

budget during past years, therefore he updated the list to include those, such as Old Home Day, 4th of July and Memorial Day.

Telephone – Decrease (telephone and cable) from the department moving from the Annex to the Town Hall.

Equipment Repairs – Increase based on past year's expenditures. Mr. Greenwood believed there may be a few additional pieces of equipment that may have problems.

New Equipment - Mr. Greenwood explained that the playback equipment and some of the cameras at Town Hall were getting old and could be quite expensive. He noted the switching equipment (video mix) was geared toward old technology and would need to be replaced at the same time. Ms. Hillsgrove questioned if the budget contained enough money. Mr. Greenwood replied he still had money in the grant (approximately \$14,000-\$15,000) that would need to last until 2021. Mr. Cronin wanted to know if the department would have similar expenses in the budget going forward. Mr. Greenwood replied he was thinking of looking into the possibility of establishing a capital reserve to be used as a revolving fund from year to year. Mr. Viger questioned what would feed the fund. Mr. Greenwood stated they could add leftover budget money into the fund. He said the rules were in the budget law and worked similar to the Fire Department's Ambulance Fund. Mr. Carton was glad thought was being given to equipment failure. He noted if equipment was purchased all at once it tended to fail at the same time as well.

Expenses – Increase for PEG Central online storage of video on demand.

Hobbs Community Center (Senior Center) – presented by Senior Center Director Sara Landry
2018 Selectmen approved budget: \$122,872
2017 Operating Budget: \$113,712

Ms. Landry provided the Board with a summary of the activities and programs they provide. She said the average age is 70-75. She explained that they had a bus that provided rides to people who would otherwise not have transportation to the center. Last year they had twenty-one riders, of which eleven are regulars. They currently have two people on a waiting list. Each day the bus is utilized for shopping trips and transportation back and forth to the center.

Salaries – Ms. Landry noted the bulk of the increase was to have the bus driver add 10.5 hours per week to meet the increased demand of the older seniors who were no longer driving. She added that the Town was really big and the seniors were spread out within the community; it took a lot of time to travel from one place to another. The bus route changes each day, depending upon the activities. Mr. Cronin asked if the bus driver position would be considered full-time and entitled to benefits. He wanted to know if the bus driver was included in the insurance figure provided to the Board. Ms. Landry answered yes.

Mr. Cate inquired how many people used the Senior Center. Ms. Landry replied they had 551 (from September, 2016 thru September, 2017) come through the door. On average 45-50 people per day utilized the center.

Telephone – Decreased from center being included with the Town's phone service. Mr. Viger told the Board that all Town buildings were on the voice over data system.

Gas, Oil, Etc. – Level funded. Mr. Viger noted the final fuel price would be brought in at reconsideration. Ms. Hillsgrove questioned if the extra time for the bus driver had been

calculated in. Ms. Landry explained that the budget line had been under each year and believed they would have enough; although it depended where seniors were located. Mr. Cate questioned if the new bus was more efficient. Ms. Landry answered yes.

Equipment Repairs – Mr. Cronin wanted to know the age of the refrigerator and freezer. Ms. Landry stated that the freezer was relatively new and the refrigerator was approximately fifteen years old. During the last year they've had some issues with the refrigerator, and believed in the next budget cycle she may need to include funds for a new one. Mr. Cronin questioned if it would last until then. Ms. Landry hoped to get another year out of it. Currently it was meeting her expectations. She was exploring options and may possibly be able to get funding from the Meals Program. Mr. Viger noted that the refrigerator was commercial grade and many of its components were available for service.

Highway Department – presented by Highway Road Agent/Transfer Station Director Frank Ferreira
2018 Selectmen approved budget: \$1,514,510
2017 Operating Budget: \$1,495,731

Salaries – Contractual increase. Mr. Cate inquired if the department was having any difficulty with retaining employees. Mr. Ferreira replied positions were tough to fill based on the salary. It was noted that Mr. Ferreira's salary line has not been updated to reflect his new employee contract, and will be done during reconsideration.

Materials – Increase to salt based on State bid price.

Telephone – Increase for connection to Town service.

Gas, Oil, Etc. – Increase for diesel exhaust fluid. Mr. Ferreira explained they had three trucks, small dump truck and back hoe that needed the fluid. Mr. Cate inquired how the equipment was running. Mr. Ferreira stated it was running well.

Equipment Rentals – Mr. Ferreira reviewed the increases. Increase in bid price for painting safety lines. He noted they would be painted at night. Other increases were for hired plow trucks. Mr. Ferreira told the Board that the Town was getting closer to Salem's and Derry's prices.

New Equipment – Decrease for cost of hot box, which will be purchased during 2017.

Expenses – Increase in clothing allowance for new employee. Mr. Ferreira noted that the increase street lighting was due to the cost of electricity.

Specials – Level funded. Mr. Ferreira told the Board the paving line was for all the Town paving; they also used the Block Grant (State Fund) to complete paving work.

Mr. Cronin noted Mr. Sherman had forwarded a communication in which he asked that the year before asking for construction of a garage, that the department put sit and architectural fees into the budget, so the committee has plans and building costs for the year of construction. Mr. Viger stated last year they had a warrant article that raised \$100,000 into a capital reserve fund for the building. He said it was the Selectmen's position to use the fund for engineering and architectural fees. He commented that they hadn't voted yet, but would consider a warrant article to increase money to that capital reserve fund to get the project to the next level.

Transfer Station – presented by Highway Road Agent/Transfer Station Director Frank Ferreira
2018 Selectmen approved budget: \$731,122
2017 Operating Budget: \$721,965

Mr. Cronin commented that Mr. Sherman had forwarded the following questions:

- 1) When will the new building be finished and operational?
- 2) Would the separation of aluminum cans be a greater and more reliable source of revenue than cardboard?
- 3) Would separation of glass and cardboard also result in savings for the town?

Mr. Ferreira replied if everything goes well, the new building will be complete within three weeks. He didn't have an answer to question two as of yet and will respond once he reviews information. He noted cardboard had spiked up this year, but last year it was down. He answered question three by informing that glass would definitely result in a saving by having less to haul away. He's requested a glass crusher to separate the glass.

Salaries – Mr. Ferreira explained they had repurposed the former Supervisor's salary into the salary for the Administrative Assistant and a new operator. Mr. Viger explained they were - previously going to create an IT position using the salary line, but found that the department was too busy; therefore they kept the money in the salary line and designated it to an operator salary.

Supplies – Level funded. Ms. Hillsgrove asked if there was enough in the budget to create fliers informing residents of the changes. Mr. Ferreira replied they printed their own fliers and would redo them as necessary.

Telephone – Reduction for former phone lines and increase for new phone/cable system.

Gas, Oil, Etc. – Final number to be reviewed during reconsideration.

Equipment Repairs – Level funded. Mr. Cronin inquired how much had been spent this year under the 'miscellaneous' line. Mr. Ferreira didn't have the figure with him, but knew it had been quite a bit because of the new trailer. He will provide the information to the Board. Mr. Cate questioned if the trailer would ever have water. Mr. Ferreira answered no. Mr. Viger stated the trailer was a long-term/temporary solution. He said the new building would have accommodations. *It was noted that the bathroom facility was redone.*

Equipment Rentals – Decrease for clothing container. Mr. Ferreira informed they had a new company that brought in their own container.

New Equipment – Decrease for cost of backhoe, which had been purchased.

Expenses – Contractual increase for hauling trash; however the cost may be amended at reconsideration as they were currently in negotiations.

Conservation Commission – presented by Town Administrator Brian McCarthy
2018 Selectmen approved budget: \$3,947
2017 Operating Budget: \$3,747

Salaries – Mr. Bailey questioned if the Recording Secretary position had moved into the Selectmen's budget. Mr. McCarthy replied the board's secretary was different from the other boards.

Expenses – Increase in dues for classes and training.

Mr. Cate commented that the commission had done a good job in purchasing land for the Town. He stated that the original warrant article in 2003 was for \$3,000,000. The commission has since purchased over 900 acres and had approximately \$315,000 remaining.

Town Buildings – presented by Town Administrator Brian McCarthy
2018 Selectmen approved budget: \$823,326
2017 Operating Budget: \$765,354

Salaries – Level funded. Mr. McCarthy spoke about the maintenance/handyman position and the qualifications of the employee. Mr. Cate asked if the salary amount would be enough. Mr. McCarthy replied they were running close to the amount this year because of the Transfer Station project; however, they wouldn't have that expense next year. He wanted to leave the number as it was and reevaluate next year.

Utilities – Mr. McCarthy spoke to the increase in electricity. He explained the Town had completed a project during the year where they replaced all the lights at the Municipal Building, Town Hall, and Police Department with LED lights. He said they received a grant from Liberty Utilities where they gave the Town approximately \$20,000 in grant money toward the project. The bonus for the project was the Town could take the remaining expense and roll it into the electric bill. This remaining expense will be on the books for three years and then go away. Mr. McCarthy noted they were beginning to see a trend of saving electricity. He said if money became available again they would review changing the lights at the Library and/or Senior Center. Mr. Cate wanted to know the life expectancy of the LED lights. Mr. Viger said 25+ years. Mr. Carton said he had all LED lights in his home and a couple have gone bad, and suggested the budget contain a buffer in the event replacements were needed.

Mr. McCarthy spoke about the increase to telephone/cable, which is due to the new Comcast Business service implementation. Mr. Viger noted they were previously using a residential service and have moved up to a business grade.

Water/Pennichuck had a rate increase because of the Town Hall's conversion from well water to Pennichuck Water. The well will be used for irrigation. Mr. McCarthy discussed the conversion process/costs. The line for Heat will be remaining as budgeted. Mr. McCarthy said the goal was to convert the municipal building to gas. The plan is to meet with a contractor to draw up a plan and write an RFP.

Town Building Repairs / Projects - Mr. McCarthy noted the lines were essentially level funded, with the exception of the 2018 projects. He said there were four projects with significant cost: 1) sprinkler system for municipal building, 2) removal of double ceiling in municipal building, 3) A/C-heat for Sherburne Hall, and 4) removal of well water tank. He discussed the safety and importance of each. Mr. McCarthy commented that they had never budgeted a contingency fund for any of the projects and when something has gone wrong they've had to take from another project to 'fill the hole' and the other project doesn't get done. He was trying to start the trend of adding a contingency to each of the project lines. Ms. Hillsgrove asked for a status update of the Electrical and HVAC repairs. Mr. McCarthy answered yes.

New Equipment/Tech Plan – Level funded. Mr. McCarthy noted there was a three-year rotation schedule, and believed the Police Department was next to get new computers. He said there were

some mainframes that were nearing end of life and the IT coordinator Victor Danevich was creating a replacement schedule. He spoke about the time Mr. Danevich donated to the Town as a volunteer. He said his knowledge was invaluable and greatly appreciated.

Selectmen – presented by Town Administrator Brian McCarthy
2018 Selectmen approved budget: \$477,526
2017 Operating Budget: \$490,287

Salaries – Decrease from moving Administrative Assistant into Transfer Station budget.

Equipment Repairs – Level funded. Mr. McCarthy noted he was in the process of negotiating with another copier company for a better maintenance contract and hoped to have it completed by reconsideration.

Expenses – Mr. McCarthy explained that the Town department were migrating their information from MuniSmart into individualized modules. He discussed the benefits of the new software programs. There was an increase for Rockport tech support to assist during the transition process.

Cemetery – presented by Town Administrator Brian McCarthy
2018 Requested budget: \$145,196
2017 Operating Budget: \$144,208

Mr. Viger noted that the Selectmen had no purview of the Cemetery budget.

The Board reviewed the budget.

GENERAL DISCUSSION / CLOSING COMMENTS

Mr. Bailey understood there was a meeting in Salem, NH regarding the Tuscan Village project and questioned if there had been any output. Mr. McCarthy said all the discussions were initial. The Town's concern is how the traffic will impact Pelham. The Planning Director has been assigned by the Selectmen to be the point person/liaison to represent the Town alongside the Nashua Regional Planning Commission.

Mr. Cate asked Board members to submit any potential adjustments and questions to him by Thursday (September 28th) so he could copy Mr. McCarthy and be organized for the budget review meeting on Monday, October 2, 2017. He reminded the Board that they had tabled Bylaw proposals they could take up during that meeting if time permitted.

ADJOURNMENT

MOTION: (Cronin/Hillsgrove) To adjourn the meeting.

VOTE: (6-0-0) The motion carried.

The meeting was adjourned at approximately 9:01pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary