

TOWN OF WILTON BUDGET COMMITTEE

Location: Wilton Fire Station
7:00 P.M.

FINAL MEETING MINUTES December 10, 2015

Members Present: Cary Hughes, Chairman; Betsy Castro; Harry Dailey; Joyce Fisk; Donna Pucciarello; Rick Swanson, Selectmen Rep.; and Dawn Tuomala, Secretary

1. Chairman Hughes called the meeting to order at 7:00 PM.

2. Review and Approval of December 3, 2015 Minutes

.Page 4 line 39 needs a clarification due to a contradiction on page 5. Insert Library Director is required by the Library Trustees to have a Masters

Page 5 Line 1 change my to by..

Page 6 Line 19 the intent was to piggy back "on the Town's other mass mailings".

Motion was made by Ms. Castro to accept the minutes of October 8, 2015 as amended; seconded by Mr. Dailey; 4 in favor; in favor; 1 abstained (Ms. Pucciarello); motion passes.

3. Presentation of Budgets

a. Town Hall – Rick Swanson & Pam Atwood

Mr. Swanson passed out revised budgets for the Town Hall Building since they didn't show up in the budget. Ms. Atwood reviewed each line item in the budget explaining how the budget has been split to separate out the Town Clerks budget from the Selectmen's budget. Some of the line items remain totally within the Selectmen Budget and some will go totally to the Clerk budget but many of them will be split between the two.

Ms. Atwood explained that the new wage and salary document was used to provide a grade thus a pay scale for each employee. There was an added \$15,000 for the Town wide revaluation which is required this year. The other \$15,000 will come from the capital reserve account that was created last year. The new assistant that has been hired will be at the bottom of the grade level.

The new equipment line includes money for a new laser printer for the Selectmen's Office as well as a new UPS which dies every year. The Selectmen have recently met with the NRPC Director who has give a quote of \$1,800 to do the tax maps next year as a set up fee and will do them for free from that point forward. Therefore they won't need the \$1,200 recurring in the future.

Mr. Dailey requested that the special projects be put under the labor clerical if appropriate to make it clearer and not as nebulous. There was discussion about the \$40,000 increase

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in the budget when the two sections are added back together. Part of the increase is due to the addition of \$15,000 for the revaluation. There were also increases in the wages that made up the bulk of the difference. Hours worked in the Clerk's office have been recalculated to reflect an accurate amount.

The Town Hall Building is experiencing a rodent problem; JP Pest has given an estimate of \$700 per year to protect against the dead mice that get in the walls and die each year. The new lighting is expected to save \$1,000 in the next year. The heating oil can be reduced by 20% (or \$12,000) for next year due to the new insulation over the theater. The Janitor line item will increase as part of the two year increase to bring him in alignment with all of the other janitors in the other Town buildings plus he is cleaning more area now that they have a new kitchenette and storage room.

Money slated for the yearly roof repairs were put into rebuilding the steam heat project since there was a heat valve that was stuck. The roof was paid for from the encumbered funds.

b. Town Clerk – Jane Farrell and Rick Swanson

Ms. Farrell presented the split out budget for the Clerk's office. The labor lines for the Clerk's office have been way under estimated in the past. The community printer in the hall is over 8 years old and has over ½ million copies on it and needs replacement. The estimate for replacement is \$4,260; they are looking at a heavy duty HP copier that will also scan and fax.

The new equipment budget includes a credit card processor that can be done at the counter which needs to be chip and pin compatible. Initially they are thinking of purchasing two of them since they have to be tied into a computer station. The credit card cost will be passed onto the user with an additional user and maintenance fee added on; the taxpayer won't be funding credit card prices. They will also be changing to allow registrations of dogs and vehicles etc. on line.

The hours worked in the Clerk's office have been way under estimated in the past. This has been corrected resulting in a significant wage increase. There was discussion on the extra vacation line which needs to be put back up in the labor clerical lines same as the special projects for the Selectmen's budget for clarity. The labor line is over \$26,372 from last year.

c. Fire Department – Chief Ray Dick

Chief Dick presented the Fire Department budget presenting a part off of engine 2. Engine 1 had a similar experience earlier this fall having an expense of \$8,800 due to more of the piping being damaged. Turnout gear is still being purchased a few at a time instead of replacing all 30 suits at \$3,000 a piece. All of the reimbursements are paid out once a year and have now been paid out including the janitor. The CIP requests will be reviewed at the next budget meeting.

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d. Police Department – Chief Brent Hautanen

Chief Hautanen began with the Police building budget in which he has proposed replacing the camera system. Last year they upgraded the computer system. The present system is 13 years old and is in need of updating and replacing. So instead of replacing a few camera heads at a time he would like to have them all compatible and to place new cameras in a couple of areas that don't presently have coverage. The new cameras will be digital so that they can zoom in and out to get better coverage.

The other larger ticket item is the replacement of the carpeting in the building. An estimate was received from Devine Flooring to replace the carpets with a low grade commercial carpet tile. This will go in sections so if they need to replace one section it will be easy to pull up and replace. The carpet in the evidence room and the data room is still in good shape and will not be replaced. He is having trouble obtaining pricing to have the walls repaired and painted.

The operating budget has a 3% increase in the labor line for right now. Once all of the reviews have been completed the wages will be reviewed again. Money has been included for the school emergency notification system that was paid for with a grant last year. The system notifies the 5 closest cruisers in the area and allows the teacher to talk directly with an officer. The fuel line will be reviewed again once the end of year expenses have been analyzed.

The Police training academy is now in financial trouble. The Academy was funded on a penalty being attached to a fine. Some of the judges are waiving or not assigning the fine anymore thus reducing the amount of money going into the fund. Additionally, when there was a surplus the legislature parceled out a percentage of the money to other parts of the government. The academy was self funded and can't expend any more than it takes in. Therefore they are now charging the Towns to send the officers to the academy.

There is a proposed increase in the cruiser repair lines. There was also discussion about the use and payment of sick/vacation days if it hasn't been used in a year. The Selectmen recently changed the policy.

Chief Hautanen is requesting a new SUV vehicle replacement at \$47,043. The new SUV will be a 2016 Chevy. The current SUV has had lots of issues ranging from the tailgate to the interior.

e. Wilton Water Works – Commissioners: Frank Edelblut, Bill Condra, Chair, Steve Elliott; Joanna Eckstrom Secretary

Ms. Eckstrom and Mr. Edelblut presented the budget with a slight reduction from last year. They are managing the system as tightly as possible. There were larger changes in contract services due to services performed by the Town Highway Department. They replaced 16 hydrants last year and plan on another 12 for next year. They will replace 4 every year along with some those still having lead gaskets. The phone bill is higher for a new program that will alert when equipment needs to be fixed. The training line is up due to the backflow devices on the commercial units being tested in-house instead of being contracted out.

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They plan on having a public hearing to set up a maintenance Capital Reserve Account and putting \$72,000 each year into the fund for future infrastructure repairs and maintenance. This year they are going to eliminate or rename the former River Crossing Fund turning the remaining \$44,000 into the maintenance fund as a beginning of the \$72,000. The Water Commissioners being the agents of the accounts, under RSA 35:7 can have a public hearing and do what they want with the accounts without having to wait for a warrant article. They will have a slight increase in the subscriber rates to be able to get to the \$72,000 required to be put aside each year.

f. Sewer Department – Tom Herlihy, Joanna Eckstrom, secretary; (Chris Carter & Tom Schultz late)

Mr. Herlihy presented the Sewer Department budget with a 2% increase. Most of the budget is self explanatory with an increase in electric costs. The bond principle is still being paid from the surplus in 2017 that will be exhausted. The last rate increase has positioned them in the black and they shouldn't go back in the red again. The Sewer Department has a \$70,000 surplus at this point and they are looking to do the same as the Water Works by creating a Capital Reserve Account to put away towards infrastructure improvements. They feel that under the same RSA 35:7 that they can take the surplus from the rate payers and put it into this fund and that they would be the agents of this fund. Mr. Swanson suggested that this should be reviewed by Town attorney prior to going through the process to make sure it is all done legally.

The Town of Milford hasn't given the Sewer Department an indication whether we will be getting a refund or an increased bill for this year. The Town of Milford is getting ready to begin a 10 million dollar expansion project that will come in at various stages and not just one large increase. In addition to the user fees there is an administrative fee that is a fixed amount every year. Unlike Milford, Wilton has a flat user fee of \$360/year per unit. Milford bases their sewer rate on the amount of water usage. Wilton has compared to the forth lowest water rate in the entire State of New Hampshire.

4. Other Business

Chairman Hughes thanked Chief Dick for the use of the Fire Station building to hold the budget meeting.

5. Adjournment

The next meeting will be on Tuesday December 15, 2015 at 7:00 in the Town Hall Court Room.

A motion was made to adjourn the meeting by Mr. Dailey and seconded by Ms. Fisk; all in favor. The Budget Committee was adjourned at 9:00 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary