

## MINUTES

### Sanbornton Budget Committee

**Meeting Date and Time:** Monday, December 16<sup>th</sup>, 2019 at 7:00 PM

**Meeting Place:** Sanbornton Town Offices, Sanbornton, N.H.

**Present:** Selectman Jim Dick (remote), Kate Osgood, Chair Craig Weisman, Bob Presby, Ralph Rathjen, Ray Masse

Ralph Rathjen made a motion to allow Selectman Jim Dick to participate remotely via phone, as he is out of state. Chair Craig Weisman seconded the motion and the motion passed unanimously with votes as follows – Rathjen/Yes, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes. Roll call votes are required for all motions if one or more members is participating remotely.

**Minutes:** Ray Masse made a motion to approve the draft minutes of 12/9 with corrections. Ralph Rathjen seconded the motion and the motion passed unanimously with votes as follows – Rathjen/Yes, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes.

#### **General Budget Discussion**

**a. MOA** – Ray Masse provided a Memorandum of Agreement for Selectman Dick to present to the BOS this week. This document explains that any new, full-time position (32 hours per week), either brand new or a part-time position elevated to full-time, will be presented by warrant article at Town Meeting. Ralph noted that the change in Transfer Station/Highway Department personnel several years ago was done by the BOS halfway through year and included an addition of benefits for an employee. Selectman Dick stated that if this were to happen again, the BOS would discuss with the BC and show where these funds are coming from, as the document states that this MOA can be amended or modified as needed between parties.

Ralph Rathjen made a motion to approve the MOA as presented and to authorize Chair Craig Weisman to sign on behalf of the Budget Committee. Bob Presby seconded the motion and the motion passed unanimously with votes as follows – Rathjen/Yes, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes. Roll call votes are required for all motions if one or more members is participating remotely.

**b. History of Admin Asst. for FD** – Ralph explained that he looked into the history of this position; it was funded at \$0 in 2005, recommended at \$4,000 in 2006, \$3,300 in 2007 and then showed as \$1 in the 2013 annual report, \$0 in 2014, and then disappeared as a DRA line.

**c. Other budget discussion** – Chair Weisman explained that Selectman Dick will be discussing merit increases, a CRF to fund payouts for PTO, and the MOA. this Wednesday at BOS, which were brought up at the last BC meeting. He asked if the BC wants to vote on any of these budgets or wait until after those items are discussed; members stated that they wanted to wait. Ralph asked Selectman Dick about a CRF for a Town Building; Selectman Dick responded that this was discussed at CIP this year and it was decided to put funds toward the showers and other Life Safety Building updates for FY21, and then create a CRF for Town Buildings in FY22. He also stated that the highway garage payment will be up that year so there won't be a big bump to the tax rate.

#### **New Business**

**a. Police Dept** - Chief Steve Hankard explained that Officer 3 is unfilled but he is working on hiring a candidate right now. He noted that there are differences in pay when new officers start because of different qualifications and certifications. Chief Hankard explained that six full-time

officers will mean that the department is fully staffed but will not allow for 24-hour coverage, as he would want seven officers for that. He does not plan to ask for a seventh officer via warrant article in March. He is concerned with not providing enough compensation to keep officers from leaving for better paying departments. Ralph stated that he would rather see the six existing officers paid well than to hire a seventh.

Chief Hankard stated that there are no active part-time officers, so that line is being used to cover overtime for the six full-timers and for on-call shifts. Chair Weisman asked why the line for gasoline is not lower since there are less vehicles being used; Chief Hankard explained that he has not had one full year of normal shifts and with the newer hybrid cruisers to see the exact fuel consumption.

**b. Library** - Ray asked how the library budget is treated differently than others; Selectman Dick explained that it can be recommended or not recommended by the BC per RSA 202, but lines cannot be adjusted as with other budgets. There were no concerns with this budget.

**c. Recreation** - Selectman Dick explained that there is information in the narrative that goes with this budget regarding personnel; lifeguards are no longer being hired for the town beaches as it was too difficult to find them. Kate Osgood asked if the clean-up at beaches being needed because of the absence of lifeguards is covered in another line; Ray responded that it appears that is covered in line .120 for Temporary Help. Chair Weisman noted that the salary is higher for the newly hired Recreation Director than the previous director, and Kate noted that this could be due to a difference in certifications or qualifications. He asked the secretary to request more clarification on the 15% increase for the Camp Director position from the Recreation Director, as COLA, a step increase and the 4% increase to account for out-of-pocket insurance costs should equal approximately 10%. He also stated that he feels there should be more negotiation about salary between the BOS and new hires, as starting an employee at the top of the pay scale doesn't allow for much movement. Selectman Dick explained that the Recreation Department generates income which is partially returned to the Town at the end of the year; Kate noted that she thought there was also a trust that the Rec Dept could expend from; Chair Weisman will check on this.

**d. Elections**

Selectman Dick explained that this budget is dictated by the number of elections per year, and there will be three in FY21. Chair Weisman will ask for clarification on the figure of \$900 for each election official, since these same lines were at \$350 last year.

**e. General budget discussion** - Chair Weisman noted that the spreadsheet provided by Ray shows a large overage in budgets year to year; Ralph stated that he thinks that if departments were given a clear directive from the BOS to not have any overages in their budgets this would help chip away at the unspent budget every year. Chair Weisman noted that if the departments were provided with the same type of calculations as in Ray's document that this would be helpful in determining the lines that should be reduced.

Ralph Rathjen made a motion to adjourn at 9:00pm. Kate Osgood seconded the motion and the motion passed unanimously with votes as follows – Rathjen/Yes, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes.

Respectfully Submitted,  
Audry Barriault