

**TOWN OF CHESTERFIELD  
BUDGET COMMITTEE  
MEETING MINUTES  
OCTOBER 27, 2009**

Present: Gary Winn, Chairman; Deb Hogancamp Chesterfield Fire & Rescue Representative, Rick Carrier, Town Administrator; Bob Brockmann, Warren Porter, Fred Szmit, John Zannotti, Becky Auger, School Board Representative; John Koopman, Bayard Tracy, Elliot Rowsey, Steve Laskowski, Mike Wiggin (arrived at 7:25 PM), Spofford Fire & Rescue Precinct.

Absent: Bill Bucknell

- 1). Fred moved to accept the September 15<sup>th</sup> minutes as amended. The motion was seconded by Elliot and passed unanimously.
  
- 2). The Town is proposing 2% COLA they have reduced expenses to make the net expenses zero. Elected officials will not be getting a COLA. Fuel is \$2.80 per gallon. Bob stated that the Town employees should have received a 5.7% COLA last year. COLA is negative 1.9% this year.
  - A). Debt Service – The Poocham Road Bond paid off this year. The principal on the Town Office bond drops in 2013 by \$5,000.
  - B). Zoning Board – Legal Notices are advertising applications from the Zoning Board. The applicant pays a fee plus \$6.00 per abutter. Rick guessed that they would not have 12 meetings this year.
  - C). Forest Fires- There was a bad fire in 2008.
  - D). Conservation Commission – the proposed budget for postage in 2010 decreased because a box of pre-paid envelopes was purchased last year.
  - E). Code Enforcement – The hours have decreased by 1 hour per week. The Deputy works while Chet is on vacation or to check places that may be a conflict of interest for Chet.
  - F). Elections, Registrations & Vital Statistics – Tammy is not eligible to do boat registrations. The Revenue from boat registration comes from Stowaway Marine. There was only 1 election in 2009. There will be 3 in 2010. United Natural Foods registers their vehicles in October.
  - G). Executive – The Selectmen Secretary position was reclassified last year. She is still eligible for merit.
  - H). Financial Administration - Budget Committee Secretary justification states additional hours but the amount isn't changing. Rick stated that he is anticipating the Committee meeting more often this year.
  - I). Highway – The cost of materials have not gone down as much as anticipated. The culvert has been put out to bid. DES wanted to classify it as a dam. An engineer came down and was satisfied it was classified as a culvert. The grader will come out of the Capital Reserve Fund. Anticipated repairs are around \$50,000. It is only valued at \$20,000. The Town did not want to look at a used grader that may not have been maintained well by previous owner.

J). Library- It was discussed that the School & Library & Town could combine to save money on internet costs. The school just installed a T-1 Line.

K). Health Officer – There is a new Deputy health officer.

L). Planning Board – A new secretary has been hired.

M). Solid Waste Department – The average day is 10 hours. Contracted Services has decreased because there is a new line item for Hauling. The Secretary is budgeted for \$4,150. She does payroll, filing & reporting. There would also be a cost to do these functions at the Town Offices.

N). Parks & Rec – The Summer Program is up 87%. They are offering a 3 day and a 5 day program. If the forecasted income is correct the operating cost for Parks & Rec is decreasing. The cost is \$680 for the first child to participate in the 5 day program. The cost of the staff required at North Shore is not offset by Revenue collected. Steve stated that the Selectboard has historically held onto North Shore because the residents of the Town deserve access to the Lake.

O). Police – Regional Prosecutor will be going away next year and will be handled at the County Level. Rick handles the revenue side of the police budget. The Police Secretary is used as a daytime dispatch and confidential transcription.

P). Animal Control – Only \$300 has been spent to date.

Q). General Government Buildings – The old Town Office is valued at \$374,000. Becky requested a real estate agent assessment. Bob stated that the Board was not interested in leasing the building. There is asbestos & mold in the building. The electrical systems in the basement are severely rusted. The generator will only cost the Town 6 to 7 thousand. The warrant article will be written in a way that states if the grant is not received the generator won't be purchased. The new Town Office Complex will use about 3,000 gallons of oil this year. It is paid for out of this budget, the police budget and OEM. There is no way to quantify the cost savings from being closed on Fridays, as there isn't enough data from the Town Offices being opened on Fridays in the new building.

R). One Line Budgets – The Ambulance is highlighted in gray because it is still an estimate at this time. The increase from Rescue Inc will be 3%. Insurance has dropped because of Workman's Compensation.

S). Cemetery – The Sexton is cutting back her hours from 40 to 24. Part-Time hours are increasing as a result.

T). Capital Reserve Fund Deposits – Police Equipment, Roadways Const/Reconstruct and Revaluation were the line items that were changed or eliminated at Town Meeting last year.

U). OEM/Emergency Management – Revenues are over \$20,000 last year. There were a couple of items received in 2009 from 2008. RERP gave the Town \$20,000 to furnish this building. There is another \$20,000 coming this year.

V). Personnel Administration – The increase in Health Insurance is due to a premium change.

Steve asked the Selectboard what was cut out in order to make the budget. There were several small things that were eliminated. The biggest difference from last year was the unknown expenses to operate the new Town Office building. The CIP called for upgrades and improvements to the Town Hall annex and insulation to the Historical Society ceiling which have been postponed.

3). Chesterfield Fire & Rescue Precinct – The Center Station Bond is paid off. The SCBA's need to be pressure tested this year. They are older models. The decrease in the fire prevention program involved firefighter Phil program. Now the State brings a trailer over for free. The next joint commissioner meeting will be in January. They will review the Heavy Equipment purchases to be sure Spofford & Chesterfield don't purchase the same apparatus in the same year. The Catastrophic Emergency Fund was used to repair a hole in the tanker.

4). Spofford Fire District – The old Fire Station has been sold. Heat Smart will cost \$5,000 but will reduce costs by \$500 to \$1,000 every year. It will be paid back in 5 to 6 years. Geo Thermal is the main heating source. There needs to be a back-up system to heat the water for 4 hours at a Time. The circulators run all year round. Spofford also needs to do SCBA testing out of the Small Equipment Capital Reserve estimates for \$2,600 to \$2,700. Mike stated that the cost to outfit a fire fighter is \$10,000 to \$11,000. If there is 26 members on the department there is around \$250,000 in gear alone. To go into a building 2 crews of 3 are required. Only firefighters with special certification are allowed to enter a burning building.

5). School – The School Board is working on the budget. November 25<sup>th</sup> the Principal turns the budget into the Board. December 14<sup>th</sup> and December 21<sup>st</sup> are work sessions from 4 to 6 at the Cheshire Center in Keene.

6). Other – Fred wanted to thank the Town for completeness of the Budget at this time. The next meetings will be scheduled for January 5<sup>th</sup> and January 12<sup>th</sup>. The Town and the Fire precincts will be finished on the 5<sup>th</sup>. The School can present on the 5<sup>th</sup> or the 12<sup>th</sup>. John Z moved to adjourn at 9:55 PM. The motion was seconded by Deb and passed unanimously.

Respectfully Submitted,

Amy LaFontaine  
Secretary