

Gilford Budget Committee Minutes

October 24<sup>th</sup>, 2013

6:30 pm

Town of Gilford

Members Present: Phyllis Corrigan, Jeffrey Beane, Gus Benavides, Paul Blandford, Fred Butler, Susan Greene, Richard Grenier, Robert Henderson, Kevin Leandro, Kevin Roy, Allen Voivod

Members Absent: Dave Horvath

Phyllis Corrigan started the meeting at 6:30pm with the Pledge of Allegiance. There is no agenda this evening they will review Planning and Land Use, Conservation Commission, Parks and Recreation and Town Clerk Tax Collector. Phyllis reminded everyone that next week's meeting is scheduled for Tuesday October 29<sup>th</sup> due to Halloween falling on Thursday. Phyllis apologized as she felt she lost control of the meeting last week and reminded the Committee members to raise their hands when they would like to speak and once they have spoken wait until others have had a chance to speak before speaking again.

Kevin Leandro asked Scott Dunn about the handouts that the members received. Scott Dunn stated the larger packet is an updated Selectmen's budget due to changes in insurance and electricity and the other sheet is the data that was requested by the Committee members at the previous week's meeting.

Phyllis Corrigan turned the meeting over to Fred Butler to review the Planning and Land Use budget.

Planning and Land Use:

Fred Butler reviewed the Sub-Committee minutes.

- Overall budget of \$288,244 is up 3.6% from 2013, no significant changes in staff, includes a 1.7 % increase for merit wages including the Department Manager.
- Operating budget down 3%, keeping \$1 in for Technical Services for potential contractor.
- Master Plan last update was 9 years ago, needs to be done every 10-15 years at a cost of \$80,000 +/-, and questioned if this is a candidate for a capital reserve fund?
- Professional development level funded, LGC revamped training not as enticing
- Meetings & dues includes American Planning Assoc., International Code Council and LRPC all very important to DPLU.
- Books & Publications, town is responsible to have updated code books.
  - o Phyllis Corrigan asked if everything is printed or online, John Ayer stated that the online version is just as expensive and they have a copy in their vehicle, one at Town Hall, one at the Fire Department and one at the Library.

Discussion ensued regarding the purchase of file cabinets as a set to save money, possibly out of surplus funds if available. John Ayer explained they are tall cabinets that rotate and they have room for 2 more.

Discussion ensued regarding the bill to eliminate the Lakes Region Planning Commission state wide, John Ayer stated that is not expected to happen until 2015 they are still operating. Kevin Leandro felt that does not have a shot of going through.

Fred Butler stated the Sub-Committee recommends the DPLU budget of \$286,907 taking out the accrual and moved to approve that amount, Gus Benavides seconded motion passed with a vote of 9 yes and 2 no.

### Parks and Recreation:

Phyllis Corrigan reviewed the Parks and Recreation Sub-Committee minutes and stated that she made two changes, eliminate the word only in the line, total operating expenses are "only" up \$2,415; and with the new membership in the USTA, they have already received grant money in 2013 in the amount of \$1,320 not \$3,100.

- Full time wages and benefits are unchanged and part time has decreased \$2,140 due to staff turnover. Seasonal wages have increased \$100. Merit wages include the Department Manager this year this section is up \$523 mostly due to health insurance.

Phyllis Corrigan asked if there were any questions, Sue Greene asked what the beach hydration supplies included, Herb Greene stated it was for water for the lifeguard staff as they do not have a water bubbler.

- Operating budget is up \$2,415 includes money for Herb to attend the National Conference after a 3 year hiatus.
- They have already received a grant money from the USTA for equipment for the ten and under age group and to resurface the tennis court.
- Small equipment is up \$750 to purchase things that were put off from last year such as lawn chairs, tables and two grills.

Phyllis Corrigan stated the Sub-Committee recommends the Parks and Recreation budget of \$236,695 minus the accrual payout of \$388 Fred Butler stated the amount should be \$226,307 subtracting the Warrant Article. Allen Voivod moved to approve \$226,307, Phyllis Corrigan seconded motion passed with a vote of 8 yes and 3 no.

### Skating Rink:

Phyllis Corrigan moved onto the Skating Rink budget stating that there was a decrease of \$551 due to the replacement of insulation that is expected to decrease the cost of heating the facility. Kevin Leandro asked what was heated Herb Greene stated the pump maintenance room.

Phyllis Corrigan moved to approve the Skating Rink budget in the amount of \$8,115 Gus Benavides seconded motion passed with all in favor.

Kevin Leandro asked that Herb Greene discuss the Capital Reserve Fund, they will hold off voting but felt that since Herb was there he could speak regarding it. Herb Greene stated it is a rotating capital reserve fund that is used for planned and unanticipated projects such as money to purchase sand for the beach, the 3 year project at the Village Field playground etc. In previous years they have budgeted as much as \$20,000 this year they are asking for \$10,000.

### Town Clerk/Tax Collector:

Sue Greene presented the Town Clerk/Tax Collectors budget.

- Total Selectmen's recommendation is \$365,978 for 2014 (was \$348,400 in 2012) difference of \$19,138.

- TC/TX has requested a 3% increase, they have budgeted \$1,102 for the accrual buy back incentive 2 days per employee. (Sub-Committee recommends decreasing budget by \$1,102).
- Health insurance increased \$7,454 or 11.8% due to 2 employees changing plans
- Operating budget is basically flat. Postage will increase by 3¢ to 49¢ on January 1<sup>st</sup>. Looking at leasing a new copy machine (may purchase in 2013 if able). Sub-Committee recommended reducing Books and Publications by \$200 which was agreed to.
- Sub-Committee discussed the special project to store town records digitally not currently in budget

Kevin Leandro moved to approve the Town Clerk/Tax Collector budget in the amount of \$364,876, Phyllis Corrigan seconded motion passed with a vote of 8 yes and 3 no.

#### Election and Registration:

Sue Greene presented the Election and Registration budget.

- Total budget for 2014 is \$15,981, was \$9,438 in 2013, for a difference of \$6,543 due to the number of elections next year. Budget includes \$400 for maintenance fee of 2 voting machines.

Kevin Leandro moved to approve the Election and Registration budget in the amount of \$15,981, Phyllis Corrigan seconded, motion passed with all in favor.

Kevin Leandro commended Denise Gonyer on locating a used voting machine that they purchased at a huge savings.

Phyllis Corrigan asked Scott Dunn if he wanted to speak regarding the two handouts that were provided to the Budget Committee. Scott Dunn stated the large packet included an updated Selectmen's budget now that they have received the updated numbers for insurance and the spreadsheet that gives the data that was requested at last week's meeting that Scott feels speaks favorably to the incentive.

Discussion ensued regarding the change in workman's comp insurance and unemployment as well as an adjustment to property liability. Also includes new PSNH numbers not big numbers just wanted to be accurate.

Discussion ensued regarding the possibility of hiring an outside consultant to review insurances, town of Meredith was able to save approximately \$40K. Selectmen do look at insurance costs every year and have increased the amount of employee contribution toward health insurance as well as changing the plan.

Phyllis Corrigan asked if there were any further questions.

Richard Grenier stated he was unable to get a response from the Conservation Commission, Phyllis Corrigan stated they can review the budget tonight as an entire Committee.

Gus Benavides moved to approve the Conservation Commission budget in the amount of \$21,900, Kevin Roy seconded. Discussion ensued regarding the invasive species Milfoil, Gus Benavides reminded the Committee there was a motion and a second. Phyllis Corrigan called for a vote, the motion to approve the Conservation Commission budget in the amount of \$21,900 passed with all in favor.

Richard Grenier stated he will notify the Conservation Commission.

Phyllis Corrigan stated that Erica Johnson will be attending the November 14<sup>th</sup> meeting to review the Welfare Budget.

Kevin Leandro stated that since Dave Horvath had some minor changes to the previous meetings minutes he moved to table approval until next week, Robert Henderson seconded. Gus Benavides stated he was not in agreement. Discussion ensued regarding setting a precedent, if the members had the opportunity to read the minutes they could suggest changes prior to the meeting so the corrections could be made.

Phyllis Corrigan called for a vote to table approval of the minutes, motion failed 5 yes, 5 no and 1 abstention.

Kevin Leandro moved to approve the minutes, Gus Benavides seconded motion passed 10 yes, 1 abstention.

Gus Benavides moved to adjourn, Allen Voivod seconded motion to adjourn passed with all in favor.

Meeting adjourned at 7:35 pm.

Respectfully Submitted,



Mia Gagliardi  
Recording Secretary

