

**TOWN OF CHESTERFIELD  
BUDGET COMMITTEE  
MEETING MINUTES  
FEBRUARY 3, 2009**

Present: Gary Winn, Chairman; Dan Cotter, Selectmen's Representative; Elliot Rowsey, Judy Idelkope, School Board Representative (arrived at 7:12 PM); Bill Bucknell, Elaine Levlocke, CF&R Representative; Bayard Tracy, Warren Porter, Mike Wiggin, John Koopman, John Zannotti, Rick Carrier, Town Administrator; and Amy LaFontaine, Secretary.

Absent: Fred Szmit

**Discussion** – Bayard Tracy moved to cap merit and COLA @ 2.5%. The motion was seconded by Steve. Bayard submitted Depart of Labor Statistics. Steve stated that his company currently has a wage freeze and a salary freeze. The employees should be grateful to have a job. Steve also stated that the taxpayers can't afford to pay a 5% COLA. Dan stated that last year in December COLA was 4.1%. Employees received 2.4% last year. No one on the Committee wanted to increase COLA to 4.1% in December last year. He believes that the Committee is looking for the number that works best for them. Given the current state of the economy the Committee feels that a 5% raise would be irresponsible. The merit raise is actually a step increase for the first 5 years of employment. Steve withdrew his second to the original motion. Bayard amended the motion to a 2% COLA plus merit increases. The motion was seconded by Steve. Motion carried by majority vote. Dan voted No. There are 9 elected officials that are effected by the 2% COLA; The Town Clerk, Tax Collector, Treasurer, Selectmen and Supervisors of the Checklist. Warren stated that some of the line items would still reflect a higher than 2% COLA because of 53 pay weeks in 2009.

**Executive** – John Z moved to recommend \$136,335 pending compensation changes. The motion was seconded by Dan. Warren asked about \$1,100 spent to maintain the Town Car. Dan stated that the Selectmen look at the retiring Police Car and the current Town Car to decide which one to keep in service. The Town Car runs about 4,000 miles annually. The Selectmen's Secretary position was reclassified last year. The reclassification sets off a new merit scale. The Secretary also works as ZBA Secretary and Bookkeeper. There are only 2 employees that have been reclassified in the last 6 – 7 years. The motion passed unanimously.

**Elections, Regs, Vital Stats** – Steve moved to recommend \$49,932 pending compensation changes. The motion was seconded by Bill. The Town Clerk works 25 – 30 hours per week. She is not eligible for benefits. The motion passed unanimously.

**Financial Administration** – Steve moved to recommend \$57,469 pending compensation changes. The motion was seconded by Bill. The CPA Services are the audit by Vachon & Clukay. The Town does not use local CPA's because of potential conflict of interest. One of the Fire Precincts will be using Local Government Center. Judy asked if there could be cost savings from everyone using LGC? The motion passed unanimously.

**Legal Expense** – Steve moved to recommend \$25,000. The motion was seconded by Bayard and passed unanimously. There are no pending lawsuits due to the revaluation yet.

**Personnel Administration** – Bill moved to recommend \$354,500. The motion was seconded by Elliot. Bill asked if FICA/Medicare would change based on wage compensation changes? PD and Employee Retirement and Unemployment would not change. The Committee could probably drop FICA \$1,000, but it probably wasn't worth the time to recalculate the actual cost due to the COLA decrease. Judy stated that the School also uses the LGC for health insurance, but they have different policies. The School is part of a large group. The Town combined with a couple of other town's has under 100 employees.

**Planning Board** – Dan moved to recommend \$16,100 pending compensation changes. The motion was seconded by Bill. Meetings & Conferences are up because newer members are attending conferences. The conference is at Loon Mountain. The motion passed unanimously.

**Zoning Board** – Elaine moved to recommend \$7,020 pending compensation changes. The motion was seconded by Bill and passed unanimously.

**General Government Buildings** – Elaine moved to recommend \$34,825. The motion was seconded by Judy. Oil is purchased through July. The school just purchased oil at \$2 per gallon. Judy did not know if Tim could still purchase more at that price at this time. Lawn Care has increased because of the new TO building. Will the budget be off because RERP is not being charged anymore rent? Yes, for the next 6 months. The budget number for electricity is a guess because the Town Office Building has only been occupied since June 1<sup>st</sup>. The motion passed unanimously.

**Cemeteries** – Elaine moved to recommend \$47,430 pending compensation changes. The motion was seconded by Bill. Expenditures for transportation were up last year because of costs to repair the truck. Bill felt that the cost of a lot was too low. The motion passed unanimously.

**General Insurance** – Steve moved to approve \$61,000. The motion was seconded by Judy and passed unanimously.

**SWRPC** – Judy moved to approve \$4,149. The motion was seconded by Elaine and passed unanimously.

**Police** – John Z moved to recommend \$370,466 pending compensation changes. The motion was seconded by Elaine. Judy asked if the costs to operate the new TO Building could be added together for next year? The costs to operate the building are included in RERP, General Government Buildings and Police. The Regional Prosecutor is a contracted salary. Noah will be able to patrol on his own in early spring. He has already completed most of his field training. The motion passed unanimously.

**Police Reimbursable Detail** - Steve moved to recommend \$25,000. The motion was seconded by Bill. The Welcome Center will be returning to the Planning Board with the traffic study in March. The Committee discussed whether decreasing the line would decrease taxes. It can only

be expensed, if there is revenue. The Selectmen will tell Lester to cut reimbursable detail if the budget is close. It was \$60,000 for the past two years because of the work on Route 9. The motion passed unanimously.

**Ambulance** – Elaine moved to recommend \$52,600. The motion was seconded by Bill and passed unanimously.

**Code Enforcement** – Steve moved to recommend \$34,275 pending compensation changes. The motion was seconded by Elliot. Mileage is high because the Town Car died before the old Police Car was retired. The motion passed unanimously.

**OEM/RERP** – Elaine moved to recommend \$28,000. The motion was seconded by John Z. Rent is under current expenses in RERP. The new RERP budget will be due shortly. The motion passed unanimously.

**Forest Fires** – Elaine moved to recommend \$6,000. The motion was seconded by John Z and passed unanimously. Keene actually charged time and a half for the firefighters who helped with the Wantastiquet Fire. They still work their regular shift, so the brush fire is overtime. Mike stated that the state would not be paying reimbursements in the future.

**Highway** – Bill moved to recommend \$738,154 pending compensation changes. The motion was seconded by Elaine. The Committee asked why the garage was still hauling their own materials based on the information provided for contractors. Dan stated that highway does currently use contractors unless the crew would be waiting for materials. John Z asked what was the percentage of hauled material vs picked up? The Committee agreed that they should meet with a couple of department heads each year. The primary increase is cost of materials. The motion passed unanimously. The grader needed significant repairs last year. It costs \$2,500 just to get the grader to Nortrax. It was purchased in 1994. The motion passed unanimously.

**Street Lighting** – Dan moved to recommend \$22,000. The motion was seconded by John Z and passed by majority. Steve voted no. The Committee would like to know if the public really wants the street lights.

**Solid Waste** – Elaine moved to recommend \$257,539 pending compensation changes. The motion was seconded by Judy. Electronics are no longer accepted. The \$2,500 warrant article for tipping has gone away. The motion passed unanimously.

**Health Officer** – Elaine moved to recommend \$1,975 pending compensation changes. The motion was seconded by Judy and passed unanimously.

**Animal Control** – Elaine moved to recommend \$1,900 pending compensation changes. The motion was seconded by Bill and passed unanimously.

**Other Health** – Judy moved to recommend \$300. The motion was seconded by Elaine and passed unanimously.

**General Assistance** – Bill moved to recommend \$25,000. The motion was seconded by Elaine and passed unanimously.

**Parks & Rec** – John Z moved to amend Commission mileage to \$1,000. They have obtained a truck. The motion was seconded by Bayard and passed unanimously. Elaine moved to recommend \$68,464 pending compensation changes. The motion was seconded by Bill and passed unanimously.

**Library** – Bill moved to recommend \$123,276 pending compensation changes. The motion was seconded by Bayard. Jane is not eligible for a bonus this year. Library does not give out merit raises. Library gives away all the bonus. Part-Time employees at the Town are eligible for bonuses. Part-Time employees at the Town are only eligible for 50% of the points. \$10,000 bonus at the Town does not equal 3% of the eligible employees salary. Parks and Rec only gets COLA. Steve thought the bonus system should be discussed at the summer meeting. The motion passed by majority. Warren abstained.

**Patriotic Purposes** – John moved to recommend \$500. The motion was seconded by Elaine and passed unanimously.

**Conservation Commission** – Elaine moved to recommend \$4,100 pending compensation changes. The motion was seconded by Bill. The Committee noted that the Secretary salary would receive 2% COLA. The budget item will not change because it is an estimate of the number of meetings and hours worked. The motion passed unanimously.

**Debt Service** – Bill moved to recommend \$259,300. The motion was seconded by Elaine. The interest on the bond is roughly 4.5%. The motion passed unanimously.

Judy moved to recommend \$2,812,609 pending compensation changes. The motion was seconded by John Z and passed unanimously.

Article 9: Elaine moved to recommend \$92,120 to remove and rebuild the Old Chesterfield Road Fire Pond Culvert. Steve asked why the Roadways Construction/Reconstruction CRF was not used? Dan stated that his understanding of the CRF was for larger projects. The contribution to Roadways Construction/Reconstruction can be voted down later. The road needs to be repaired. The motion passed by majority. Steve voted No.

Article 6: Steve moved to recommend \$289,925 for resurfacing Town roads. The motion was seconded by Elaine and passed unanimously.

Article 8: Elaine moved to recommend \$146,000 for a 35,000 GVW Truck for the Highway Department from the CRF. The motion was seconded by Judy and passed unanimously.

Article 11: Bill moved to recommend \$5,500 for a Fire Alarm System for the Highway Garage. The motion was seconded by Elaine. The system will be monitored by Mutual Aid. The Committee agreed that this was a good price. John Z asked about a suppression system. Dan

stated that a system to suppress a fire for hydraulic oil and gasoline would be significantly higher than just a water sprinkler system. The motion passed unanimously.

Article 16: Judy moved to recommend \$32,500 for a Police Cruiser from the CRF. The motion was seconded by Elaine and passed unanimously.

Article 19: John Z moved to recommend \$1,500 for PD Computer Upgrades from CRF. The motion was seconded by Bill and passed unanimously.

Article 17: John Z moved to recommend \$5,000 for Cruiser Mounted Video System from CRF. The motion was seconded by Elaine and passed unanimously.

Article 18: Bill moved to recommend \$5,000 for PD Ballistic Vests from CRF. The motion was seconded by Elaine and passed unanimously.

Article 24: Elaine moved to recommend \$20,000 to replace the failing system at Ware's Grove. The motion was seconded by Bill. John Z stated that the current system was installed incorrectly. Ware's Grove will be closed if the septic system is not replaced. The motion passed unanimously.

Article 22: Judy moved to recommend \$6,000 to Paint the exterior of the Library. The motion was seconded by Elaine. The building is approximately 13 years old. There were moisture problems on the back of the building last year. The motion passed unanimously.

Article 13: Bill moved to recommend \$15,000 for a generator at the Town Office Building. The motion was seconded by Elaine. The OEM Center did not have power during the ice storm. The police had to operate out of their cars. The Town Office Building has been wired to take a generator. The school generator was malfunctioning. The school is required to have a generator because it is a shelter. The school generator is not big enough to run the school and the Town Offices. Mike stated that an emergency generator is required in an emergency services building per RSA's. The motion failed by majority vote. Dan, Elliot, Elaine, and Mike voted Yes.

Article 28: Bill moved to recommend \$22,424 for the community service organizations. The motion was seconded by Judy and passed by majority vote. Warren voted No.

Article 23: Judy moved to recommend \$3,000 deposit to the Wildland Suppression Expendable Trust. The motion was seconded by Elaine and passed unanimously.

Article 26: Bill moved to recommend \$2,500 deposit to the Cemetery Truck replacement Expendable Trust. The motion was seconded by Judy and passed unanimously.

Article 27: Steve moved to recommend \$2,500 deposit to the Cemetery Mower Expendable Trust. The motion was seconded by Elaine and passed unanimously.

Article 20: Bayard moved to recommend \$5,000 deposit to the Library Building Maintenance CRF. The motion was seconded by Steve. There is \$21,000 in the fund. A new roof will be needed shortly. The motion passed unanimously.

Article 21: John K moved to recommend \$2,000 deposit to the Library Technology Migration Expendable Trust. The motion was seconded by Judy. The migration may be able to be postponed for another year. The motion passed unanimously.

Article 10: Bill moved to recommend \$25,000 deposit to the Roadways Construction/Reconstruction CRF. The motion was seconded by Elaine. Gary and Rick did not think you could change the funding source for Article 9 since it was not mentioned at the public hearing. Steve would like a plan for expending the account. The motion failed by majority vote. Elaine and Dan voted Yes.

Article 7: Elaine moved to recommend \$73,000 deposit for the Highway Heavy Equipment CRF. The motion was seconded by Bill and passed unanimously.

Article 14: Elaine moved to recommend \$23,000 deposit to the Police Cruiser CRF. The motion was seconded by Bill. There are 2 cruisers, one unmarked and the SUV. The motion passed unanimously.

Article 15: Judy moved to recommend \$7,000 deposit to the Police Equipment CRF. The motion was seconded by John Z and passed unanimously.

Article 12: Judy moved to recommend \$25,000 deposit to the Revaluation CRF. The motion was seconded by Elaine. The next reval will be in 4 years. It will be complete. The motion passed unanimously.

Article 25: Elaine moved to recommend \$3,000 deposit to the Wares Grove Recreation Facility Enhancement CRF. The motion was seconded by Judy and passed unanimously. John Z stated that he needed a commitment of support from the Town before outside sources for fund raising could be approached. Ten Thousand would be available for a basketball court. Steve thought this was used by a very small portion of population and it could be raised by an additional 50 cents at the gate. Judy did not think it was as small a portion of the population as one might think. The money will not be expended until fund raising is completed. John Z stated that Parks & Rec was gradually decreasing the deficit. The motion passed by majority vote. Steve voted No.

The operating budget is \$3,584,578 less compensation adjustments.

**SPOFFORD FIRE PRECINCT**– Elaine moved to recommend \$208,364 for the operating budget. The motion was seconded by Dan.

Heating Oil	\$ 325
Telephone	\$ 1,680
Electricity	\$ 9,000
Insurance	\$ 5,700

Worker's Compensation	\$ 1,018
Contracted Services	\$ 1,200
Administrative Expenses	\$ 1,500
Rescue Supplies	\$ 1,500
Gas & Diesel Fuel	\$ 1,460
Equipment Repairs & Maintenance	\$ 6,000
Small Equipment Repair	\$ 1,500
Building Maintenance & Upgrade	\$ 500
Training & Dues	\$ 4,000
Payroll & Related Expenses	\$21,450
Small Equipment	\$ 3,375
Fire Prevention Program	\$ 100
Hepatitis B & TB Inoculations	\$ 600
Financial Audit	\$ 3,000
Bond Interest	\$64,456
Bond Principal	\$80,000

The new station has a geothermal heat system. Heating Oil is only needed to heat the old building. The motion passed unanimously.

Elaine moved to recommend \$27,000 to be added to the Heavy Equipment CRF. The motion was seconded by Steve and passed unanimously.

Elaine moved to recommend \$10,500 to be added to the Small Equipment CRF. The motion was seconded by Mike and passed unanimously.

Elaine moved to recommend \$1,000 to be added to the Water Hole Expendable Trust Fund. The motion was seconded by Dan. The balance in the account is approximately \$5,000. The fund is for repair and upkeep. The motion passed unanimously.

Steve moved to recommend \$1,000 to be added to the Catastrophic Emergency Expendable Trust Fund. The motion was seconded by Elaine. This is for the deductible on Fire Equipment. The motion passed unanimously.

Elaine moved to recommend \$1,350 to purchase Fire Hose and authorize the withdrawal of \$1,350 from the Small Equipment CRF created for that purpose. The motion was seconded by Dan and passed unanimously.

Judy moved to recommend the sale and transfer of the Old Spofford Fire Station Building and property to Don Emery and Kevin Beal for the sum of \$1. The money raised to go into the General Fund. The motion was seconded by Elaine. The purchase & sales agreement states as is. There may be some value to the timber and slate roof. The Committee does not vote on disposal of property.

Steve moved to recommend \$2,500 to be added to the Old Fire Station Disposal Expendable Trust Fund. The motion was seconded by Elaine and passed unanimously. The Committee recommended this article and the next one in the event that the old station is not sold.

Steve moved to recommend \$7,500 for the annual maintenance and upkeep of the Old Spofford Fire Station. The motion was seconded by Elaine and passed unanimously.

Dan asked if all the articles needed to specifically state Special Article? The question needs to be asked of DRA.

**CHESTERFIELD FIRE & RESCUE PRECINCT**– Mike moved to recommend \$101,449 for the operating budget. The motion was seconded by John Z and passed by majority. Elliot was absent from the room.

Administrative Expenses	\$ 1,060
Building Maintenance and Upgrade	\$ 1,900
Small Equipment	\$ 5,500
Small Equipment Repair	\$ 2,400
Fire Prevention Program	\$ 700
Insurance	\$10,715
Training & Dues	\$ 3,000
Payroll & Related Expenses	\$24,500
Worker's Compensation	\$ 1,000
Audit Expenses	\$ 1,000
Contracted Services	\$ 1,600
Rescue Supplies	\$ 1,500
Electricity	\$ 2,623
Heating Oil	\$ 5,850
Propane	\$ 4,875
Telephone	\$ 1,476
Gas & Diesel Fuel	\$ 2,250
Equipment Repairs & Maintenance	\$13,500
Bond & Interest	\$15,900
Hepatitis B, TB, Flu Inoculation	\$ 100
Interest on TAN	\$ 0

Article 5: Dan moved to recommend \$8,000 to be added to the already established Chesterfield Fire & Rescue Precinct Small Equipment CRF. The motion was seconded by Judy and passed by majority. Elliot was absent from the room.

Article 6: Mike moved to recommend up to \$9,000 for the purchase of SCBA equipment, hose, and fire gear and to authorize the withdrawal of up to \$9,000 from the Chesterfield Fire & Rescue Small Equipment CRF for the purchase of said equipment. The motion was seconded by Judy and passed by majority. Elliot was absent from the room.

Article 7: Bill moved to recommend \$50,000 to be added to the already established Chesterfield Fire & Rescue Heavy Equipment CRF. The motion was seconded by Warren and passed by majority. Elliot was absent from the room.

Article 8: Mike moved to recommend up to \$55,000 for the purchase of a replacement cab & chassis for the Rescue truck and authorize the withdrawal of up to \$55,000 from the already established Chesterfield Fire & Rescue Precinct Heavy Equipment CRF. The motion was seconded by Bill. Bayard asked if the repair could be delayed? Judy stated that the purchase is coming out of a CRF and it is equipment scheduled for replacement. The truck is severely rusted. It is the first response vehicle for the West end of Town. Emergency Services could be compromised if the truck breaks down. The motion passed by majority. Steve, Bayard and John K voted No.

Article 9: Bill moved to recommend \$5,000 to be added to the already established Chesterfield Fire & Rescue Precinct Building Maintenance Non-CRF. The motion was seconded by Elaine and passed unanimously.

Article 10: Elaine moved to recommend \$5,000 to be added to the already established Fire Pond ETF. The motion was seconded by Bill. The balance in the account is \$30,000. This is a well funded account and hasn't been used in 4 years. The motion failed by majority vote. Elaine voted Yes. Mike Abstained.

Article 11: Elaine moved to recommend \$5,000 for the purpose of reducing the general fund deficit pursuant to RSA 41:9, V. The motion was seconded by Dan. Due to error there was \$13,664 returned from the general fund to reduce taxes. The Precinct could not pay bills at the end of 2008. The Town loaned the Precinct \$5,000. The warrant article enables the Precinct to pay the loan back. The Town has already been paid back. The motion passed unanimously.

The next meeting will be tomorrow night @ 7 PM for the School. The following meeting will be February 12<sup>th</sup> to finish off paperwork, review minutes and discuss topics for the special meetings. The meeting adjourned at 11:40 PM.

Respectfully Submitted,

Amy LaFontaine  
Secretary