

**PELHAM BUDGET COMMITTEE
MONDAY, OCTOBER 2, 2006
MINUTES**

APPROVED

ATTENDANCE: Greg Farris, Ed Gleason, Eric Estevez, Doug Viger, Marti Lowe, Joe Puddister, Bob Sherman, Eleanor Burton, Phil McColgan, Dennis Viger
EXCUSED: John Lavallee
ALSO PRESENT: Janet Gallant, Tom Gaydos, Victor Danevich

The Budget Committee Meeting of October 2, 2006 was called to order at 7:30 PM in the Pelham Elementary School Media Center.

MINUTES REVIEW:

Minutes of September 28, 2006 – approved as modified.

ACTION ITEMS:

- | | | |
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| 1. | PCSI - \$1,500 revenue, breakout of expense | √ |
| 2. | What other towns are in the E. Pennichuck District | √ |
| 3. | Hourly rate for legal counsel | √ |
| 4. | Printout of Trust Fund Expense Activity – to be deferred | Pending |
| 5. | New passwords to be provided by J.Gallant | √ |
| 6. | Carryover of WA | √ |
| 7. | Town Vendor List | Pending |
| 8. | Buildable Lots (Conservation) provided by Paul Gagnon | √ |
| 9. | Sr. Citizen – Office Supplies – Janet to provide Back-up | √ |
| 10. | Planning – supplies – Janet to provide new sheet | √ |
| 11. | Job Description – Human Services Part Time position | |
| 12. | Town Buildings – Utilities – Janet to provide spread sheet of monthly usage | √ |
| 13. | How many hydrants maintained and working | √ |
| 14. | Technology Replacement Plan | |
| 15. | Library – DRA Ruling | |

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| <u>TOWN BUILDINGS</u> | 384,588.00 | 460,973.00 |
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Salaries – increase of 2,880.00 for general maintenance person - 12 hours/month. Cleaning of roof drains, replace filters, fluorescent and halogen lighting, General spot maintenance on buildings.

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| Supplies 3,439 increase – consolidation of all departments | 5,300.00 | 8,739.00 |
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| Utilities Telephone/Cable – 10,288.00 increase. Recently added 4 copper dial tone lines for alarm lines – library and town annex. | 185,268.00 | 211,678.00 |
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Water (Pennichuck) – 10,106.00 increase. Due to price increases from surcharges. Pennichuck has filed for another 5% increase. Mr. Gleason – Pennichuck to come talk with the Board of Selectmen – concerned about the rates they are charging – why the Town of Pelham rates higher than other towns.
 Heat – 6,016.00 increase – based on last years numbers.

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| Facility/Equipment Repairs Decrease of 3,240.00 – Repairs at annex – flood damage, ceiling came down, new door installed (2 nd egress per Fire Department), replaced furnace. Also, had issue with odors in the municipal building. Put extension on sewer pipes. | 41,300.00 | 38,060.00 |
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| New Equipment | 20,878.00 | 20,878.00 |
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Computers – Dennis Viger – haven’t seen overall plan for replacement.

Mr. Danevich provided a brief background regarding the Technology Plan. Have completed the 3-year Technical Plan. We buy Dell from NH GSA, get the lowest price model available which provides 3 years parts and labor. Have had power problems in the Town Clerk area and 2nd floor of Library. Discussed the server at the Fire Station and Library. Both at end of useful life. The Fire Dept. server doesn’t meet minimum requirements.

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| Expenses | 162,535 | 178,738.00 |
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Based on –0- based budget. Compiled all invoices. Inspections, 1,500 for Fire Extinguishers.

First year this is in this budget. HVAC Maintenance – never have had a maintenance agreement.

Would cover Town Hall, Library, Fire Station, Town Hall boilers.

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| <u>SELECTMEN</u> | 323,193.00 | 354,750.00 |
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Salaries - \$13,182.00 increase. Anticipate increase in Executive Secretary – major projects, cataloging and archiving. Recording Secretary at 2,530.00 and Bookkeeper overtime – reorganization in office. Discussion relative to the incentive increases given by the BOS. Information is available in the Town Report.

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| Supplies | 4,185.00 | 5,744.00 |
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Increase of 1,559.00 – computer and printer supplies. Toners are more expensive.

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| Telephones | 4,965.00 | 5,165.00 |
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\$200.00 increase – 2 cell phones (Town Manager and Finance Director)

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| Equipment Repairs | 1,795.00 | 200.00 |
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Eliminating the copier contract and will eliminate \$200.00 service calls.

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| Equipment Rentals | 480.00 | 480.00 |
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| New Equipment | 0 | 16,100.00 |
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Purchase of new copier – capability of email/scanning

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| Expenses | 101,246.00 | 102,581.00 |
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Overall 2,111.00 increase. Removed budget binders from Budget Committee budget.

3,000 increase with Munismart software support.

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| <u>RETIREMENT</u> | 415,878.00 | 644,619.00 |
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Increase in rates.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

/s/ Marti Lowe