

Town of Rye

Budget Committee- Work Session

November 16, 2017

(as amended and accepted at January 11, 2018 Budget Committee meeting)

Present from Budget Committee: Chair Jaci Grote, Selectmen Representative Phil Winslow, Mae Bradshaw, Ralph Hickson, Clerk Peter Crawford, Vice Chair Margaret Balboni, Ray Jarvis, Doug Abrams and Alternate Shawn Crapo for the Rye Beach Village District. Also present: Town Finance Director Cyndi Gillespie, Town Administrator Michael Magnant and department heads as indicated.

Chair Grote called the meeting to order at 8:30 am and led the Pledge of Allegiance

Peter Crawford began discussion about Shawn Crapo as representative for the Rye Beach Village District and offered a memorandum he wrote to the Committee.

Chair Grote asked Mr. Crawford to wait so she could bring everyone onto the same page. At the end of the last meeting it was requested that the Committee be allowed to see the letter from Attorney Donovan on his interpretation of the statute referring to alternates on Committees. The letter from attorney Donovan was sent to the Committee via email. Ms. Bradshaw asked that the meeting minutes from the Rye Village District be sent to the Committee. Chair Grote distributed the meeting minutes at this meeting,

Mr. Crawford summarized his 6 page memorandum as Chair Grote asked him to present the executive version Mr. Crawford made a motion to not seat Mr. Crapo as a representative. There was no second.

Shawn Crapo: The intent of the legislature is to have each town represented. Peter is trying to say that there is a double representation. I disagree.

Doug Abrams: Motion to accept Attorney Donovan's opinion and move on with the meeting. Seconded by Mae Bradshaw.

All voted in favor except Peter Crawford who voted against, and Shawn Crapo, who abstained.

4414-39 Mosquito Control – Tom Aspinwall

Budget amount \$85,395

The Department is looking for Tick Control as well as Mosquito Control. Looking to treat the trails in the Town Forest in the spring – application is \$380/treatment. Chair Grote confirmed that Conservation Commission is aware of this and is in touch with Mosquito Control.

Motion to recommend by Mr. Abrams, second from Mr. Winslow. All in favor.

4290-17 Emergency Management Chief Walsh

Budget amount \$11,500

The Rye Police Department budget is moving ahead with “public Eye”, software that coordinates town department during emergencies. Also looking for some Emergency Planning Zone grants and reimbursements. He did get approval for a grant and got half reimbursement from the grant. The emergency team led an evacuation drill at the schools and is looking at integrating town employees in an emergency situation.

Motion to recommend from Doug Abrams and seconded by Peter Crawford /Ralph Hickson. All in favor.

4210-15 Police Department

Budget amount \$1,410,332

The Police Department is challenged with preventing crimes. Drinking on the beach and house parties are only a small part of the challenges they face. There have been 22 DWI arrest so far this year.

Motion to recommend from Doug Abrams and seconded by Peter Crawford for discussion.

Peter Crawford: Do we have enough funding for gasoline? Expressed concern that with the gas pricing there may not be enough in the line item. The gas is budgeted at \$2/gallon and Chief Walsh is confident that the budget is adequate. Chief Walsh monitors it pretty regularly. If there is an issue it is brought to the town administrators immediately.

Mae Bradshaw: What do we use legal services for?

Chief Walsh: Prosecutors that are hired. He especially looks at right to know requests.

Ralph Hickson: How many officers do you have?

Chief Walsh: We have 10 full-time and 4 part-time filled.

Budget Committee voted to recommend.

4414-38 Animal Control

Budget amount: \$16,414

There have been 79 tickets issued for dogs-on-the-beach. Patrolling in town forests. Tickets are being issued for littering (not picking up dog waste) as well.

Motion to recommend by Mr. Hickson, seconded by Ms. Bradshaw, all in favor.

Fund 8 Parking Enforcement

Budget amount: \$35,782

This year we will be making some changes to the parking enforcement in that we are going to an electronic scheduling system. No mopeds to be replaced this year. Emails and written notification go out to the person ticketed. Ticket payments go to Fund 8 - \$41,720 accrued in this fund.

Motion to recommend by Doug Abrams, seconded by Phil Winslow – all voted in favor.

Fund 7 Outside Details This fund is money collected for outside details paid by a third party for the use of the police.

Budget line item for police department of \$75,00 for police time.

Motion to recommend by Doug Abrams, seconded by Phil – all voted in favor.

Fund 7 Capital Outlay Cruiser approval for purchasing new vehicle.

This fund 7 is also used for salaries for police used for this purpose and to purchase police cruisers. The cruisers are now SUVs and the new cruiser \$48,039 outfitted for police use.

One car is used 24/7 while the others are used during the shift. As they age, other departments such as fire, animal control, DPW and building inspector use old cars. This is a capital outlay request for \$48,039 for the new vehicle.

Motion to recommend by Mae Bradshaw and seconded by Doug Abrams – all voted in favor.

4902-68-735 Capital Outlay – Town-wide vehicle

Budget amount: \$24,000

Motion by Doug Abrams to recommend \$24,000, seconded by Ralph Hickson – all voted in favor except Peter Crawford who voted against.

4194-08 Public Safety Building

This line item is for \$60,525 and used to run and maintain the public safety building.

Motion to recommend by Mr. Abrams, seconded by Mr. Hickson – all in favor.

4215-19 Ambulance – Fire Chief Cotreau

This line item is for the costs associated with the ambulance including personnel and totals \$125,865.

New Ambulance is working out well. Ambulance revenue is up from last year and YTD \$208,823 has been billed. The Fire Chief stated that the radio system needs to be upgraded and they are considering what is needed.

Peter Crawford commented that all equipment needs to be reviewed and expense looked at.

Motion to recommend by Mr. Abrams, seconded by Shawn Crapo – all in favor.

4220-16 Fire Department Chief Cotreau

This line item is for \$1,406,344 and are the personnel costs related to the department.

Chief is looking to have a Strategic Plan consultant come in and assess our process and act as an independent voice – this line item is \$3300 and makes sure we are looking at major benchmarks in the community.

Sending staff to training in Maryland for a week's free training.

Motion to recommend by Doug Abrams and seconded by Mae Bradshaw – all in favor.

Fund 7 – Fire Department Capital Outlay

Budget amount: \$97,000

Motion to recommend by Doug Abrams and seconded by Ray Jarvis – all in favor except Peter Crawford.

Fund 7 – Fire Department outside details

\$2500 in capital outlay versus \$2500 in Fund 7.

Motion to recommend Peter Crawford, seconded by Phil Winslow – all in favor.

4902-68-728 Public Safety Building Capital Outlay

Budget amount: \$16,000

Motion to recommend by Mae Bradshaw and seconded by Phil Winslow – all in favor except Peter Crawford.

4520-52 Beach/Life Guard

Line item totals \$66,377 and includes a slight wages schedule increase of \$1000.

Motion to recommend Peter Crawford, seconded by Doug Abrams – all in favor.

Fund 7 Fire Department outside details

4194-02 Town Custodian - Dennis McCarthy

He has requested another full time person from BOS but was only able to get funding for a part time person. Issue is due to benefits that would be offered for full time. Dennis is reviewing his options.

The motion was to table this until we could discuss after review by Mae Bradshaw and seconded by Peter Crawford – all in favor.

4194-06 Public Works Building

This is the cost to only run the building and the highway garage and totals \$13,170.

Motion to recommend by Mae Bradshaw and seconded by Peter Crawford – all in favor.

4312-23 Public Works Personnel – Paul Paradis

This is the cost for DPW employee salaries and totals \$679,702. This is down from last year by \$35k due to the retirement of a top wage scale employee replaced by personnel at a lower pay scale.

Primex provides liability insurance.

Move to recommend by Mae Bradshaw and seconded by Phil Winslow – all in favor.

4312-24 Public Works Operation

This cost is to run the DPW and totals \$542,575 down from last year by \$5000 due to better control of salt and therefore less salt needed.

Motion to recommend by Doug Abrams, second by Ralph Hickson. All in favor.

4316-27 Street Lighting

Budget amount: \$10,000

Increase due to upgrade of lighting fixtures to LED. There are 9 fixtures for a one-time increase of \$4500.

Cost savings in question could be between 10 to 30%.

Motion to recommend by Doug Abrams with a second from Ralph Hickson – all in favor.

4323-33 Transfer Station Operations

This line item is related to salaries for the employees at the transfer station and totals \$230,248.

Motion to recommend Mae Bradshaw and seconded by Phil Winslow – all voted in favor.

4324-34 Solid Waste Disposal

This line item are the cost for the tipping fees and hauling of trash and totals \$185,000.

Motion to recommend by Doug Abrams and seconded by Shawn Crapo. All voted in favor.

4520-55 Land Management

Budget requested \$42,250

Up until now, this category was for landscaping contractors and other small items. Now an important component of this budget category is landfill monitoring, Cyndi Gillespie informed the Committee that the Parson Creek monitoring used to be funded from Fund 12. There are no longer enough funds to manage these costs from this fund as the monitoring sites grow in number. The costs associated with the Breakfast Hill monitoring are \$6500.

Mr. Crawford expressed concerns that the budget request may not be adequate to address the monitoring for the town. We should anticipate more monitoring in there. There are a lot of concerns about the water supply.

Motion by Doug Abrams to recommend \$42,250 for this budget. Second by Ralph Hickson. All voted in favor but Peter objects to it, and would like to send it back to the Selectmen and Ray Jarvis abstained.

Fund 12 Beach Cleaning

Half of the fees gathered from the beach permits are put into fund 12 for beach clean up including rental of the sand rake.

Phil Winslow made a motion to recommend the requested \$28,798 and Mae Bradshaw seconded the motion. All voted in favor. 4520-50 Recreation Department

\$273,854 requested for the budget to run this department.

The main difference between last year and this coming year is that the health insurance went down, heating fuel went down, and same with postage. What went up was salary 2% and retirement line that occurred in departments across the board. Property maintenance went up as we are looking at shopping it out. We have a ball field that needs to be repaired that was not taken care of last year. Turf management needs to be maintained. Little League should help with financial assistance for the maintenance of the field.

Discussion about shared responsibility and whether it will work or not. It is up to the Department Head how this will be managed.

A motion to recommend was made by Phil Winslow with a second from Mae Bradshaw. All voted in favor except Shawn Crapo and Doug Abrams who abstained.

4583-59 Patriotic Purposes

\$10,700 for flags, Fourth of July, Memorial Day etc.

Motion to recommend by Mr. Abrams with second from Ms. Bradshaw. All voted in favor.

Fund 9 Recreation Revolving Fund

There is \$373,444 in this fund collected from payment for recreational programs. This is the money used to pay the recreational programs, including the staff. There are two budget items requested.

The first is \$238,940 for the recreational programs and faculty. Motion to recommend by Doug Abrams with a second from Mae Bradshaw – all voted in favor.

Fund 9 Recreation Capital Outlay The second is a \$10,000 capital outlay to survey the Rec. department property and determine areas suitable for the location of buildings for this department. This is also to be taken from Fund 9 – capital outlay.

Motion to recommend from Shawn Crapo and a second from Phil Winslow. All voted in favor Fund 2 Sewer Fund

Budget amount: \$258,255

We are responsible for 4% annually of our portion of the Hampton Waste Water Plant. This is for wastewater treatment upgrades. This will impact the end user who has a sewer bill. Estimated impact is about \$50,000 a year and would be about \$100 per year for our end users. Motion to recommend this by Doug Abrams with a second from Mae Bradshaw. All voted in favor.

4240-18 Building Inspector - Peter Rowell

Budget amount: \$253,080

\$209,000 in permit fees has been collected so far this year, which usually covers their budget. The staff consists of two full time building inspectors until July first. Then it will be one full time and one part time person. The new person is already on board. He is doing very well.

Motion to recommend Ralph Hickson with a second from Mae Bradshaw. All voted in favor.

4191-10 Board of Adjustment - Kim Reed

Budget amount: \$13,270

Costs associated with the BOA such as contracted services and postings.

Motion to recommend by Phil Winslow with a second from Ray Jarvis. All voted in favor

4191-11 Planning Board - Kim Reed

\$148,953 requested

This Department has consistently been under budget. This year I have had legal fees that have put my budget over this year. A request is made for increase in the line item for professional training and legal fees.

Motion to recommend from Doug Abrams and a second from Ralph Hickson. All voted in favor.

Break for Lunch Resume at 1:30 pm

4611-53 Conservation Commission Jaci Grote

Budget request: \$90,000

Conservation requests a budget equal to years past. A considerable portion of land management is going to surveying to determine the proper boundaries for town owned land. A forester was hired to address

ecological management of the Town Forest. We are establishing more paths in conservation land and will hold events to acquaint Rye residents with these properties.

Grant funds and Bond funds are also being looked at whenever land is acquired. Bond funds are costly and expensive to obtain so we are prudent in how this is managed.

Motion to recommend by Doug Abrams with a second from Shawn Crapo. All voted in favor except Jaci Grote who abstained.

4550-58 Library

Budget was not approved by the Selectmen and was not presented at this meeting

4140-13 Town Clerk – Donna DeCotis

\$7,400 requested for purchase of dog tags and vital record fees.

Motion to approve by Mae Bradshaw with a second from Doug Abrams. All voted in favor.

4150-14 Tax Collector

Budget request: \$227,653

Budget similar to years past and covers cost of department salaries, benefits, software licensing, and postage (this is for absentee ballots)

Motion to approve by Doug Abrams with a second from Shawn Crapo. All voted in favor.

4140-03 Elections

Budget request: \$23,295

This is the cost to hold three elections in 2018 in the Town.

Motion to recommend from Doug Abrams with a second from Mae Bradshaw. All voted in favor. 4620-46 Energy Committee

Budget request: \$600

The Committee submitted a report with 2017 accomplishments and goals for 2018. This year Energize 360 was the main activity.

Recommend to approve from Mae Bradshaw with a second from Phil Winslow. All voted in favor.

4590-57 Heritage Commission – Mae Bradshaw

\$4100 for contracted services, Memorial Day ceremony, postage for programs

Motion to recommend by Shawn Crapo with a second from Phil Winslow. All in favor except for Mae Bradshaw who abstained.

4589-54 Historic District Comm. – Mae Bradshaw

Budget request: \$1000

Same budget as last year. We are going to quarterly meetings.

Recommend to approve motion by Shawn Crapo with a second from Phil Winslow. All in favor except Mae Bradshaw who abstained.

4130-01 Executive Office

\$229,170 budget request

This line item is the total cost to salaries, and benefits to run the executive office for the Town. Also included are printing costs, postage, training, membership dues, advertising and notices.

This line item is similar to last year.

Motion to approve from Mae Bradshaw with a second from Phil Winslow. All voted in favor.

4150-20 Assessing Office

Budget request: \$169,670

Costs associated with property assessment.

Motion to approve from Ralph Hickson with a second from Phil Winslow. All voted infavor.

4150-21 Finance Office

\$186,367

Costs associated with the finance office for the Town including auditing services (\$30,000). This line item similar to last year.

Motion to recommend from Mr. Abrams with a second from Mr. Hickson. All voted in favor.

4153-04 Legal

Budget request: \$108,000

In 2016 a settlement brought this figure to \$202k and this year a budget request is being made for \$108,000 as compared to \$109,000 for last year.

Motion to recommend made by Doug Abrams and a second from Ray Jarvis. All in favor except for Mr. Crawford who opposes stating he does not believe the Town is well served by current counsel.

4194-07 Town Hall Bldg.

Budget request: \$21,260

Heating, electricity and maintenance costs for the Town Hall.

Recommendation to approve by Doug Abrams with a second from Ralph Hickson. Mae and Peter are opposed. All others voted in favor.

4195-25 Cemetery

Budget request: \$115,006

This is a slight increase of \$7000 because seasonal wages have increased. We hired a new person to utilize for leaf clean up and miscellaneous.

A question was asked if this Department has a reserve or a trust fund. Ms. Gillespie confirmed that they have a trust fund.

Motion to approve from Doug Abrams with a second from Mae Bradshaw. All voted in favor.

4196-12 Insurance

\$165,027 down from \$194,663 budgeted last year.

This includes the cost workmen's compensation insurance.

We no longer reimburse employees for their deductible resulting in the drop for this budget item.

Motion to approve from Mae Bradshaw with a second from Shawn Crapo. All voted in favor.

4197-22 - Regional Agencies

Budget request: \$56,371

This is a line item carefully monitored by the Executive Office and are donations made to agencies that serve residents in Rye such as Meals on Wheels, Seacoast Visiting Nurses, Families First and American Red Cross. A notebook is kept with the requests from these agencies as well as back up information to confirm that they serve Rye.

Motion to Recommend from Peter Crawford with a second from Ray Jarvis. All voted in favor.

4199-26 General Government

Budget request: \$71,700

Catch all category for specific items such as the newsletter, town report, town maps, internet/website services, information systems management.

Motion to recommend by Mae Bradshaw and second from Ray Jarvis. All in favor.

4411-37 Health Officer

Budget request: \$5,485

Cost budgeted for a stipend for health officer for the Town.

Motion to recommend by Peter Crawford and a second from Doug Abrams. All voted in favor.

4442-44 Direct Assistance

Budget request: \$40,000

Motion to recommend from Doug Abrams and second from Phil Winslow. All in favor.

Fund 5 Parsonage Fund

Rents and costs associated with the Parsonage Building. YTD the revenue collected is \$11,771.69.

There is a budgeted request for maintenance of \$11,917. 100% of the fees collected go into maintaining the building.

Motion to recommend from Mr. Abrams with a second from Mr. Crapo. All voted in favor.

4711-67, 4721-67, 4723-67 & 4790-67 Debt Service

Budget request: \$367,396

These are payments for 6 outstanding bonds for acquisitions made of conservation land. Two of these bonds will be paid off by the end of the year.

Motion to approve Phil Winslow with a second from Mae Bradshaw. All voted in favor.

Revenue

Review of revenues. Vehicle registrations, building permits, and recycling numbers are up.

This is strictly informational. This does not have to be approved.

The Chair and Committee thanked Cindy for being well prepared.

Next meeting on December 13th and 14th.

Peter will send out a reminder for the meeting agenda.

Motion to Adjourn

All in favor for adjournment. Meeting adjourned at 2:59 p.m.