Budget Committee Meeting Minutes, 1-18-2017

Bettie motioned to open the meeting at 6:38. Seconded by Judy.

**Present:** Bettie Harris-Howard, Laura Bragg, Sean Bright, Deborah Wilson, Skip Wood, Rebecca Beal, Becky Batchelder, Judy Churchard, Jeri Basko, Corinna Cole, Dana Coull (public), Ben Thompson (public)

**NEW BUSINESS:**

**Summer Camp Budget**—Shirley Mathews presented the Summer Camp budget. She explained that wages have increased because the minimum wage went up $1.50 9per hour). All staff got a raise of $1.50 (per hour). The camp has a maximum of 40 campers. The ratio of staff to campers is mandated by the State at 1:8, so there are 5 adults. The camp opens at 7:30 for early care, so there are only 2 staff members on for the first hour. If any campers register after the 40 slots are filled, she has to wait list them until at least 5 more sign up in order to pay the salary of the additional adult they would need. The camp is open Monday through Thursday from 7:30 am to 5:30 pm. They are located at the Lebanon Elementary School. Shirley said that visitors are welcome to come and tour the program. The fee is $325 for the first child and $305 for each additional sibling. There are no scholarships at this time. Supply expenses have stayed at $250. Supplies include water, ice, and craft supplies. Outside services cover the cost of 2 field trips per week. It pays for bus rental and any admission fees. She tries to do mostly local field trips, like Fernald Shores, Salmon Falls Campground, and Skydive. There are occasional field trips like FunTown SplashTown. Insurance costs are the same as last year. The biggest surprise was that all costs for this program are paid by revenue. No taxpayer dollars are used. All money is turned in to the Town Office and kept in an Enterprise Account. She has a balance of about $3000 which she does not want to touch in case she needs something unexpected.

Judy suggested that we should have a list of places people can donate to and that this would be a worthy cause. Laura suggested that Shirley create a wish list from which people could pick. Any extra supplies would be donated to the Lebanon Schools.

**Transfer Station:**

Royce Heath presented the Transfer Station budget because, at this time, the Selectmen are the Department Head for the Transfer Station. Robert Patch is the Supervisor. There was a long discussion about **wages**. They have gone up from $57,000 to $70,000. This is the schedule for the Transfer Station.

Sunday-----closed

 Monday----closed

 Tuesday-----open 9am to 5:55 pm

 Wednesday-open 9am to 5:55 pm

 Thursday-----closed

 Friday---------closed

Saturday------open 7 am-3:55 pm

This is a total of 27 hours per week that the Transfer Station is opened. There is a total of 4 employees. The employees don’t get holiday pay or 1 ½ time. Three employees earn $13.28/hour and the Supervisor earns $14.28. It was agreed by the Budget Committee members that the numbers just don’t add up and we need more information before we can approve the wages and payroll tax lines of the budget. Some thought there was too much money budgeted, but some thought there was not enough. There was discussion about the fact that we closed the Transfer Station on Mondays and only saved $5000 per year. We want to be sure we have the right amount in the budget so we are good stewards of the taxpayers’ money and are not cutting the department short on what it needs. We agreed to table this discussion until we can meet with the Selectmen since the budget is in their hands. Judy motioned and Deb seconded the motion. The budget request for $1000 for **supplies** was felt to be reasonable. This is mostly cleaning supplies. **Electricity** has gone down $900 due to the decrease in oil prices. Deb mentioned that oil is going up and they may need more money. Sean recommended that we increase the electricity budget to $5000 to cover the possible increase. (Judy motioned and Deb seconded the motion.) **Phone** has remained the same. There was considerable discussion about the **Building Maintenance** Line, especially the lawn care line for $560. It was felt that this should be done by the same company that mows the lawn at the Town Office or done by the Road crew when they do the roadsides.

 Royce mentioned that the Highway Dept. may need a gate, which would cost $5000, so they can access the salt and sand storage without opening the gate at the Transfer Station. There has been a problem with people dumping during closed hours because the gate is open for the Road Crew. It was mentioned that another surveillance camera at the gate would provide the evidence needed to catch the illegal dumping. Jeri asked why they couldn’t just close and lock the gate when they go through. Deb mentioned that extra keys for the plows and sander personnel would be much less expensive that a $5000 gate. It was decided to table the Maintenance line until we have more information.

 Equipment—The Town has always provided reimbursement for steel-toed safety boots.

 A question was asked about the fees charged to residents to recycle tires. Royce said the money goes into the general fund. A town employee brings the money to the Town Office and it is logged in, but it is not broken down. Discussion followed about whether we can ask for it to be broken down.

 Batteries and light bulbs---It costs $86 to recycle them. Most can be thrown into the regular trash. Waste Management said to stop recycling these because they are not work anything. The Town Website has pictures of what to and not to recycle.

 Corinna mentioned that Building Contractors should be required to provide their own dumpsters. Deb said that if the construction trash were linked to the building permit, it would prevent people from illegally dumping construction debris from NH projects into our Transfer station.

 Sean mentioned that recycling fees should be looked at regularly to make sure we are not charging too much or too little. Laura said that recycling fees are related to the amount of illegal roadside dumping.

 Deb suggested that if we are charging competently and consistently for construction debris and specialty items, it should keep trash for residents free. It was recommended that we talk to the Selectmen and the Code Enforcement Officer about linking the building permit and the trash permit.

 Waste Management—Royce mentioned that Waste Management is often picking up 2 times a day. This line of the budget was up $16,000. We recommended that if we cut out commercial hauling and demolition debris, it would help to control the cost.

 Becky Beal asked about the new compactor Waste Management was recommending. Royce said that it was not cost effective or efficient and the Selectmen had decided not to look into it any further.

 Becky Beal asked about the Unionization effort at the Transfer Station. Royce said it was dropped due to lack of interest.

 Concern was brought up that Fire and Highway were both big budgets and should not be scheduled for the same meeting. If we need extra meetings, we can meet in the Lobby.

Old Business:

* Conservation Commission Scholarship—The child would be chosen from a Conservation Group at the High School. Christine Torno will check on legality. Bettie will check with Christine and then talk with John Bozak. A possible fundraiser was suggested because there would be not legal concerns about how the money was used.—pending
* Review minutes from Budget Committee Meeting on 11-10-2016—accepted
* Supplies for Budget Committee. We will buy a box of paper. It should cover printing costs. Can we also get tabs and dividers for member budget books?—just ask Dale Fisk for supplies
* Laura suggested that we should post our meetings on the Town Website and at the Front door of the Town Office. Has that been done? --a banner was put on the town website. The door does not yet have a sign. Becky Beal will talk to Dale about this. Becky Beal will revise the minutes of the 1-4-2017 meeting and get them to members by e-mail. Minutes are considered a “draft” until approved by the Board. They should not be turned in to the Town Office until then. We do not have Deb’s email address yet, so Becky will visit her with copies of minutes and get the address. Has Deb been sworn in yet?—Deb has been sworn in. Her email is LebanonBudgetDeborah@workmail.com. Becky Beal will add her to the email thread.
* Bettie---I did not receive the sign-in sheet for this meeting.—Got it
* Dale Fisk asked if anyone has minutes from last year. Her book has nothing from February on. The February 3, 2016 minutes say that there will be no further budget committee meetings. The minutes are on the Town Website.

The meeting was opened for Public Participation, but there was none.

Laura motioned to adjourn the meeting at 8:43. Seconded by Jeri.

Next meeting will be Jan. 25, 2017 at the Town Office.

Agenda:

 Becky will sift out questions for the Selectmen about the Transfer Station budget so we can be organized for the joint meeting. Please respond by email with your thoughts or if she missed anything.

1. Finalize questions for the Selectmen for the joint meeting.

Re: wages…we need payroll records and hours worked for we can make sense of the wages line

It is important to be sure that items are categorized correctly. For example, a breakdown of equipment should be under Maintenance, not personnel.

Re: Mowing at the Transfer Station----Could this be included in the contract for mowing at the Town Office or could it be done by Highway personnel because the use the facility? It is listed on the Highway budget for $390on 7-21-16 and also on the Transfer Station Budget for $560 by Abkee Lawn Care on 11-03-16.

RE: Illegal dumping—Is it possible to have an additional surveillance camera installed at the gate to provide evidence to prosecute illegal dumpers?

Re: Building Contractors---Can they be required to put their trash in demolition , not trash? Can Building or Renovators be required to get their own dumpster for the construction debris? Can the Building Permit be linked to the Transfer Station to prevent illegal dumping of waste from NH jobs?

Re: Commercial Trash Haulers—Can they be required to take their truck full of trash directly to Waste Management instead of tying up the line and filling a can?

Re: Plowing and sanding personnel—Can they be given a key to the gate so they can be responsible for opening and locking the gate as they go through? This would prevent the need for constructing a separate driveway and gate, possibly costing $5000 or more.

Re: Special items like appliances and tires—Can the revenue brought to the Town Office be broken down as to tires, furniture, appliances, etc., so we can determine the correct fee for those items.

1. Either Fire or Highway budget
2. Animal Control

Old Business:

1. Conservation Commission Scholarship
2. Schedule joint meeting with Selectmen.

Respectfully submitted:

Rebecca W. Beal