



TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
BUDGET COMMITTEE
JOINT MEETING MINUTES
Monday, October 7, 2019
6:30 PM**

SELECTMEN PRESENT: Nancy Rollins (Chair), Janet Kidder, John Cannon

BUDGET COMMITTEE MEMBERS PRESENT: Rob Prohl (Chair), Joe Cardillo (Vice Chair), Suzanne Jesseman, Jerry Coogan, Chris Lorio, John Raby, Michael Williams, Mark Christensen

STAFF PRESENT: Kimberly Hallquist, Town Administrator; Wendy Johnson, Finance Officer

ALSO PRESENT:

Jay Lyon, Fire Chief

Bob Harrington, Public Works Director

Chair Rollins called the joint Selectmen and Budget Committee meeting to order at 6:30 PM.

FY2021 Budget Preparation: Capital Reserve Funds, Debt and Capital Improvement Program (CIP).

Finance Officer Wendy Johnson provided a list of Capital Reserve Funds that have been actively used in the past few years.

GIS - \$475 is remaining and the project is complete. Ms. Johnson recommends discontinuing this account.

Town Building Maintenance - Traditionally they have been putting \$50,000 in every year. There are no specified projects for the next few years. The fire department has a roof repair proposed for 2024. The selectmen are agents to expend this account so if repairs are needed for town buildings throughout the year, the Selectmen have access to this fund for those purposes. The proposal is to add \$50,000 in the next budget.

Computer Maintenance - This fund is used for computers and computer servers; there is currently \$18,000 in the account.

Master Plan – The projection is to add \$10,000 for the next two years. Current expenses that have been accumulated so far are \$13,878. The funds used so far were for the master plan survey and to pay for the help of the Town Planner, Adam Ricker. The master plan still needs to be written up and printed and this will require more of Mr. Ricker's time. There was \$50,000 allotted for 2022 but this will be removed as it shouldn't be necessary.

Municipal and Regional Transportation Fund - This fund is the \$5.00 per registration that is collected. It keeps accumulating and can be used towards any project related to transportation. At least \$20,000 gets added to this account each year. Previous projects utilizing these funds include sidewalks on Seamans and Parkside, and guardrails. It can be used for roads, bridges and sidewalks. Chair Rollins added that she is aware of several towns that use this towards senior transportation.

Energy Fund – This fund was established at the 2019 Town Meeting and \$30,000 was put in. Ms. Johnson did not get a request from the Energy Committee, so she did not add funds into the projection chart going forward as she is awaiting direction from the Selectmen and Budget Committee. Joe Cardillo thought it was the intent of the Energy Committee to make this an annual request. John Raby suggested increasing the amount by \$5,000 per year going forward. Chair Rollins would like to leave it at \$30,000 for now. Chair Prohl would like to see a plan and then they will be able to fund that plan accordingly.

Fire Vehicle Fund - \$130,000 is slated to be added in FY2020 and \$120,000 in FY2021. Then in FY2022 \$55,000 will be expended.

Town Vehicle and Repairs Fund - In past years, it was decided to fund this up to \$36,000. This is to have a fund for emergency repairs of town vehicles. The threshold of \$36,000 has been met so no new deposits are needed in FY2021.

Fire Breathing Apparatus - The plan is to contribute \$10,000 per year and then it goes up to \$13,000 to purchase self-contained breathing apparatus (SCBA) in 2027. These are air packs that the firefighters use when entering a building. Grant funds have been used in the past to purchase this equipment.

Fire Department - The plan is to contribute \$15,000 per year for mobile radios for a major purchase in 2025. This is for portables that the firefighters wear in order to communicate with dispatch. This purchase will leave this account with a deficit of \$18,000. Joe Cardillo asked why it wouldn't be funded so there wouldn't be a deficit. Fire Chief Jay Lyon responded that they have had to buy radios earlier than anticipated so moving forward they may not need to purchase as many radios as originally anticipated. They will have a better idea in the next few years as to what they will need.

Communication Equipment - \$34,000 is being contributed each year for potential replacement of dispatch equipment; the towns that get dispatching from New London contribute to this fund through the fees charged for dispatching.

Bridge Repairs - Currently \$122,000 is in the fund. At this time there is no projected activity; the current bridge projects were funded via borrowing.

Sidewalks - \$30,000 is added per year. Sidewalk work will potentially be done in this fiscal year. Public Works Director Bob Harrington will be meeting with an engineer from the State to find out what will be required to upgrade the sidewalks on state roads.

Highway Heavy Equipment - \$269,510 is added to this account each year. Mr. Harrington anticipates three expenditures in the coming year that include a dump truck, fuel pump and roller. The new fuel pump will have a key fob system that keeps track of the fuel being used and what truck it goes into. Currently staff filling vehicles (highway and fire department) record the gallons pumped onto a paper system. This system does not keep track of each vehicle and when the staff person forgets to make a note of the fuel taken, it is impossible to charge the fuel to the correct department

or vehicle. With regard to the dump truck, the life span of the trucks is 12-13 years and will all need to be replaced soon. All five trucks will need to be replaced and under the current plan they will be at a \$350,000 deficit. Chris Lorio suggested adding \$65,000/\$70,000 each year so there isn't a deficit in 2025. Chair Prohl asked Bob Harrington to provide a list of the vehicles, what year they were bought and an approximate replacement date.

Gravel Roads - \$100,000 will be added for the next several years until projects are finished. Sargent Road is scheduled for next year for \$66,000.

Transfer Station Improvements - This fund has \$50,000 in it and \$6,800 was spent on the transfer station study. There is no plan to add any more money at this point.

Sewer Lagoons - Currently this fund has \$12,000. All sewer lagoons are closed but there may be expenses related to the final testing of the last sewer lagoon. The last one wouldn't pass because there were areas where grass wasn't growing, and this was a concern to the State DES. Mr. Harrington feels that the remaining expenses will be minimal and can be handled from his operating budget. This fund may be closed.

Sewer Department - \$20,000 will be added but there are no projects scheduled until 2022.

Conservation Lane Acquisition Fund - The Conservation Commission would like \$50,000 in 2021. They would like to build up this account as land in New London is expensive.

Library Building and Maintenance - \$35,000 has been added each year. This year they will do repairs to the stack room and next year they plan to upgrade the kitchen and bathrooms.

Recreation and Facilities - There is \$38,000 in this fund and there are no plans to add to this or spend.

DEBT SERVICE

There are currently 8 outstanding loans:

Sunapee Wastewater Facility Upgrades – The tax base pays 1/3 of this loan and the sewer users pay the remaining 2/3.

Renovations to Highway Garage and Fire Station Bond - 2005

2011 Library Repairs Bond

2017 Pleasant Lake Dam Repairs, Buker Study and the remaining Sewer Lagoons, paving and sprinkler system - \$690,000

2016 Projects (First Sewer Lagoon, Brookside Drive Culvert, GIS Project and Salt Shed) - \$460,000

Outside Repairs to Academy Building - \$350,000

2019 Buker Building Renovations- \$600, 000

3 Bridge Repairs - \$750, 000

The library is proposing another loan this year for a sprinkler system.

Capital Improvement Program (CIP)

The Planning Board is working on preparation of the CIP; the plan is that they will take the current CIP and ask Department heads for any updates or changes.

IT WAS MOVED (John Raby) AND SECONDED (Rob Prohl) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting was adjourned at 7:18 PM.

Respectfully submitted,

Trina Dawson,

Recording Secretary
Town of New London