



TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
BUDGET COMMITTEE
JOINT MEETING MINUTES
Monday, November 4, 2019
6:30 PM**

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

BUDGET COMMITTEE MEMBERS PRESENT: Joe Cardillo (Vice Chair), Jerry Coogan, John Raby, Michael Williams, Chris Lorio

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

OTHERS PRESENT: Justin Garcia and Lyndsay Lund, Recreation Commission; Scott Blewitt, Recreation Director; Jay Lyon, Fire Chief; Linda Nicklos, Town Clerk/Tax Collector

Chair Rollins called the joint meeting to order at 6:30 PM.

FY2021 Budget Preparation: Town Clerk/Tax Collector and Recreation Department

Town Clerk

Linda Nicklos attended the meeting to present her budget recommendations. She provided a memo detailing the number of tasks performed in the office. The two items that she is asking an increase for are printers/toners and Supervisors of the Checklist stipend.

Ms. Nicklos explained that the toners her office currently use can handle about 20,000 transactions so they are expensive and can range up to \$400 for each toner. The new toners won't cover as many transactions and the cost is between \$300-\$350.00. The toner line item is now \$750.

The printers used in the office are for DMV transactions and vital records. The line item for office supplies is for two new printers. The printers currently being used were supplied to the town by the state DMV in 2008. Most of the town offices have been replacing their printers as DMV is no longer servicing them, most likely due to age, and no longer providing new printers. The printers were given to the town to do state transactions and although the printers are still working, Ms. Nicklos would like to be proactive and be prepared and have the money available for when they need to be replaced. Ms. Nicklos feels there are two options to consider: (1) the printers can be replaced or (2) we could choose to not do any state transactions. This would mean residents would have to go to Sunapee or another town. The approximate cost to replace two printers would be \$1,500.

Ms. Nicklos would also like to increase the stipend amount for Supervisors of the Checklist. There are three elected positions that serve a six-year term. Their duties include processing new

registrations, keeping checklists up to date, holding meetings with the public to change party designations and attending required election certifications. Ms. Nicklos would like to increase the stipend amount from \$400 to \$600 for each supervisor. This would be a \$600 increase in that line item.

Tax Collector

The biggest change in this area is that Linda Nicklos will step back into the role of tax collector. There are no budget changes.

Chair Rollins asked about office hours. It was suggested in a previous meeting that the office hours go back to Monday – Friday with Saturday hours as well. The office is currently not open on Friday's. Ms. Nicklos feels it is best for town residents if the office is open on two Saturdays a month so would like to compromise and do a half day on Friday. Being open on Saturdays is important for out of state residents. Her proposal would be to be open a half a day on Friday and keep the two Saturdays. Ms. Hallquist would prefer Monday- Friday from 8:00 – 4:00 since the citizen's know that the Selectmen's office is open during that time and there is confusion as to why both are not open; she agrees that Saturday hours are popular, and people have gotten used to them. Ms. Hallquist recommends going back to Monday-Friday 8:00-4:00 as it was for many years and keep the Saturday hours noting that now that there are two full-time people in the office, coverage for two Saturday mornings 9-11:30 can be arranged without overtime expense.

Selectman Kidder stated it was her understanding that when Ms. Nicklos resumed her position as tax collector that the office hours would be Monday through Friday, 8:00-4:00 and also two Saturdays a month. This was the agreement that was made. Ms. Nicklos disagreed and stated it was a discussion that they had but she has given it more thought. The tax collector portion of the job is not a big portion of the office so she felt they could negotiate doing a half day on Friday. Selectman Kidder does not feel a half a day on Friday is helpful to residents. She is not in favor of changing the hours in this way.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to approve the office hours to be Monday through Friday from 8:00 – 4:00, including two Saturdays a month. THE MOTION WAS APPROVED UNANIMOUSLY.

Recreation

Scott Blewitt, Recreation Director, attended the meeting to present his budget recommendations. He explained that since the last budget request, the Recreation Department has offered 109 regular programs as well as several special events. The budget presented represents a minimal increase.

Chris Lorio asked Mr. Blewitt how the lifeguard budget went last year. Mr. Blewitt responded that for the past two years they have ended with enough in the budget to start the next beach season. Lifeguards were paid \$11-\$12 per hour depending on experience. They were many lifeguards who returned from last year and it was a successful summer.

Mr. Blewitt distributed a memo on behalf of the Recreation Department that proposed that two budget line items be added for cleaning services. Last year the Recreation Commission hired a local company, Simply Clean out of Sunapee, to clean both beach bathrooms, 50 days out of the year between Memorial Day and slightly after Labor Day. This provided a professional cleaning for all

three bathrooms at each location. The Recreation Department staff also did daily tasks of sweeping as needed and general beach clean-up.

Mr. Blewitt encouraged the budget committee to add two new line items for Bucklin Beach cleaning services and Elkins Beach cleaning services for \$3,000 each for a total of \$6,000. This will provide 50 cleanings. Last year this was paid for out of the revolving fund. This year it will be a new line item for the budget.

Lyndsay Lund strongly advocates for this as it is for the public's health and safety and \$6,000 is a modest amount given the usage at these beaches. She feels Mr. Blewitt is being conservative and it should be cleaned more but this is a good place to start. Under ideal circumstances more should be appropriated for this. Every other town office is being professionally cleaned at a higher rate than the beach bathrooms and they don't see as much usage; she doesn't feel the taxpayers would dispute this. Ms. Lund stated we should research what the public health safety standard is and adhere to it. This should be looked as a town maintenance item rather than a Recreation Department line item. This should be considered an operational cost.

Chair Rollins stated that \$4,900 was used last year for cleaning out of the revolving fund. She stated that no one is arguing the necessity of having clean bathrooms. What should be discussed is source of funds. This would be a significant change if added to the operations budget. Selectman Kidder stated that the Recreation Commission discussed this and since every other town building has professional cleaning, that it should be part of the Recreation Department's budget and not come out of the revolving fund.

Mr. Blewitt distributed a handout that outlines the inventory of assets that are funded by the revolving fund. The revolving fund is used to acquire, maintain or replace all of these items.

Joe Cardillo agrees that the revolving fund should not be used for cleaning bathrooms. That was not what the revolving fund was set up for. If more cleaning is needed, Mr. Blewitt should provide a new number based on seven days a week. Mr. Blewitt will provide an updated amount to the Budget Committee.

Review Minutes from the October 21, 2019 meeting

IT WAS MOVED (John Raby) AND SECONDED (Jerry Coogan) to approve the minutes from the October 21, 2019 meeting. THE MOTION WAS APPROVED UNANIMOUSLY

The meeting adjourned at 7:12PM.

Respectfully submitted,

Trina Dawson,

Recording Secretary
Town of New London