

**ADVISORY BUDGET COMMITTEE
TOWN OF MADISON
November 9, 2021
MINUTES**

Members Present – Chairman Steve Bartlett; Doug McAllister; Tino Fernandes; Selectmen Representative Bill Lord

Members Excused – Ron Force; School Board Representative Mike Brooks; Ned Rogerson

Others Present –Town Administrator Linda Shackford; Librarian Sloane Jarell; Chief Robert King; DPW Director Jon Cyr; Officer Mike Mosher; Principal Heather Woodard; MadTV Videographer Moselle Spiller

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on September 30, 2021.

Meeting Called to Order – By Bartlett at 6:00 p.m.

Approval of Minutes: Motion by Fernandes, seconded by McAllister to approve the minutes from October 12, 2021 as written. The motion passed unanimous.

MES Budget Discussion – Principal Woodard concurred with Bartlett that there is still no formal and final budget set for the school. Items regarding health insurance and tuition are not yet confirmed. The December budget paperwork is expected to be more detailed with solid numbers. Bartlett was of the opinion that funds being spent on special ed employee contracts could be presented in a clearer fashion and expressed that he can see the line of thinking is ultimately moving towards a more efficient use of resources throughout the SAU.

Current Drawdown Budget Status – Lord began a brief overview of the drawdown noting we are at the 84% point of the year with 77% spent and adding that he expects the tax rate to be set soon. The Committee commented on the following section of the budget:

Fire: Lord pointed out the anomaly that occurs with this department because volunteer member stipends have not yet been paid out. It is held until this time each year however the lateness has been exacerbated by the lack of data entry to which the current Chief has worked 60+ hours to enter.

Park & Rec: Fernandes asked why the equipment line at \$7,883 is so far over the \$1,000 proposed. Cyr said that a flail mower for the roadside mower was purchased for about \$6,000.

Highway: Lord has found that the repair and maintenance lines have increase because we now do a better job maintaining vehicles in anticipation of getting better trade values. Cyr added that parts are more expensive.

Police: Fernandes, seeing the overspent detail line, asked if there should be more money in that line. Chief King explained that it is a sort of place holder as we never know what kind of calls for details will be received. The department bills out the to the private contractor and the reimbursement for the car costs and officer hourly rate is then put back into the general fund.

Highway: McAllister asked what expenses made up the \$11,000 expenditure in the tools line. Cyr did not have the answer with him but will get back with an explanation adding that since we do not have a full-time mechanic anymore, we have had to buy tools that the precious mechanic provided from his personal property.

Solid Waste: Bartlett asked to be reminded of the reason for the large overage of the Equipment Maintenance line. Cyr stated that there was a roll of truck purchased for \$45,000 to allow the Town to haul its own MSW. Bartlett summarized that come the end of the year we project to be ahead of what we would have been spending if we were in a contract by hauling waste ourselves; Cyr concurred.

Preliminary Review of 2022 Budget – Lord began with a response to a request at the last meeting as to the revenue generated at the Transfer Station. The year-to-date number are as follows:

Aluminum- \$3,900

Cardboard - \$2,200

Metal - \$9,500

Demo - \$53,000

Fernandes was thankful for these numbers stating it is helpful to know and aids in seeing what money is coming in and going out. Fernandes can see recycling coming back with Lord adding that the changing market for plastic and paper can be a problem. Bartlett made a request for a cost/benefit evaluation. Cyr was in agreement noting that it may be difficult to come to an exact number. The budget for DPW is an umbrella of sorts so it is not obvious in the numbers how much is spent on hauling when you include all the facets that make it up. Bartlett suggested an estimation of a percentage with Fernandes feeling it is important to have information to support that it is the right decision to haul our own MSW.

Assessing - L. Shackford explained that at a previous ABC meeting it was mentioned that paying expenses out of the Assessing ETF does not transparently reflect the funds spent to perform the Town's assessing duties. L. Shackford suggested that since we now have a contract that has a flat monthly fee of \$1,744 versus paying for pickups and administration a-la-carte all expenditures were placed in the contract line. The total budget department budget will go down slightly and only \$10,000 will need to be placed into the ETF in anticipation of the 2025 revaluation;

Building Inspection – The extreme increase in volume of permits has prompted adding an additional day to Code Officer Boyd's week which explains the increase;

Conservation – The administration line was moved to Executive as the position has been blended with the Administrative Assistant's position;

Direct Assistance – Lord noted that ARPA funds can be used to pay the Welfare Director's salary;

Elections – There are three elections in 2022 which is an increase over the one held in 2021;

Executive – The increase is due to salary increases and the land use admin lines were added;

Fire – Reductions were made based upon historical trends using numbers further back than 2020. Bartlett asked if capital equipment is being maintained citing time sensitive equipment loss of certifications. Lord stated the Chief Brooks has implemented the ability to fill oxygen bottles ourselves extending the overall life of the system;

Library – Lord complimented Librarian Jarell on great explanation on her budget pages and extending accolades to Jarell on the best monthly library newsletter around;

Personnel Administration – The medical insurance premiums went down for 2022. The drug testing line increased because we have more personnel with the potential of being pulled for screening;

Planning Board - The administration line was moved to Executive as the position has been blended with the Administrative Assistant's position;

ZBA - The administration line was moved to Executive as the position has been blended with the Administrative Assistant's position.

Bartlett summarized a 5.8% increase over the 2021 budget with fine tuning having been performed.

Anticipated Warrant Articles for 2022 – The Board reviewed draft articles that included:

- Annual paving article in the amount of \$200,000;
- Cyr did not see the need for a DPW large equipment purchase such as a dump truck;
- Chief King anticipates the need for two cruisers next year citing the difficulty in obtaining and then delivery of vehicles from the State of NH Bid list. The anticipated amount for a cruiser is \$54,000 outfitted. King's current cruisers mileage is:
 - 2019 Charger 30,000 miles
 - 2017 Taurus 104,000 miles
 - 2015 Explorer 131,000 miles

King has instituted a single-driver which gives sense of ownership and then maintenance is performed on a regular basis which hopefully will allow us to keep cruisers longer;

- Parks & Rec will be asking for a pick-up truck, to make up for the old 1-tons traded, to facilitate moving of mowing and property maintenance equipment;
- The Selectmen anticipate an article to make improvements to the fields at Burke Field;
- Other annual articles included:
 - Highway Heavy Equipment \$10,000
 - Assessing \$10,000
 - Transfer Station Capital Improvement \$15,000
 - Fireworks \$4,000
 - Madison PegTV – remaining franchise fees

ARPA Funds – Lord explained that some of the expenses that can be covered under the ARPA grant include radio communication improvement, security cameras in Town Hall and a sweeper head for stormwater management. Some larger anticipated projects are generators that could cover the Town Hall and DPW garages.

Such Items as Properly Presented to the Committee – There were none.

Public Comment: There were none.

7:22 PM –McAllister made a **motion** to adjourn, seconded by Fernandes. The motion passed unanimously.

NEXT ADVISORY BUDGET COMMITTEE MEETING – The next Advisory Budget Committee Meeting will be on Tuesday, December 7, 2021 at 6:00 p.m. in the Town Hall Meeting Room.

Respectfully Submitted,

Linda Shackford,
Town Administrator
Recording Secretary