

Budget Committee
September 20th 2017
7:00PM
Town Office/Police Station Conference Room
Approved: September 27th, 2017

Budget Committee Members: Judy Brotman, Chair, Susan J. MacKenzie, Erik Colberg, Greg Lange, Richard Jones, Charles Ragan, Cybele Merrick and Wilkes McClave.
Absent: Elizabeth Glenshaw, Scott May, Eric Furstenberg.

Select Board member Bradford Keith. Administrative Assistant Dina Cutting.

Town department representatives: Fire Chief Michael Mundy, Fire Captain Aaron Rich; Emergency Management Director, Margaret Caudill-Slosberg; Planning & Zoning Administrator David Robbins; Road Agent Steven Williams; Transfer Station Supervisor Matthew Thebodo; Library Trustee Patty Hudson and Librarian Judy Russell.

The meeting was called to order at 7:01 PM by Chair Brotman.

1. The minutes for the following meetings were reviewed:
 - Jones moved to approve the minutes of February 8, 2017 Public Hearing. Seconded by Ragan. Voted unanimously in favor.
 - McClave moved to approve the minutes of September 13, 2017 meeting. Seconded by Merrick. Voted unanimously in favor.
2. Brotman reviewed the schedule of budget presentations. Police department will be at next week's meeting. On October 4th the Budget Committee will work to put the Town budget together.
3. Fire:
 - a. Mundy reviewed the operating budget for 2017 and stated they were on target. He will be requesting the same amount for the 2018 operation budget.
 - b. Mundy and Rich reviewed the following topics-
 - SCBA packs: 10 packs were purchased (at approximately \$6,200 each) using the Fire Fighters Safety Equipment capital reserve fund. This purchase nearly depleted the fund, so it will need to be built back up in the coming years.
 - Radios: a donation of a transmitter was received, which will help increase the radio coverage throughout the Town. 20% of the town was a dead zone - this new equipment will change that to about 2%. 6 new radios will also be purchased with this donation.
 - Fire Station: The present station is not structurally sound and needs to be replaced. There are safety concerns, deficiencies and aging mechanical equipment. Mundy, Rich, MacKenzie and Tim Estes met to review the need for a new station. The Fire Department will be looking for grants and donations to help fund a new station in the coming years. The estimated cost of a 4,500 sq. ft. building would be \$812,250 (@ \$125.00 per sq. ft.). Planning for a new fire station is in the very early stages of development. The group needs to be able to sit with an architect to discuss the various uses of the building, and begin the

design phase before any firm numbers can be considered. Additional funding will need to be deposited into the Public Works Capital Reserve Fund.

- Truck replacement: The Fire Department is hoping to replace Engine #1 with a 4-wheel drive truck. The estimated price for a 4-wheel drive fire truck is \$507,000 and would be purchased using funds from the Capital Reserve Fund. This would be a safer truck for all to drive, and would hold the equipment presently housed in the Fast Squad vehicle. The new replacement Fast Squad vehicle would be a Suburban-type vehicle that would be more responsive to the needs of the Fast Squad, as well as less expensive than a straight replacement of the present vehicle.
4. Emergency Management:
- a. Margaret Caudill-Slosberg reviewed the \$2,773 proposed budget for the Emergency Operation Center (see breakdown in the handout attached). All requested items in the budget are needed for the emergency management center.
 - b. A new trailer will be purchased in 2017 with a grant.
 - c. The FEMA funds for the July 1, 2017 storm are on hold at the present time due to the disasters in Texas and Florida.
5. Highway:
- a. Williams reviewed the 2017 budget to date.
 - b. The following requests are for the proposed 2018 budget -
 - Increase winter sand. The stock pile has been depleted. It is more effective if this pile is replenished during the summer months and not at winter time when it is higher priced and in higher demand.
 - The use of calcium chloride was discussed.
 - Upper Valley Lake Sunapee culvert inventory- This group will do an inventory of all Town culverts. The cost of this will be roughly \$20,000. There is a state grant for 50% of the cost. The town has 440 to 450 culverts. This inventory can also be beneficial to Emergency Management, Fire, and Police, and will be an asset in any future emergencies by locating and mapping all culverts.
 - Capital Reserve Fund for heavy equipment was reviewed and discussed.
 - Williams would like to consider moving up the replacement of the loader to 2018 and waiting on replacing the backhoe. The loader need \$7,000 worth of tires and Williams believe it would be more beneficial to replace this piece of equipment before the backhoe. The backhoe is in good shape and does not have many hours on it.
 - Williams would like the Budget Committee to consider adding a small excavator to the CRF. An excavator would be \$180,000 to \$200,000. An excavator would make culvert repairs more efficient and cost effective. The town would not need to rent one and/or hire a sub-contractor to do this work - these are all money saving items.
 - Williams would like the Budget Committee to consider replacing the next big truck with a 10-wheeler. They are no wider than the trucks we have now, and are more suited to the work requirements.
 - The replacement schedule of trucks needs to be changed. A 12-year replacement plan is too long. It would be more cost-effective to replace the big trucks every 10 years (or sooner). Once the trucks hit the 10-year

mark, the cost of repairs start adding up. Williams has the repairs documented.

- Wish list items-
 - Need a space for storage of material, stumps, road side debris etc.
 - Employee wages: Williams noted that the pay rates for Lyme Highway are low compared to Hanover and Lebanon. We will not draw experienced candidates and or keep them if the Town does not get the wages up for the highway department. The town has been trying to fill a full-time position for over a year.
 - Chipper- The present one is not safe and does not work on anything large.
 - Trailer- estimated \$20,000 cost. This will allow the town to move machinery around when they need it and will save in contracted out hauling costs.
 - Communications- A repeater needs to be installed. Truck radios have dead areas around town - similar to Fire, with about 20% of the town a dead zone.
 - Street signs need to be replaced with the state required 911 color and type.
 - New pellet boiler-The present ones are outdated, there is no one qualified to work on them when they need repairing and parts are hard to find. New pellet boilers run more efficiently and require much less time to clean and maintain.
 - Pole Barn- for equipment storage.
 - Future plans: Asphalt emulsion, extensive roadside brush cutting, and culvert replacements, finish Goose Pond Road and finish River Road projects.

Williams noted that personnel wages were what he would recommend at the top of the priority list.

1. Transfer station:

- a. Thebodo reviewed the following items and wish list ideas:
 - Thebodo reviewed the present system.
 - The Transfer Station will be discontinuing the green bags. All waste will be paid for by using a GREEN punch card.
 - A new snow blower is needed
 - The compactor shed needs to be replaced.
 - New stairs for the C & D bins are needed.
- b. Wish list items-
 - Thebodo would like to start a propane storage area. We want to try and take everything we can, this way it does not end up being dumped on the side of the roads.
 - All bins need to be covered. When paper and cardboard get wet the town is paying for the weight of the water to have this dumped.
 - This transfer station is considered a temporary facility. The Town needs to think about a new facility that will meet the needs of the Town and state regulations. This area has been temporary for over 10 years now. There is a lack of space, this makes many safety concerns. The interference with the highway crew when there is a storm is unsafe and detrimental to all. The

Town cannot improve and/or increase recycling at the present temporary location.

- It is a challenge to find employees who can work Wednesday afternoon and Sunday morning for only a few hours each day. There is a need to think about this and come up with ideas to help the operation.
6. Planning and Zoning:
- a. Robbins reviewed his present position and responsibilities.
 - b. Robbins reviewed the proposed 2018 budget requests-
 - The operating budget request is the same as 2017 with a proposed 5% salary increase
 - c. Wish list items-
 - New plotter with scanner. This item will give the Town the ability to scan maps and septic plans, which will be beneficial to the historical information/records we try to keep on file. Prices range from \$5,500 to \$18,000
 - New phone system, - the present one is at capacity.
7. Library:
- a. Russell reviewed the proposed 2018 budget for the Library with a 2.2 % overall increase. (see details in the attachment)
 - Personnel- part-time, no benefits.
 - Reviewed the increase in the Libraries use. Over 25,000 items per year, this is a big number for such a small Library.
 - The Trustees will be looking at holding a major fundraising campaign for Capital costs involving building repairs and maintenance.
 - Revenues were reviewed.
 - Friends of the Lyme Library and how they provide support to the Library was reviewed.
 - Volunteers contribute over 2,000 hours of labor top the Library yearly.
 - b. Wish list items-
 - Add another part-time position.
 - Increase the collections- The Library relies on Blisters for books to increase collections. Blisters funding has been dropping over the past few years.
 - More space, especially “maker space” for family nights and programs. \$10,000 to get these programs going.
 - More staff development funding.
 - Increase adult programs.
 - The total wish list for the Library would take \$25,000 to fund.
8. The Budget committee thanked all the departments for coming and sharing this valuable information with them.
9. At 9:50 PM Mr. Jones moved to adjourn. Seconded by Ms. Merrick. Voted unanimously in favor.

Sincerely,

Dina Cutting

