

TOWN OF CANAAN
BUDGET COMMITTEE MEETING
October 5, 2006
Canaan Fire Station

Members present: Eleanor Davis - Chair, Denis Salvail, Shirley Packard, Russell Lester, Steve Purcell, Dave Barney, Mark Simon, Marty Pusey, Jeff Majewski, and Selectman Robert Reagan. Also present were Dana Hadley, Glenn Carey, William Bellion, George Lazarus, Chief Samuel Frank, and the minute taker, Christi Berube.

Eleanor Davis called the meeting to order at 7:00 P.M. and took attendance.

Approval of Minutes

Committee members reviewed the minutes dated September 21, 2006.

MOTION by Mark Simon and seconded by Jeff Majewski to approve the September 21, 2006 minutes.

Mark Simon suggested changing "less need" to "fewer requests" on page one.

Dave Barney suggested changing "was proposed" to "was prepared" on page two.

Dave Barney suggested changing "the funds" to "it" on page two.

VOTE: 9 YES 0 NO 1 ABSTAIN (Marty Pusey)

Dave Barney commented that the audit report is not available on the town website. Dave Barney also noted that the Budget Committee roster needs updating. There was general discussion that the approved minutes and the current 2006 budget should be posted on the town website.

MOTION by Jeff Majewski and seconded by Dave Barney to include the current 2006 budget on the town website.

VOTE: Unanimous

MOTION by Dave Barney and seconded by Jeff Majewski to include the approved Budget Committee minutes on the town website.

VOTE: Unanimous

MOTION by Dave Barney and seconded by Jeff Majewski to have the Budget Committee roster updated on the town website.

VOTE: Unanimous

Transfer Station/ Recycling Center

Glenn Carey summarized his proposed budget for 2007. Glenn Carey explained that he has decreased the allocation for the hauling services line item since more recyclables will be sold for revenue next year. There was general discussion that recyclables should create a cost savings but that buyers will account for their hauling costs in the price.

Glenn Carey explained that he has reduced the allocation for the site improvement line item since lots of improvements were made this year and a comprehensive plan is needed before more funds are allocated. Glenn Carey noted that the traffic pattern may be changed but that funds will not be required for this change.

Dave Barney asked whether a date has been determined for plan completion. Glenn Carey responded that the plan is being worked on but that no date has been set.

Committee members reviewed a handout of the projected revenues.

Jeff Majewski asked who is responsible for finding the best bids for recyclables. Glenn Carey responded that he is responsible and that there are limited options due to lack of storage space and high transportation costs. Glenn Carey explained that resource recovery requires dry storage and separation of all recyclables. Glenn Carey added that resource recovery also requires that a personnel member be available 24 hours a day since there are loading charges after a truck driver waits for more than one hour. Glenn Carey explained that the current buyer delivers a trailer, which can be filled with a mixed load of bulked materials, and that the buyer retrieves the trailer once it is full.

Marty Pusey asked whether a reduction in part time help has been considered since the transfer station now has a full time position. Dana Hadley responded that the part time help includes one individual for 8 hours per week, at \$12 per hour, and two individuals for 25 hours per week, at \$12 per hour. Dana Hadley added that it was his recommendation not to terminate any part time positions until after some time had been given to review the work flow.

Marty Pusey asked whether there is a job description for the transfer station manager position. Dana Hadley responded yes.

Dave Barney asked how town residents will be notified of the new ticket system. Dana Hadley clarified that fees are now charged for appliances and for construction/demolition debris. Shirley Packard explained that the town ordinance has been posted on the town website and that brochures are available. Dana Hadley added that a notification will be mailed to town residents. Dave Barney suggested that these new fees should be added to the list of projected revenues.

Jeff Majewski asked whether the \$5,000 added to the Road Commissioner's salary for overseeing the transfer station was removed from the 2006 budget when the new manager position was filled. Dana Hadley responded that he does not remember \$5,000 being added to the Road Commissioner's salary but that he will look into the matter.

Mark Simon asked Glenn Carey whether he requested the road maintenance on Transfer Station Road. Glenn Carey responded no. There was general discussion that the new pavement is part of a town road and that the funds used to pave the road were taken from the highway department.

Eleanor Davis asked for the status of the compactor. Glenn Carey responded that the compactor is in poor condition but is functioning. Glenn Carey estimated that \$30,000 would be needed in order to purchase a new one. The current one is not repairable.

There was general discussion that the compactors at the transfer station are all different models and that the unwired one in poor condition was sold.

It was suggested that \$1 be added to the equipment line item since there is a strong likelihood that a new compactor will be needed within the year. After general discussion, there was general consensus to add \$30,000 to the equipment line item. Dana Hadley suggested that \$30,000 could be added to the Capital Improvement Plan. Marty Pusey noted that last year's CIP included \$50,000 for a compactor. Glenn Carey explained that no decisions have been made as to which compactor model should be purchased when the current one breaks down.

Fire Department

William Bellion summarized his proposed budget for 2007. William Bellion noted that only a few hundred dollars will be left in the 2006 salary line item once he submits the third quarter payroll. William Bellion explained that the number of calls have increased this year, as well as, the length of time needed for some calls.

William Bellion explained that the funds allocated for the equipment maintenance and communication line item are for new pagers. William Bellion noted that the Homeland Security grant provided twenty-six new portable radios with chargers.

William Bellion explained that the funds allocated for the vehicle maintenance and repairs line item are for muffler and brake repairs.

William Bellion noted that the funds allocated for the dues and subscription line item includes \$2000 for the hazardous materials organization and funds for the addition of NH Fire Chief Association dues.

William Bellion explained that the funds allocated for the departmental supplies line item are for foam concentrate and first aid kits.

William Bellion informed committee members that three locations are being considered for dry hydrants.

There was general discussion that this year's extended calls have included motor vehicle accidents, search and rescue calls to Mount Cardigan, and weather related events such as the spring floods and downed power lines during windstorms. There was general discussion whether negligent accident victims and search and rescue calls should be billable expenses.

Mark Simon requested a list of anticipated equipment needs for the fire department budget.

Emergency Management

William Bellion summarized his proposed budget for 2007.

William Bellion explained that the salary line item is for administrative meetings that he attends. His billable rate is \$15 per hour.

William Bellion explained that the emergency management line item includes funds for the installation of an antenna on the roof in order to enhance communication with the portable radios.

William Bellion noted that the dispatch service from Hanover has increased in cost for next year.

William Bellion also informed committee members that he is requesting funds in the town building budget for various service contracts for the venting system, the furnace, and the heaters. Funds will also be requested for garage door maintenance, station cleaning, and office furniture. William Bellion explained that the meeting room in the fire station is being used by more and more community groups each year and that a security system is needed to lock the garage.

FAST Squad

This agenda item was postponed until November 2nd.

Police Department

Committee members reviewed handouts regarding budgeted costs for vehicle replacement and tazers. Chief Frank summarized that the current Ford Expedition needs to be replaced. Chief Frank also explained that tazers offer a safer option and are a more convenient tool for police officers to apprehend non-complaint suspects.

Chief Frank explained how tazers work and offered to schedule a presentation by a Tazer representative. Chief Frank clarified that tazers would not impact the insurance coverage. Chief Frank explained that the each tazer has a chip that records the frequency of use.

Chief Frank clarified that there has been some negative press published regarding the effects of using tazers on drug users

Marty Pusey asked whether fewer tazers could be purchased and shared between the police officers. Chief Frank responded that the equipment lasts longer and is taken better care of when units are issued to individual officers. Chief Frank added that there is greater accountable if each officer has their own.

Chief Frank summarized that the salary line item includes on-call pay of \$2.75 per hour, salary raises, and holiday pay that was mistakenly omitted in previous years. Chief Frank noted that the department is receiving a record number of calls this year and that the number of arrests has increased.

Chief Frank explained that the chief's salary has not been negotiated yet and that the 2006 salary listed was Tim Cohen's. Chief Frank clarified that he as appointed as the "acting" chief and that he would need to be elected into the position in order to continue next year. There was clarification that the police chief position is not covered by the union contract.

Dana Hadley clarified that the union agreement for health insurance coverage was that the town would provide 100% coverage for a single plan and 95% coverage for a two-person or family plan.

Chief Frank noted that the overtime line item is \$1,500 over budget this year and that the officers are not claiming all of the hours spent working. Mark Simon commented that the actual hours worked should be tracked for future budgeting purposes.

Chief Frank explained that three new ballistic vests will be purchased next year per the union contract. There was general discussion that the ballistic vests have a five year shell life from the date of purchase and are guaranteed by the manufacturer. Chief Frank noted that he is pursuing a grant with matching funds for the purchase of ballistic vests.

There was general consensus that the costs for dispatch service and the prosecutor should not be included in the police budget.

Selectmen's Report

Robert Reagan reported that not much has changed since the Budget Committee met last time. Robert Reagan noted that the renovations at the town hall are progressing.

Mark Simon asked whether the Selectmen are reviewing current budgets with the department heads in order to assess current needs and shift funds, if needed. Robert Reagan responded that the Selectmen are meeting with six department heads at each meeting.

Jeff Majewski asked whether the shortage of gravel has been addressed. Dana Hadley responded that a \$25,000 purchase order was signed at the last Selectmen meeting. Robert Reagan added that a screen is being rented in order to utilize gravel available behind the transfer station.

Conservation Commission

This agenda item was postponed until November 2nd.

Future Meetings and Agendas

The next meeting is scheduled October 19th and the agenda will include 2007 budget proposals from the highway department, the Planning Board, the building inspector, and the cemetery, parks, and recreation personnel.

There was general discussion and consensus that the Treasurer, the Cemetery Trustees, and the Trustees of the Trust Fund should be invited to a future meeting if they have any input for the 2007 budget.

There was general discussion that invitation letters should be mailed to the various service organizations if donation requests for funding are to be considered by the Budget Committee. It was suggested that the service organizations should be prepared with statistical information as to the frequency and types of services provided to Canaan residents.

MOTION by Russell Lester and seconded by Jeff Majewski to adjourn the meeting at 9:08 P.M.

VOTE: Unanimous