MINUTES
Sanbornton Budget Committee

Meeting Date and Time: Monday, February 3rd, 2020 at 7:00 PM
Meeting Place: Sanbornton Town Offices, Sanbornton, N.H.

Present: Selectman Jim Dick, Kate Osgood, Chair Craig Weisman, Bob Presby, Bob Lambert, Ray Masse

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

Minutes: Kate Osgood made a motion to approve the draft minutes of 1/27 with corrections. Bob Presby seconded the motion and the motion passed with votes as follows – Rathjen/Abstain, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes, Lambert/Yes.

New Business
a. Discussion of department budgets:

4324 – Transfer Station – Transfer Station Manager Nate Douglass explained that there are anticipated increases for single stream recycling removal, rental fees and trucking. He is in the process of getting proposals from other trucking companies besides Casella as their contract cost will be increasing in July. Even with trying to reduce the number of trucking trips by bailing cardboard and eventually separating out plastics, cans and paper there still may not be enough funds in the FY21 budget to cover the transfer station costs. Chair Weisman stated that seeing the revenue from things like bag tags and metal recycling in the budget would be helpful.

Selectman Jim Dick stated that a $1 placeholder line is included in this budget in case an additional attendant is needed; Nate explained that attendants need to go through the recycling even after residents separate their own items to ensure that correct materials are in the correct bins. Selectman Dick stated that an additional attendant would only be hired if there is a cost savings that comes from separating. Nate explained that the line for Miscellaneous in the amount of $2,800 is to buy Gaylords which are containers used for recycling. He also stated that there was overtime added in this budget because of added time needed for running the transfer station and also doing maintenance on town buildings.

Chair Weisman noted that the Budget Committee has been in favor of increasing bag and tag prices to generate more revenue for the transfer station. Solid Waste Committee member Dave Swanay stated that these generate about $65,000 yearly; the tag fees have not been increased in many years.

Kate Osgood made a motion to accept the BOS recommended budget of $254,560 for Transfer Station. 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, Lambert/Yes.

4311-4319 – Highways & Streets – Chair Weisman asked if Highway Dept Director Johnny Van Tassel has seen dust control working. Johnny responded that he has noticed an improvement on roads treated with magnesium in the winter versus those that have not; these roads hold up better between gradings. Selectman Dick stated that there was a question at a previous meeting about the line for construction material (4312.694); Johnny responded that this line has been used for gravel, tines for the York rake, and grader blades. Selectman Dick stated that there was also a question about keeping stock of tires versus just buying outright when needed; Johnny responded that sometimes tires can’t be bought fast enough and six are needed per truck.

Ray Masse stated that he understands that there is a lot of variability in this budget due to weather but it was still underspent by $67,000 last year. Johnny stated that he is trying to decrease some lines without making any drastic changes too quickly, i.e. the line for hired snow removal has been decreased by $10,000. Kate asked how many times catch basin cleaning is performed each year, Johnny responded it is usually done once a year. Ralph Rathjen asked about the $500 line for line striping; Johnny responded that this is just for parking lots in town such as the library and town offices.
Chair Weisman made a motion to accept the BOS recommended budget of $950,177 for Highways and Streets. Bob Lambert seconded the motion and the motion passed unanimously with votes as follows: Rathjen/Yes, Weisman/Yes, Presby/Yes, Osgood/Yes, Masse/Yes, Dick/Yes, Lambert/Yes.

4915 – Transfers to CRFs – Ray noted that the account number being used for the new Heavy Equipment CRF is 4915.999, but line 4915.400 was used for Heavy Equipment in the early 2000s. Line .400 is now being used for Road Repair & Evaluation. Selectman Dick stated that he find out what the proper account number is. This Heavy Equipment CRF is being used for funding a new loader.

Selectman Dick explained that line .100 is for the Life Safety Building repairs that will be outlined in a warrant article; line .110 for $90,000 includes the $25,000 request for the library roof. Line .130 is showing zero because this was going to be part of the new building plan that was proposed via warrant article last year and did not pass.

Selectman Dick stated that the additional $50,000 for bridges was recommended by the CIPC to put towards a redlined bridge which will be costly. Ralph noted that the engineering study for roads is not reflected in this budget; he requested that the study be presented by the engineering firm to the BC/BOS. Selectman Dick stated that he is in support of this and would also like the engineering firm to explain how the study should be best used by the Town.

Ray Masse made a motion to accept the BOS recommended budget of $420,000 for Transfers to CRFs. Chair 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, Lambert/Yes.

b. Warrant Articles:

Selectman Dick provided a document that outlines the warrant articles which will be provided to voters at Town Meeting.

Article 1 – Operating Budget

Article 2 - Selectman Dick explained that Article 2 will propose moving the $175,00 for the LSB improvements to a CRF so that the funds cannot lapse if those improvements don’t happen in FY21. If taken directly from the unassigned fund balance the funds must be expended in FY21 but this may not be feasible. Ralph asked if there could be a separate CRF just for LSB improvements; Selectman Dick suggested including language in the existing CRF for Town Building Improvements so that this money is earmarked only for the LSB. He will check with the Town’s attorney on this.

Article 3 - Ralph Rathjen asked if the road survey referenced in the explanation of Article 3 can be referred to as an “engineering study”, as it is a formal and extensive document; members were in agreement to change this.

Article 4 – Police Cruiser

Article 5 - Selectman Dick stated that it is legal to establish a trust fund for PTO payouts for departing employees; Ray asked if this needs to start at $30,000 or if another amount would be more appropriate. Ralph responded that a snapshot from the Town Administrator on what the PTO amounts are today would be needed to get the right number, but building to a certain number within three to five years would be appropriate. Ralph also suggested including the total liability in the voting guide provided by Selectman Dick and all members were in agreement.

Article 7 – Amend Solar Energy Property Tax Exemption – This warrant is needed in order to be compliant with DRA.

Article 8 – Sale of Town Property

Article 9 – Selectman Dick noted that a petitioned warrant article has been submitted for paving Maple Circle and Dr. True Rd. The way it is written provides no time limit for when this would happen, so it could be
approved on the floor at Town Meeting but only completed when there is money to do it. Johnny Van Tassel estimated that the cost would be around $280,000. Ralph explained that there is a Stay at Home rule which states that a petitioned warrant article could be prohibited if its associated cost was so high that residents would have attended Town Meeting if they had known about it beforehand.

Ralph Rathjen made a motion to accept the BOS recommended warrant articles 1 through 6 as presented for a total budget of $4,326,294. 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, Lambert/Yes.

c. Budge line revisions:
Selectman Dick explained that there were errors in the General Gov’t budgets where funds were not in the correct lines. There is $3,600 in line 4130.315 that should have been applied to IT services and was not. Up until FY20 the line for Equipment in 4194.629 was used for the copier lease payment and computer replacements were put in this line by mistake.

Per a question at the last meeting, the payment for Worker’s Comp has not happened yet and therefore shows as not being expended yet this fiscal year.

Ray Masse made a motion to re-vote and accept the BOS recommended budget of $155,790 for Executive Administration. 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, Lambert/Yes.

Kate Osgood made a motion to re-vote and accept the BOS recommended budget of $108,250 for General Gov’t Buildings. Chair 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, Lambert/Yes.

Other Business
Ray provided a draft budget for tomorrow’s public hearing and asked if the overall increase of 7.7%, which includes warrant articles, should be shown on the document. Members agreed that it doesn’t need to be shown as it can be explained to the public if needed. Ray also has a document that describes only payroll costs in case that needs to be referenced.

Members will need to sign the MS737 as they did last year after the public hearing; Selectman Dick will check with the TA about this document.

The meeting schedule for the Budget Committee is as follows:

Tuesday, February 4th – Public Hearing

Meeting adjourned at 9:45.

Respectfully Submitted,
Audry Barriault