Ober stated that this is outlined on the narrative sheet which is attached to each department's budget; the deputy tax collector's pay is increasing because of a step/grade increase on the pay matrix and because she's received her second-year certification. Town Clerk Marla Davis explained that there is also an increase in software contracts which are necessary for the Town to have. Earl Leighton made a motion to accept the BOS recommended budget of \$111,399 for the Town Clerk/Tax Collector. John Vorel seconded the motion and the motion passed, with Craig Davis abstaining.

Elections – Craig Weisman made a motion to accept the BOS recommended budget of \$9,162. Chair Ralph Rathjen seconded the motion and the motion passed, with Earl Leighton abstaining.

General Assistance – Craig Weisman asked about the Vendor Payments section of the budget, and Welfare Director Melanie Van Tassel responded that this includes payments to landlords, PSNH, and anything that is not fuel assistance (which has its own budget line). She also noted that the General Assistance budget spiked 8 years ago during the economic slump, and she has been working each year to get it back to where it was before. Craig Davis made a motion to accept the BOS recommended budget of \$89,818. John Vorel seconded the motion and the motion passed unanimously.

Health and Welfare Enforcement – Selectman Ober stated that the BOS has hired a Zoning Administrator who will work 4 hours as needed, and this position falls under the Health and Welfare Enforcement budget. This person will also be the Town Planner. Craig Weisman made a motion to accept the BOS recommended budget of \$6,848. Craig Davis seconded the motion and the motion passed unanimously.

Conservation Commission – Earl Leighton made a motion to accept the BOS recommended budget of \$1,824. Craig Weisman seconded the motion and the motion passed, with Justin Barriault abstaining.

Cemetery – Selectman Karen Ober explained that the Library, Old Town Hall, and Cemeteries go out to bid for landscaping every three years. Earl Leighton stated that he would like to see exactly what landscaping activities the Town receives for \$4,900 which is the bulk of this budget request. Craig Davis made a motion to accept the BOS recommended budget of \$5,200. Chair Rathjen seconded the motion, and motion passed unanimously.

(John Vorel left the meeting at 8:00)

Legal Services – Chair Rathjen stated that he would like to know the amount the Town pays out of pocket for settlements before insurance kicks in. Selectman Ober said that she is not sure. She also noted that the BOS have been able to use the New Hampshire Municipal Association for legal advice at no cost in some situations. Earl Leighton asked if legal services go out to bid and Selectman Ober responded that they do every 3 to 5 years. Craig Weisman made a motion to accept the BOS recommended budget of \$26,002. Craig Davis seconded the motion and the motion passed unanimously.

Patriotic Purposes – Selectman Ober explained that this budget is mainly for flags for the Town Square and for cemeteries, as well as the Town's support of Moulton's Band. Justin Barriault made a motion to accept the BOS recommended budget of \$3,251. Earl Leighton seconded the motion and the motion passed unanimously.

Highway Department – Selectman Ober stated that the BOS were not going to hire a 6th full-time, year-round employee for the Highway Department, but Highway Department Director Johnny Van Tassel advocated for the position. The position is on the budget at \$32,156 with room for a salary increase if the worker obtains a CDL. Craig Davis and Earl Leighton stated that it's cheaper to subcontract for now-and-then jobs such as snow plowing. Johnny Van Tassel responded that snow removal is only a portion of what his department does, and though he is in favor of subcontracting he still needs a full-time crew all year to complete a backlog of work. Craig Weisman stated that the HD Director should assess this first year with a 5-member crew and then see if a 6th person is still needed. Chair Ralph Rathjen stated that he needs to see documentation on what the Highway Department employees do every day before agreeing that they need an additional worker, and noted that there were no complaints about snow removal last year. Selectman Ober mentioned that there were no complaints but there was also no mowing or ditching done this past year, and stated that if the HD Director is expected to manage and document the work of a full-time crew, then the department will only have 4 actual laborers. Craig Davis suggested that the funds for a 6th laborer are moved to a line item for any type of subcontracting, so it could include subcontracted labor such as mowing in the summer. Earl Leighton asked for a breakdown of salt and sand separately, because they are lumped together in one line on the budget. Johnny Van Tassel stated that he can call his suppliers and get these figures. The Committee also noted that there is no column in the budget for FY17 expenditures, and they will not vote on this budget until they have sand and salt figures and actuals from FY17.

Transfer Station – Selectman Ober explained that the full-time Transfer Station employee will also be managing the maintenance of all town buildings. Earl Leighton noted that he would like to see the demo and regular trash broken out separate on the budget. Johnny Van Tassel stated that he will get this info. This budget was not voted on.

Meeting adjourned at 9:30. The next meeting is scheduled for Monday, December 18th at 7:00 to be held at the Town Offices.

Respectfully submitted,

Audry Barriault, Budget Committee Secretary