

TOWN OF DERRY

**Town Council
Derry Municipal Center**

**April 25 2017
Tuesday - 6:30 PM**

6:30 PM Call to order

Pledge of Allegiance, warning of fire exits, handicap access, & turn off all cell phones

Roll Call: Councilors Chirichiello, Foote, Tripp, Wetherbee, Katsakiores, Morgan and Chairman Bourdon

Present: TA David Caron, Town Clerk Daniel Healey, CFO Susan Hickey

BUDGET WORKSHOP

Review Flagged Items from Previous Budget Workshops – Read by Town Administrator David Caron

Transfer Station

Recycling – Construction/Debris: Rate system for residents versus non-residents.

The Town has the capacity to implement a two-tier fee system between residents and non-residents. The proposed rate adjustment to \$0.09/lb. is market competitive.

Code Enforcement

Building permit revenue: Review amount currently being proposed.

Looking at anticipated projects, staff feels comfortable increasing this line item by \$50,000 for FY18.

Recreation

Security Cameras: What is the cost for security cameras at Hood Park.

There are cameras at Don Ball Park and Alexander-Carr Park. The council would like more information on the cost to install cameras at Hood Park. It would be cheaper if Wi-Fi cameras were available where the park is so close to the municipal center. Without Wi-Fi the estimated cost would be \$20,000.

Elections

Ballot Boxes: What is the cost to purchase or rent additional ballot boxes.

The town's vendor has additional ballot boxes for rental at \$1,000 per election.

Community Development

Marketing: Discussion regarding marketing methods.

This is the first year for this department so it is anticipated that funds will be moved along all line items to yield the greatest return on the town's investment. Councilor Wetherbee would like to see a little more money put into the Community Development budget. Councilor Morgan would like to see the

department get established a little first and come back to the council if they need money for anything.

Human Services

HS Payments: Visit the original department request for human service direct payments that was removed.

The Town is required by law to meet the needs of those is assistance, regardless of the amount appropriated and the town is comfortable with the \$86,000 appropriated. The town council would like a future workshop to further discuss welfare liens. There are many factors to consider and a workshop would be beneficial.

Assessing

Overtime, Training: Discussion regarding these line items.

The overtime for the assessing department is for the two full time support positions and not for the contracted workers.

Planning

Salaries: Discussion regarding increase for Planning Secretary.

These situations are by Charter, the responsibility of the Town Administrator and no immediate adjustment is warranted.

Cable

Salaries, Equipment, School Payment: Discussion via a workshop to discuss future goals of the department.

Staff has begun the process of reviewing similar positions, identifying major issues and items of concern and looking at staffing and consulting models which would best address immediate issues and long-term best practices moving forward. Councilor Morgan would like to have a workshop to further discuss the Cable budget. It will take approximately 4-6 weeks to gather more information.

Fire (Prevention & Emergency Services)

Capital and Debt: Reduce Forestry and related capital reserve, adjust debt service and capital reserve on vehicles not being purchased in FY18.

Total appropriations are \$10,810,222. Total revenues are \$2,218,674. Both appropriations and revenues are being adjusted downward by \$78,975 in capital expenses, capital reserves and debt service. Net impact on the budget is \$0.

Planning Director George Sioras discussed the Master Plan.

It would take approximately 18 months to 1.5/2years to update the plan.

Councilor Tripp would like to see a few items taken off the list that the town does not need and would like the list prioritized. Councilor Chirichiello said that it is a public driven document, it is time consuming to create a new Master Plan and it is a big project. The councilors questioned the \$75,000 cost to create a new Master Plan.

Review Expendable Maintenance Trust - Presented by Town Administrator David Caron
The Expendable Maintenance Trust is for repairs around the Municipal Center and other town owned property. These items were moved from individual budgets to the trust.

FIRE	
Central Station Fire Station – HVAC	\$15,000
Island Pond HVAC Upgrade	\$20,000
Hampstead Road Bathroom Remodel (3)	\$24,000
DMC	
Resurface Employee Parking Lot	\$30,000
Carpet Replacement – 3 rd Floor Meeting Room	\$15,000
Upgrade Security Cameras	\$25,431
DPW	
Cemetery Road Resurfacing	\$25,000
DPL	
Miscellaneous Repairs	\$76,300
Total EMTF – FY18	\$230,731

Director of Public Works Mike Fowler answered questions on the Expendable Maintenance Trust. The carpet in the 3rd floor meeting room is 16 years old. Select roads in the cemetery were last paved 6 years ago and this line item has been proposed in the budget for the past 3 years. The Fire Department bathrooms were last updated in 1993 and 2001 and are in serious need of remodel. The council would like pictures so the public has a better idea of the repairs needed. Councilor Bourdon would like the list prioritized if possible.

Councilor Morgan moves to appropriate \$230,731 for the Expendable Maintenance Trust, seconded by Councilor Katsakiores
Roll Call Vote: 6-1-0 (Councilor Bourdon)

Review Capital Improvement Plan

Councilor Chirichiello would like to see the minutes from the Planning Board to see their concerns. Councilor Tripp would like to see the history of the funds spent in the past year.

Discussion of Fund Balance Policy – Presented by Town Administrator David Caron
During the course of reviewing the proposed FY18 budget, the subject of the appropriate amount of the Unassigned Fund Balance to retain has been raised on several occasions. Staff was directed to complete research on the past use of the Unassigned Fund Balance beyond the amount customarily used to stabilize the Town's tax rate. Currently, the Council is being requested under Resolution #2017-021 to adjust the threshold of the Unassigned Fund Balance on the premise that the amount currently retained is in excess of what the organization

requires for cash flow purposes and to maintain its solid financial position. Staff recommends the Unassigned Fund Balance shall be targeted at 8% of the sum of the Town's general fund operating appropriations, the state education tax amount, the local school net tax commitment and the county appropriation (previously 12.5%). A few of the councilors have concerns about lowering the percentage down to 8% and feel that 10% might be a better alternative.

Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-021 to Revise the Town's Fund Balance Policy, seconded by Councilor Foote
Roll Call Vote: 7-0-0

Discussion/Schedule Public Hearings for various resolutions

- A. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-019 to Increase Vet Credit to \$500, seconded by Councilor Foote**
Roll Call Vote: 6-0-1(Councilor Katsakiores abstained)
- B. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-020 to Establish a Police Detail Revolving Fund, seconded by Councilor Foote**
Roll Call Vote: 7-0-0
- C. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-022 to Create and Fund Expendable Maintenance Trust (Transfer balance from Land & Building Fund), seconded by Councilor Katsakiores**
Roll Call Vote: 7-0-0
- D. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-023 for Fee Increase for C&D at Transfer Station, seconded by Councilor Katsakiores**
Roll Call Vote: 7-0-0
- E. Resolution 2017-024 to Amend Resolution 2016-005 to fully fund Exit 4A project – Not time sensitive, no action taken by the council**
- F. Resolution 2017-025 to Create an Economic Development Trust Fund – Not time sensitive, no action taken by the council**
- G. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-026 to Amend TIF Financing Plan, seconded by Councilor Foote**
Roll Call Vote: 7-0-0
- H. Motion by Councilor Morgan to schedule a public hearing May 16, 2017 for resolution 2017-027 to Establish a Cable Division Revolving Fund, seconded by Councilor Katsakiores**
Roll Call Vote: 7-0-0

Finalize FY18 Budget preliminary recommendations for public hearing posting.

Councilor Wetherbee moves the bottom line budget at \$47,007,540 for a public hearing May 16, 2017, seconded by Councilor Tripp
Roll Call Vote: 7-0-0

Adjournment 9:05 p.m.





Town Clerk

5-20-17
Date