

1 CONWAY MUNICIPAL BUDGET COMMITTEE

2 Monday, February 1, 2021

3 Professional Development Center

4 Kennett Middle School, Conway, NH

5
6 Chairman Jim LeFebvre called the meeting to order at 6:30 PM. The following Budget Committee
7 members were present: Vice Chair, Peter Donohoe; Mike Laracy, John Colbath, Erik Dziedzic,
8 John Edgerton, Bob Drinkall, Diane Ryan, Dave Jensen, Ellin Leonard, and Frank Jost. Also
9 present, Lisa Towle, Recording Secretary.

10
11 Excused: Bill Aughton and Mike Fougere

12 Unexcused: Eric Corbett and Sarah Frechette

13 **Mr. Laracy** led the Committee in the Pledge of Allegiance.

14 APPROVAL OF OUTSTANDING MINUTES:

15 **Mr. Edgerton moved, seconded by Ms. Leonard to approve the January 21, 2021 minutes**
16 **as written. Motion Carries. (11-0-0).**

17
18 CHILDREN UNLIMITED PRESENTATION:

19 Barbara Campbell, Treasurer

20 ➤ Requesting level funding in the amount of \$14,000.

21 ➤ The State funding was decreased by \$27,000.

22 ➤ 51 Conway families were served by the Resource Center this year.

23 Questions:

24 ♦ **Chair LeFebvre** inquired of the \$60,000 grant funds. **Ms. Campbell** explained the \$60,000
25 is spread out over 3-years and its services all of the Children Unlimited programs. The
26 Family Resource Center only receives \$5,000 per year for the next 3-years.

27 ♦ **Mr. Drinkhall** questioned if the monies request coincides with the 21% of Conway clients.
28 **Ms. Campbell** advised the monies requested is higher than 21%; however, she will provide
29 additional information.

30 ♦ **Mr. Drinkhall** clarified the program receives a tax abatement. **Ms. Campbell** confirmed
31 they do.

32 ♦ **Mr. Colbath** commented on the benefit of Children Unlimited services to the community.

33 ♦ **Chair LeFebvre** inquired if monies are requested from the county. **Ms. Campbell** advised
34 she believed so but would confirm and get back to the committee.

35
36 TOWN PRESENTATION:

37 **Mr. DegliAngeli, Town Engineer and Assistant Town Manager:**

38 **A. Government Buildings:**

39 ➤ The budget increased because of the new town hall and continuing to carry the old town hall,
40 which is partially rented to Valley Vision.

41 Questions:

42 ♦ **Mr. Drinkhall** inquired if the teller portion was to remain intact as part of the lease
43 agreement. **Mr. DegliAngeli** noted the lease was not specific. However, the need for
44 renovations has allowed the teller space to built to provide service for decades. Additionally,

45 an ADA compliant restroom was added to the main floor. **Mr. Drinkhall** inquired if the
46 teller area was to remain as is, shouldn't the bank share in the cost to rebuild it? **Mr.**
47 **DegliAngeli** noted he will defer the question to Mr. Holmes.

- 48 ♦ **Mr. Drinkhall** asked for clarification on the need for a new security system. **Mr.**
49 **DegliAngeli** explained the company that serviced the BNH left the cameras but removed the
50 operating system. The company has been contacted and they do not wish to continue to
51 service the building. Additionally, the fire alarm system did not meet code and will cost
52 \$26,000 to bring the system into compliance.
- 53 ♦ **Mr. Drinkhall** inquired how much over budget the "problems" will cost the taxpayers. **Mr.**
54 **DegliAngeli** advised there is a warrant article that addresses the additional amount, and the
55 overall renovation cost is \$300,000; however, a new building would have cost \$8 million.

56
57 **B. Highway and Solid Waste:**

- 58 ➤ The DPW was reorganized, which his reflected in the highway and solid waste budgets. **Mr.**
59 **DegliAngeli** was the Director of Public Works a position that Andrew Smith the previous
60 foreman of the highway department was promoted to. There is one less foreman position in
61 the landfill and a new employee will come in at lower pay.
- 62 ➤ The solid waste budget is 3% less than last years budget.
- 63 ➤ In the maintenance for leased town facilities the \$100,000 is the additional amount requested
64 for the renovations at the new town hall. \$50,000 is for air conditioning in the gymnasium at
65 the Rec Center. The \$5,000 is for the garage on Pine Street that presently and into the future
66 is used to store the sidewalk equipment.

67 ➤ Questions:

- 68
- 69 ♦ **Mr. Laracy** inquired if there will be a reduction in the salt budget. **Mr. DegliAngeli** advised
70 the budget related to snow (salt, OT, fuel, & hired equipment) will be adjusted during the
71 deliberative session if necessary.
- 72 ♦ **Mr. Donohoe** asked for clarification on the highway inventory expenditure. **Mr.**
73 **DegliAngeli** explained that line item is used by the mechanics garage for all parts purchased
74 to service vehicles and equipment for the town entities, which gets transferred to the
75 appropriate department upon completion of the service. In the future, with new finance
76 software the mechanics garage and this line item will have their own budget. **Ms. Golding**
77 advised the current amount for that line item is \$12,338 and December expenses must be
78 invoiced out.
- 79 ♦ **Mr. Donohoe** inquired why solid waste admin salaries decreased yet the benefits increased.
80 **Mr. DegliAngeli** noted the admin salary is the Director of Public Works salary portioned out.
81 The increase in benefits is related to a change in premiums and employees going from a 1
82 person to family plan, due to a senior employee retiring. **Ms. Golding** confirmed the
83 insurance premium increased by 8.7%. **Mr. Jensen** noted **Mr. DegliAngeli's** salary used to
84 be spread out among the departments and is now all in the executive budget.

85
86 **C. Capital Reserve Funds:**

- 87 ➤ **Mr. DegliAngeli** answered questions related to the Capital Reserve Funds.
- 88 ➤ The Phase IV Expansion fund was impacted by zero funding last year. The town is obligated
89 by the State to provide updated financial assurance. The current request is based on the
90 estimated present value and future worth. Conway is 1 of 3 municipally owned and operated
91 sanitary landfills in NH.

- 92 ➤ The large ticket item in the Maintenance of Town Buildings and Facilities is for the garage
93 expansion, which has been bumped for 4 years. The department has outgrown the existing
94 space; therefore, the proposal is to add 4 bays to the existing garage. Last year, existing
95 funds were used to renovate the existing office, restroom, and break room.
96 Questions:
- 97 ♦ **Chair LeFebvre** asked for information on the Birch Hill project. **Mr. DegliAngeli** advised
98 Old Ski Hill Road is being reconstructed, which has not been done since the town took
99 ownership.
- 100 ♦ **Mr. Donohoe** asked for information on the Thompson Road project. **Mr. DegliAngeli**
101 advised the culvert, which has been red listed for 3 decades, is being replaced with a 12ft
102 span bridge due to changes in the rules.
- 103 ♦ **Mr. Donohoe** asked for clarification on how the spending request is arrived at. **Mr.**
104 **DegliAngeli** explained after the design is complete, they develop an engineer estimated
105 probable cost based on unit pricing. The actual cost will be known once bids are received for
106 the project.
- 107 ♦ **Mr. Donohoe** inquired of the impact on the Highway Equipment Replacement fund as it was
108 not funded last year. **Mr. DegliAngeli** explained one effect was the need to do a lease
109 program for a wheeler. The second effect was not having funds available in case of an
110 emergency. **Mr. Donohoe** inquired if the request for funding that account would increase.
111 **Mr. DegliAngeli** advised it would not.
- 112 ♦ **Mr. Drinkhall** asked for clarification on the purchase of a new snow blower as the
113 spreadsheet indicates it was purchased in 1978. **Mr. DegliAngeli** advised the spreadsheet is
114 incorrect as 1978 is the model year not the purchase year.
- 115 ♦ **Chair LeFebvre** inquired if recycling impacted the anticipated expansion. **Mr. DegliAngeli**
116 noted the volume of trash is up and recycling is down, due to markets being closed.
117 However, with the markets starting to reopen it is too soon to determine the full impact.
- 118 ♦ **Mr. Donohoe** inquired of the year and cost for the Phase III expansion. **Mr. DegliAngeli**
119 advised the expansion was done in 2013 at an estimated cost of \$1.6 million.
- 120 ♦ **Chair LeFebvre** inquired if the current town hall will continue to be utilized and require
121 maintenance as no figures are presented. **Mr. DegliAngeli** advised it will; however, there are
122 no anticipated capital improvement projects planned.
- 123 ♦ **Mr. Donohoe** asked for clarification on the \$50,000 for irrigation at the old Rec Center. **Mr.**
124 **DegliAngeli** advised the expense is for a community garden at the request of the Marshalls,
125 who will also reimburse that expense upon completion.
- 126 ♦ **Mr. Donohoe** inquired if the town was eligible for reimbursement through Eversource for
127 renovations at the new town hall. **Mr. DegliAngeli** advised last year Eversource ran out of
128 funds; however, the town has applied again this year. Further, noting the town clerk area will
129 have LED lighting.
- 130
- 131 D. Town Default Budget:
- 132 ➤ **Mr. Jensen** summarized the process of the Default Budget Committee who assisted the town
133 in calculating and establishing the default budget. The rules that were applied are as
134 follows; any contracted expenses stay in the default budget and all budget lines that are equal
135 to the prior year's budget except for one-time expenses and changes in positions and benefits.
136 The default budget is \$11,880,363 which is \$285,000 or 2.42% less than the proposed 2021
137 proposed budget.

138 Questions:

139 ♦ **Mr. Colbath** inquired if the DRA has to approve the default budget. **Chair LeFebvre**
140 advised the DRA will review the process.

141

142 E. Town Warrant Articles:

143 ➤ **Mr. DegliAngeli** reviewed the proposed warrant articles and answered questions.

144 ➤ The maintenance of leased buildings and facilities should be \$150,000 rather than \$155,000.

145 ➤ Short-term rental related warrant articles, the public is encouraged to read and understand
146 them. Under Conway's current zoning short-term rentals are not permitted unless the
147 building is owner occupied.

148 ➤ The noise ordinance article is associated with the short-term rental matter. The template for
149 the ordinance came from the Town of Durham.

150 ➤ **Mr. Colbath** elaborated on the process and information that was considered by the Planning
151 Board and Select Board who both approved the articles.

152 ➤ The broadband matter has 2 articles related to it.

153 Questions:

154 ♦ **Mr. Drinkhall** asked for clarity on short-term rentals in residential areas. **Mr. Colbath**
155 advised that was the position in the past, however, after having time to research the position
156 has changed it will now go before the voters. **Mr. Drinkhall** expressed frustration over the
157 length of time to get this issue before the voters and disapproval of short-term rentals in
158 residential areas. **Mr. Colbath** explained in Conway there are approximately 600 illicit short-
159 term rentals in residential areas that the town has no authority to regulate. If the article does
160 not pass the town will issue cease and desist letters, which could result in costly litigation.

161 ♦ **Mr. Drinkhall** inquired of the prohibited noise between the hours of 10:00 PM and 6:00
162 AM. **Mr. Colbath** clarified this is not meant to prohibit business from conducting normal
163 business so long it did not surpass the sound decibels.

164

165 OLD BUSINESS:

166 There is information pending from the school district, if there is information you are waiting for
167 please send an email to Chair LeFebvre and he will communicate with Superintendent Richard to
168 obtain the requested information.

169

170 NEW BUSINESS:

171 **Chair LeFebvre** noted there is a member of the committee who is not in compliance with the
172 new policies, and he will be addressing the matter in the coming week.

173

174 PUBLIC /MEDIA QUESTIONS AND COMMENTS: None

175

176 ADJOURN:

177 **Mr. Drinkhall moved, seconded by Mr. Donohoe to adjourn the meeting at 8:02 PM.**

178

179 Respectfully Submitted,

180 *Lisa E. Towle,*

181 Recording Secretary