

The Claremont City Council held a meeting on Saturday, November 20, 2010, in the Council Chambers of City Hall.

The meeting was called to order by Mayor Cutts at 9:00 a.m.

Members of the Council present were:

Ward II Councilor Keith Raymond  
Ward I Councilor Victor Bergeron  
Ward III Councilor Nicholas Koloski  
Assistant Mayor Andrew Austin  
Mayor Deborah Cutts  
At-Large Councilor Adam Burke  
At-Large Councilor Christopher Lewis (Late)  
At-Large Councilor Kyle Messier  
At-Large Seat is Vacant

Also present were:

Guy Santagate, City Manager  
Jane Taylor, City Solicitor

Mayor Cutts said the budget public hearing would be November 29. There will be no public comment today.

### **DISCUSSION OF COUNCIL VACANCY PROCESS**

Mayor Cutts thanked Jeff Goff for his time on the Council. The vacancy created when he left will need to be filled no later than the January meeting. Applicants are asked to apply no later than December 6 and applications will then be distributed to the Council. A special meeting will be set in January to appoint a new Councilor. The special meeting will be publicly noticed.

### **BUDGET**

Mr. Santagate thanked the department heads for their work on the budget. The goal was to keep the tax rate increase at no more than 3% not including the CIP (Capital Improvement Plan). This was following four years of level funding. We are trying to avoid layoffs; we are thin now. One and a half years ago we had to eliminate five positions because of the state downshifting. We have 14 fewer employees now than 10 years ago. We are trying to do more with less. Goals have been accomplished in the face of the worst recession he has ever seen. Each department has had to sacrifice to absorb increases in retirement and health insurance. He is confident we have one of the best staffs in NH and this team will navigate through these tough economic times. This budget is sensible, but there are concerns. One is the Shared Revenue item at the state level due to the Governor's comments in the paper warning state departments that things

will be tough, so we are concerned about downshifting to us and it would go on the tax rate. Last year we lost \$320,000 in Shared Revenues and were forced to have layoffs.

At 9:07 a.m. Mr. Lewis arrived.

Mr. Santagate said this budget assumes we will get the half-year \$160,000 Shared Revenue. If the Governor goes further with cuts, then all things are on the table including layoffs. We will monitor that. The second concern is the lack of paving funds in the budget. We couldn't find a way to get that done this year. However, road work will be done at Drapers Corner and at the intersection of North and Main, but not paving. We talked about an option for a \$3 million bond to be taken out in 2012 with the first payment being due in 2013. We will retire a bond in 2013, so there will be a one year overlap, if we want to take advantage of the historically low rates. We've gotten \$4 million from the federal government for North and Main which will require a 20% match by the City of \$800,000 and can be taken out of the bond. The Main Street project goes from the diner at Opera House Square to Esersky's. It includes water, sewer, sidewalk and street. It will cost roughly \$1.2 million and will leave an estimated \$1 million in the bond for paving in 2012 which would cover 2011 and 2012 work. He said Ms. Walter will research the rates and then it will be brought to the Council for approval. Mr. Santagate said he is charged by the Charter to present a budget that meets the needs of the City and he thinks he has done that. This budget is a suggestion from the administration to the Council. Council has the authority for spending the money and can add, reduce, amend and/or change the budget.

#### Planning & Development

**2010 Approved** - \$732,062.00; **2011 Department Request** - \$752,008.00; **2011 Manager's Proposal** - \$744,876.00

Nancy Merrill, Planning and Development Director, said there have been lots of challenges and some bright spots such as Lowe's and Strucal; she is cautiously optimistic.

Mr. Santagate said this is up \$13,000; \$72,000 is in Capital Projects. Ms. Merrill said \$25,000 is for the armory and is offset by a grant. We are looking for the best use of that building. There is \$10,000 for web enhancements, \$7,000 additional exterior lighting at the Visitors Center, and \$30,000 for signage coming into the City (5 entrance points). Ms. Walter said the Planning budget includes \$229,000 offsetting revenue, so it is actually \$516,000. Mr. Santagate said Regular Pay is up \$60,000, but is offset by a \$30,000 reduction in Consulting Services. Temporary and Seasonal is down \$72,000. Ms. Walter said that money was for the former employee on active military assignment; the money was not spent so it falls into Fund Balance at year-end. Mr. Santagate said Consulting – Master Plan is up \$8,000. Ms. Merrill said they hope to finish the Master Plan by the end of the January. They want to move into phase 2 which is updating the zoning ordinance.

Mr. Burke asked about this year's Marketing. Ms. Merrill said the full \$5,000 will be spent by end of the year.

Ms. Messier asked if the department fees are comparable. Ms. Merrill said yes. Mr. Santagate said fees will be reviewed in January.

Mr. Bergeron said there are more important things to spend money on than the welcome signs. It is important to replace them, and maybe if we get the money from the state, we can bring it back up. Ms. Walter said those signs are a CIP (Capital Improvement Plan) item and can be moved to another year if Council chooses.

Ms. Messier asked if there was appropriate staffing for the city center grant. Ms. Merrill said yes. It has been difficult having a planner only 2 days a week; the position has been posted for full time. For the grant we are getting assistance from UNH (University of NH) Cooperative Extension as well as the UVLSRPC (Upper Valley Lake Sunapee Regional Planning Commission and it should be okay.

Mr. Burke asked about the \$72,000 for the Capital Projects. Ms. Walter said it is \$10,000 for web enhancements, \$30,000 for signs, \$7,000 for lighting, and \$25,000 for armory. Eliminating the \$30,000 for the signs would save 3 cents on the tax rate.

**A motion was made by Mr. Raymond and seconded by Mr. Austin to tentatively approve the Planning and Development budget for \$744,876.00.**

**Roll Call Vote: Motion carried 8-0.**

TIFD-River Road

**2010 Approved - \$544,000.00; 2011 Department Request - \$553,200.00; 2011 Manager's Proposal - \$553,200.00**

Ms. Walter said this TIFD (Tax Incremental Finance District) has done well. It brings in about \$400,000 a year in revenue. They have taken a \$1 million bond for Syd Clarke Park. We have been augmenting the Downtown TIFD with a loan that is paid at 0.5%. It is a short-term loan. We take one out every year and we will continue to do that until we close the River Road TIFD and hopefully by then the Downtown TIFD will be self sustaining. There is money available for future infrastructure if future businesses need it. There is going to be a \$312,000 loan to the Downtown TIFD. We continue to market it and share staff expenses.

Mr. Burke asked about using all the Marketing money by the end of the year. Ms. Merrill said they will use half. Ms. Walter said what is left goes into the TIFD fund balance. Mr. Burke asked about the marketing plan. Ms. Merrill said they are marketing toward Vermont. They are doing more web advertising and public relations. The welcome kit needs to be updated this year. Mr. Santagate said it is important to stay consistent with marketing. He would like to do regional marketing. Mr. Burke said he would like to see all the money spent. Mr. Koloski agreed with Mr. Burke on marketing and suggested advertising with local realtors. Mr. Raymond agreed about the marketing.

Mayor Cutts asked who does the marketing. Ms. Merrill said staff. Mr. Santagate talked about the lean staff and how they are handling the job even with the lay off of one person who was not replaced.

Mr. Bergeron suggested increasing Marketing and hiring a part-time marketing consultant. Ms. Merrill said it has been done in the past. Ms. Walter said if that is done, then you have to reduce the General Fund Revenue.

Mr. Burke said he was in favor of keeping Marketing at \$40,000.

**A motion was made by Mr. Raymond and seconded by Mr. Burke to tentatively approve the TIFD-River Road budget for \$553,200.00.**

**Roll Call Vote: Motion carried 8-0.**

TIFD-Downtown

**2010 Approved - \$992,350.00; 2011 Department Request - \$998,050.00; 2011 Manager's Proposal - \$998,050.00**

Ms. Walter said the values have increased which doesn't include the proposed CVS that will be going in. There is a loan from the River Road TIFD to the Downtown TIFD.

Mr. Burke asked about no marketing. Ms. Walter said the Downtown TIFD benefits from the marketing efforts for the River Road TIFD. Mr. Burke asked about the Sawtooth building. Ms. Merrill said there is 10,000 square feet to lease, but there is no tenant.

Mr. Koloski asked about energy alternatives at the Sawtooth. Ms. Walter said it is worth looking into. Mr. Koloski said this is not listed any other place than the City's website. Ms. Merrill said they spend a lot of time with commercial brokers.

**A motion was made by Mr. Raymond and seconded by Mr. Lewis to tentatively approve the TIFD-Downtown budget for \$998,050.00.**

**Roll Call Vote: Motion carried 8-0.**

GCC-Recreation

**2010 Approved - \$541,185.00; 2011 Department Request - \$3,406,850.00; 2011 Manager's Proposal - \$644,400.00**

Mr. Santagate said this is up \$103,000: Regular Pay up \$5,000, Part Time decreased \$8,000, Temporary & Seasonal up \$10,000, Health Insurance up \$10,000, and the biggest is the \$74,000 Capital Projects.

Parks and Recreation Director Scott Hausler said the Capital item is to replace a failed dehumidifier in the indoor pool.

Mr. Koloski asked about the difference between the Department Request and the Manager's Proposal. Mr. Santagate talked about the \$3 million donation from Claremont Savings Bank (CSB) for a new facility and the only way to pay for the rest is to bond. The current building is slowly closing down, so it makes no sense to invest in it in the short run. The options are to build a new facility, close the facility we have, or invest in the property we currently have which is not an option. There was discussion about the community center, both old and new as well as other locations. Mr. Koloski does not want to cut programs. There was discussion about partnering with private entities (i.e. YMCA).

Mayor Cutts asked for the impact on the tax rate for \$2.767 million to fund the Department Request. Ms. Walter said it would be an extra \$3.55 per thousand or \$530 a year on a \$150,000 home.

Mayor Cutts suggested Council invite N3C (New Claremont Community Center) to come back for an update.

There was discussion about the JSL (Junior Sports League) building. Ms. Walter said the JSL members maintain the building. The City pays the heat. There is no formal lease agreement, but there is an MOU (Memo of Understanding).

Mr. Austin asked about \$6,500 increase for Fuel Oil. Ms. Walter said they expect to use more oil this year and there is a \$.43 increase per gallon.

Mr. Hausler talked about the Access4All program that offers youth scholarships.

**A motion was made by Mr. Bergeron and seconded by Ms. Messier to tentatively approve the GCC-Recreation budget for \$644,400.00.**

**Roll Call Vote: Motion carried 8-0.**

Parks

**2010 Approved** - \$429,203.00; **2011 Department Request** - \$949,752.00; **2011 Manager's Proposal** - \$445,052.00

Mr. Santagate said this is up \$16,429: \$3,000 for Regular Pay, \$5,000 Health Insurance, \$2,500 Electricity – Outdoor Pool, \$1,000 Water & Sewer.

Mr. Burke asked about not spending Technology & Internet. Mr. Hausler said some work has been done and the money will be spent. Ms. Walter said sometimes departments will hold off spending until the end of the year to make sure there is enough money to cover costs such as fuel.

Mr. Koloski asked about the Department Request of \$207,000 for Land M&R and Manager's Proposal of \$20,000. Mr. Hausler said the higher amount was for tennis court resurfacing and play structure improvements which were aesthetic, but nothing is wrong. The \$20,000 is consistent with what they have been using.

Mr. Bergeron asked about the difference between requested and proposed for Building M&R. Mr. Hausler said it is mainly for the outdoor pool.

Mr. Burke asked energy saving efforts for the parks. Mr. Hausler said they are participating in the energy audit. Lighting at Monadnock Park is state-of-the-art for saving energy.

**A motion was made by Mr. Burke and seconded by Mr. Raymond to tentatively approve the Parks budget for \$445,052.00.**

**Roll Call Vote: Motion carried 8-0.**

Fire

**2010 Approved** - \$2,034,567.00; **2011 Department Request** - \$2,186,663.00; **2011 Manager's Proposal** - \$2,100,604.00

Mr. Santagate said this is up \$67,000: Retirement \$29,000, Health Insurance \$45,000, Equipment M&R down \$40,000, Rents & Leases down \$38,000, Capital Reserve – Repointing \$15,000

Fire Chief Peter Chase said the Department Request includes an additional firefighter/EMT for the second half of 2011. 40% of the shifts are operated below the national standard of personnel. Three SAFER (Staffing for Adequate Fire and Emergency Response) grant applications for additional staffing have been unsuccessful and the fourth will probably also be unsuccessful. He talked about the risk of operating below the national standards. Since 2002 they have brought back 2 of 4 positions that were lost in the lay offs.

Mr. Bergeron asked what the cost is for a half year. Chief Chase said it is approximately \$45,000 for salary and benefits. Mr. Bergeron said in two years he would like to see the City fund the positions and not rely on federal money.

Mr. Burke asked what \$45,000 would be on the tax rate. Ms. Walter said it would add 6 cents. To fund a person for the whole year would be 12 cents. Mr. Burke asked about the Capital Escrow – Apparatus Replacement Department Request of \$86,164 and the Manager's Proposal of zero. Ms. Walter said it was funded in 2000 for \$124,000 for hydrants. That account was then cut in half and the other \$62,000 was used to fund Capital Apparatus Replacement (i.e. fire trucks). An additional \$32,000 was added so that \$94,000 was going into the account less any ongoing leases. In past years, you will see that the amounts in Rents & Leases and Capital Apparatus add up to \$94,000. The water and sewer rate study showed that not enough money

was being put aside for hydrant rental fees. We are phasing in the fees so that \$465 per hydrant per year is being paid for the approximately 400 hydrants. This year through the CIP there is \$55,000 for a new lease on a pumper. We'll follow the same schedule for vehicle replacements and Engine 3 is the next to be replaced. Lease 1 of 10 is in the budget for \$55,000. The Chief's current vehicle lease of \$7,800 is in there. That amounts to \$63,000. The other \$35,000 is going to Water Hydrant Rentals.

Mr. Austin asked why rent has to be paid for hydrants. Chief Chase explained that hydrants are factored in for the City's insurance rating (Claremont is a 4). The whole community shares that rating, so the whole community shares the cost of the fire hydrants. For 10 years the Apparatus Replacement program has worked, however with less money going into the account, we may not be able to buy new equipment. Ms. Walter said the Public Fire Protection will increase from \$75,000 this year to \$111,000 next year and then it will go to \$170,000 and on up to \$202,000. Those numbers need to be looked at when thinking about adding another firefighter and purchasing a new truck.

Bruce Temple, Public Works Director, gave a review of the how this process happened starting with his time as a City Councilor in 1999-2000, going through the water rate survey. The hydrant fee supports the entire city. The Fire Department pays for hydrants because these pieces support the entire community. Chief Chase said the Fire Department is losing \$30,000 to pay the cost of the hydrants. Ms. Walter said the amount paid for the hydrants should have been \$124,000 and increases should have been applied to that. In the CIP for 2013, there is an extra \$49,300 a year for a 10-year lease to replace Engine 2; \$400,000 has been allocated.

Ms. Messier noted that this is all paid for by the taxpayer and what we are talking about is reallocation of who carries the expense.

Mr. Bergeron said it is cheaper to have a Capital Reserve for Fire Apparatus. There was a discussion about lease versus purchase. Mr. Santagate said we will put the vehicle in the CIP for now.

Chief Chase said the issue is following the program to replace equipment and if equipment continues to show up in the CIP, then it is not an issue.

Mayor Cutts asked what the reduction of \$32,000 would be on the tax rate. Ms. Walter said 4.1 cents. Mayor Cutts asked about the anticipated loss to the Fire Capital Reserve in 2012 and 2013. Ms. Walter said it would be \$32,000 again. The Public Fire Protection for 2012 will \$171,000 and 2013 will be \$204,000.

Mr. Koloski said he has a problem spending \$30,000 on welcome to Claremont signs and reducing the Fire budget. He said trying to achieve the Fire standard for number of personnel is a high priority versus more personnel in some of the other departments. Ms. Walter said we have 14 call firefighters.

Ms. Messier acknowledged the Fire Department work over the years equals fire prevention. Chief Chase said his is the only department in the area to inspect multi-family units. It is difficult to get code compliance in this old mill town.

**A motion was made by Mr. Bergeron and seconded by Mr. Burke to tentatively approve the Fire budget for \$2,100,604.00.**

**Roll Call Vote: Motion carried 7-1 with Mayor Cutts voting no.**

Airport

**2010 Approved - \$119,119.00; 2011 Department Request - \$101,389.00; 2011 Manager's Proposal - \$101,389.00**

Chief Chase said most of the money is spent buying gasoline. Revenue is \$12,000-\$14,000 in black.

**A motion was made by Mr. Koloski and seconded by Mr. Raymond to tentatively approve the Airport budget for \$101,389.00.**

**Roll Call Vote: Motion carried 8-0.**

Police

**2010 Approved - \$2,114,418.00; 2011 Department Request - \$2,422,883.00; 2011 Manager's Proposal - \$2,320,889.00**

Police Chief Alex Scott talked about team sacrifice. The difference in this budget is his request for an additional officer. The standard is two officers per 1,000 residents so we should have 26. Currently we have 24. He talked about department goals. He talked about the increase in activity and participating in the drug task force. He said tactically we need 5 officers, but they typically run a shift with 3.

Police Commissioner Chair Richard McClintock said the theme is to move from a reactive to a proactive department. There has been pay back with the park patrol program. They need more people. The Commission is concerned about staff; they are behind on salaries (\$2 per hour lower than comparables in the area).

Mr. Burke asked about Animal Control. Chief Scott said they changed a vendor and created savings.

Mr. Lewis asked if adding an employee would decrease the Overtime. Chief Scott said it would be a modest decrease.

Ms. Messier asked what the cost is for one full-time staff. Chief Scott said \$65,000. Part-time is not feasible due to training and skill set.

Mr. Bergeron said we need to be cautious about hiring until the state decides what it is going to do.

Mayor Cutts asked about the resource officer in the school. Chief Scott said he is full-time in the school and the school pays half his annual salary and benefits.

**A motion was made by Mr. Burke and seconded by Mr. Koloski to tentatively approve the Police budget for \$2,320,889.00.**

**Roll Call Vote: Motion carried 8-0.**

Communications 911

**2010 Approved - \$402,434.00; 2011 Department Request - \$452,998.00; 2011 Manager's Proposal - \$413,902.00**

Chief Scott said his request included one full-time person which would allow for double coverage when needed. The amount of coverage impacts the insurance rating. They have three part-timers. He estimates 25,700 calls for service. There is no full-time secretarial staff. They have a part-time secretary who helps the prosecutor.

Mr. Lewis said we need to look at the staffing

Mr. Burke asked about using technology to make life easier for the dispatchers. Chief Scott said Furniture & Equipment will probably be overspent because they are going to a digital recorder and the money from the Technology & Internet line will help cover that overage. The CIP in 2012 has money for laptops in police cars. He was recently notified they are qualified to become part of the Car 54 project which would give them 6 new laptops and software. They would be free, but the upgrades would cost something.

Ms. Messier asked what the cost is for a full-time person. Chief Scott said \$55,000 to \$60,000. Chief Scott said the biggest impact would be to hire someone for dispatch versus someone in the Police Department. Ms. Walter said hiring a dispatcher would reduce overtime and would be \$45,000 net.

Mayor Cutts asked how many Communications Specialists there are. Chief Scott said 4 full-time and 1 Communications Specialist Manager, who is also in charge of records, plus part-timers.

Mr. Burke asked what the tax rate would be for one dispatcher at \$45,000 net. Ms. Walter said 6 cents.

**A motion was made by Mr. Austin and seconded by Mr. Koloski to tentatively approve the Communications 911 budget for \$413,902.00.**

**Roll Call Vote: Motion carried 6-2 with Mr. Lewis and Mayor Cutts voting no.**

Highways (Streets & Roads)

**2010 Approved - \$3,941,474.00; 2011 Department Request - \$3,170,739.00; 2011 Manager's Proposal - \$2,692,104.00**

Bruce Temple, Public Works Director said Council last year added \$400,000 to the road budget for 2010 and he showed a PowerPoint presentation about what was done.

- 2010 projects
- Paving Projects
- Patching
- Culvert Projects - FEMA
- Cemeteries (10/31/2010)
  - Revenues
- Solid Waste (10/1/2010)
  - What is handled at the Transfer Station
  - Recycling as much, if not more than throwing into the garbage. He attributes that to single-stream recycling
- Transfer Station New "Put & Take" Building
- Cleaning of Sugar River Water Intake
  - First time done in 10-15 years
- Maria Street Water Project
  - Replaced 2-inch water main with 6-inch water main & new hydrant using water enterprise fund
  - Replaced storm drain
  - Replaced pavement
- Washington Street Sewer Pump Station
  - Generator Grant from USDA
  - Removal of Grit & Grease (1<sup>st</sup> time in 30 years)
- Picture of New Fleet
  
- 2011 Budget for Public Works Areas
  - Net effect since 2002 is down 4 in staff
  - Control 4 budgets at about \$7 million; 2 are Enterprise Funds, water & sewer. Enterprise Funds - all fees collected & all expenses are paid for by users. 3,600 water customers and 2,600 sewer customers handle \$4 million in expenses. We need more customers.

- 2011 budget for public works areas
  - Water \$1,718,299, 30%
  - Sewer \$2,214,519, 38%
  - Sanitation \$212,024, 4%
    - Transfer Station and City trash
      - 2 people do this 3 days a week and the other 2 days do other work
  - Streets \$1,425,111, 25%
  - Cemetery, \$193,624, 3%
  
- 2011 Public Works Staffing (FTE)
  - Cemetery, 2.42, 7%
    - 28,000 lots
  - Water, 6.62, 20%
  - Sewer, 3.27, 10%
  - Sanitation, 1.37, 4%
  - Streets, 19.82, 59%
    - 120-130 miles of roads
  - Currently a total of 33 full-time staff and 1 part-time person (15 hours per week is budgeted). In 2001 there were 37 people plus 4 in contracted operations

Ms. Walter talked about the accounting changes to DPW Revenues and Expenses for salary/benefit costs.

Mr. Temple said Public Works takes care of streets, roads, drainage, sidewalks, tree removal, and the biggest is snow and ice removal. There are 120-130 miles of roads. 110 miles are paved and the balance is gravel. Portions of Elm and Thrasher are gravel and will be paved in the future. He talked about repairs to Coy Paper bridge. The bridge was built in 1978. Ms. Walter said Streets and Roads bring in \$446,000 in revenue that is highway block grant and muni transportation funds. Mr. Temple said the bulk comes from the Urban Compact. The state pays the City \$290,000 to maintain the state roads that run through Claremont.

Mr. Koloski asked about the line items that ran over their budgeted amount and if they will run over next year. Mr. Temple explained the overages. Mr. Santagate said he has the authority to move money from one line to another within a department, but department to department requires Council approval.

Mayor Cutts talked about paving having zero dollars other than the three major projects. Last year Council added \$400,000 for local roadwork. It came from Fund Balance with zero impact on the tax rate.

Mr. Temple said \$100,000 is in Capital – North & Main so we can get started with the engineering for that project. Mr. Santagate said that money came out of the paving budget. Mr. Temple said if there is any money left at the end of this year, he will ask to encumber it for next year.

**A motion was made by Mr. Raymond and seconded by Mr. Burke to tentatively approve the Highways (Streets & Roads) budget for \$2,692,104.00.**

**Roll Call Vote: Motion carried 8-0.**

Sanitation

**2010 Approved - \$197,143.00; 2011 Department Request - \$212,025.00; 2011 Manager's Proposal - \$212,025.00**

Mr. Temple said there are 2 full-time staff at the Transfer Station. There is a two-year agreement with Gobin to pick up from the Transfer Station which ends next year. They get a small amount of income from recycling metal. Landfill monitoring is contracted by Stantec. Landfill Mowing Post Closure is down a little because they changed from two mowings a year to one. Ms. Walter said there is \$65,000 in offsetting revenue. Mr. Temple said testing will be ongoing.

Mayor Cutts asked about commercial recycling. Mr. Temple said private haulers are not allowed to take recycling to the Transfer Station.

Mr. Lewis asked where Transfer Station tickets can be purchased. Mr. Temple said City Hall or Golden Cross Ambulance.

**A motion was made by Mr. Koloski and seconded by Mr. Lewis to tentatively approve the Sanitation budget for \$212,025.00.**

**Roll Call Vote: Motion carried 8-0.**

Cemetery

**2010 Approved - \$158,692.00; 2011 Department Request - \$193,625.00; 2011 Manager's Proposal - \$193,625.00**

Ms. Walter said this is up \$23,000: \$10,000 is a CIP item, \$8,000 is Health Insurance.

Mr. Temple would like to pave the Mountain View Cemetery access road. He asked for it in the CIP. There are two full-time staff in this area and a college student worked this summer.

**A motion was made by Mr. Koloski and seconded by Mr. Burke to tentatively approve the Cemetery budget for \$193,625.00.**

**Roll Call Vote: Motion carried 8-0.**

Water

**2010 Approved** - \$1,714,339.00; **2011 Department Request** - \$1,718,298.00; **2011 Manager's Proposal** - \$1,718,298.00

Mr. Temple said the water and sewer plants are operated by AOS/Aquarion/United Water. They maintain a staff of 6.5 full-time people. We take care of 70-80 miles of water pipe. It is paid for by the 3,600 customers and the fees received through the Fire Department's budget. Some hydrants have been added at a cost of \$1,500 each. They are rebuilt when they can be.

Mr. Lewis asked about the radio read program that is in the mini CIP. Mr. Temple said it is on the CIP for 2012 and will be phased in. The bulk of facilities are handled by an electronic system; others will be updated going forward.

Mayor Cutts talked about the Eagle Scout that painted sign posts and asked if any high school students had made any requests to do their required community service through Public Works. Mr. Temple said no, but would not be opposed to talk about it.

**A motion was made by Mr. Raymond and seconded by Mr. Koloski to tentatively approve the Water budget for \$1,718,298.00.**

**Roll Call Vote: Motion carried 8-0.**

Sewer

**2010 Approved** - \$1,759,850.00; **2011 Department Request** - \$2,214,519.00; **2011 Manager's Proposal** - \$2,214,519.00

Ms. Walter said this is up \$460,000 and part of that is we went so long without raising rates. With the rate change, we have been able to do some needed projects as well as fund Capital Projects.

Mr. Temple said the sewer plant collects and treats 1.4 million gallons a day. The largest customer is APC Paper. They use 200,000 gallons of water a day that they get from the river. The largest water user is Wheelabrator who uses it to produce steam. There are 10 pump stations and they are taken care of by a foreman and two people plus we can call Aquarion if extra help is needed.

Mr. Bergeron asked about the increase in Contract WWTP – Additional Services. Mr. Temple said it is for repair of equipment in a highly corrosive environment.

Mr. Burke asked about revenues for woodchips of \$12,000. Ms. Walter said it goes into their fund balance. Mr. Temple said we are able to take in sludge (under the direction of DES) which generates revenue.

**A motion was made by Mr. Bergeron and seconded by Mr. Raymond to tentatively approve the Sewer budget for \$2,214,519.00.**

**Roll Call Vote: Motion carried 8-0.**

Social Services (Outside Agency Requests)

**2010 Approved - \$20,000.00; 2011 Department Request - \$0.00; 2011 Manager's Proposal - \$0.00**

Ms. Walter said this line item is zero. Council didn't spend the \$20,000 from 2010. She will encumber that at the December Council meeting.

**A motion was made by Mr. Austin and seconded by Mr. Raymond to tentatively approve the Social Services (Outside Agency Requests) budget for \$0.00 with the understanding that Ms. Walter will approach Council to encumber the 2010 \$20,000 Social Services money into 2011 for a total of \$20,000 in 2011.**

**Roll Call Vote: Motion carried 8-0.**

Policy

**2010 Approved - \$482,774.00; 2011 Department Request - \$522,936.00; 2011 Manager's Proposal - \$505,612.00**

Ms. Walter said this is up \$22,000 due to 28% increase in Retirement, 292% increase in Unemployment and a 21% increase in Health Insurance. Ms. Walter said there is money in this budget for Council and board expenses and requests. It can be used to send people to seminars for training. If not spent, she'll typically use the money for improvements in chambers like the new chairs. CCTV is in this budget for \$120,000 which is the same as last year.

**A motion was made by Mr. Austin and seconded by Mr. Burke to tentatively approve the Policy budget for \$505,612.00.**

Mayor Cutts asked about using the unspent Council and Board Requests money to honor economic development successes. Ms. Walter said it can be done.

**Roll Call Vote: Motion carried 8-0.**

Finance (City Administration)

**2010 Approved - \$857,317.00; 2011 Department Request - \$934,115.00; 2011 Manager's Proposal - \$913,115.00**

Ms. Walter said this is her budget. She has 10 full-time people and she cost-shares 1 person with Welfare. This is up \$45,000: 14% increase in Retirement, 292% increase in Unemployment and 17% increase in Health Insurance.

Mr. Lewis asked about City Communications not being spent. Ms. Walter said she typically holds this until the end of the year in case the money is needed in another area of the budget, but if not, she will target a general improvement such as adding another camera around the city. Mr. Lewis asked if the Technology & Internet line item is sufficient. Ms. Walter said compared to other communities, ours is grossly underfunded, but we don't have the money to increase it.

Mr. Burke asked about the technology audit by Red River Computer. Mr. Santagate said we met two weeks ago. It is ongoing. We will notify Council what is recommended.

**A motion was made by Mr. Raymond and seconded by Mr. Burke to tentatively approve the Finance (City Administration) budget for \$913,115.00.**

**Roll Call Vote: Motion carried 8-0.**

Maintenance (Municipal Complex)

**2010 Approved - \$472,376.00; 2011 Department Request - \$322,121.00; 2011 Manager's Proposal - \$322,121.00**

Ms. Walter said this is down. There was \$150,000 one-time money in there for the new boilers. We have a grant for \$152,000 and the \$150,000. Because the grant is federal money, it will cost more. In December she will encumber the \$150,000.

**A motion was made by Mr. Burke and seconded by Mr. Austin to tentatively approve the Maintenance (Municipal Complex) budget for \$322,121.00.**

**Roll Call Vote: Motion carried 8-0.**

General Services

**2010 Approved - \$651,277.00; 2011 Department Request - \$751,939.00; 2011 Manager's Proposal - \$736,439.00**

Ms. Walter said this is up \$85,000. This department brings in \$885,000 in offsetting revenues. The \$85,000 in Retirement Reserve is for when Fire Chief Chase retires. It is coming in as offsetting revenue from our Expendable Trust Fund.

Mr. Lewis asked about Legal Services-Right-of-Way Issues. Ms. Walter said it is poles and roads issues. Mr. Santagate said it is about the right to taxation.

Ms. Walter said we are in the last year of the ambulance service contract. We have had a reduction each year over the last three years. Mr. Santagate attributed that to the work done by Chief Chase. The City responds to some of the calls.

**A motion was made by Mr. Burke and seconded by Mr. Raymond to tentatively approve the General Services budget for \$736,439.00.**

**Roll Call Vote: Motion carried 8-0.**

Debt Services (Debt Retirement)

**2010 Approved - \$1,177,188.00; 2011 Department Request - \$1,152,259.00; 2011 Manager's Proposal - \$1,152,259.00**

Ms. Walter said this is down \$25,000. There is \$132,000 in offsetting revenue.

**A motion was made by Mr. Raymond and seconded by Mr. Koloski to tentatively approve the Debt Services (Debt Retirement) budget for \$1,152,259.00.**

**Roll Call Vote: Motion carried 8-0.**

Mayor Cutts asked for the current amount in Fund Balance. Ms. Walter said \$1,034,000.00.

Revenue

**2010 Approved - \$6,090,940.00; 2011 Department Request - \$4,965,343.00; 2011 Manager's Proposal - \$4,965,343.00**

Ms. Walter said interest is up, but that's not necessarily good as some bills are being contested. Shared Revenue from the state of \$160,000 is in there. Meals & Rooms from the state of \$577,000 is in there. Mr. Santagate said the \$160,000 is actually \$320,000 for the year. If we don't get these two amounts of money, that will be a problem. He will stay close to the Senate and House and will take action, if needed. There is \$62,000 from Fund Balance for the dehumidifier and \$150,000 from Capital Reserve for Coy Paper bridge. Mr. Santagate said the dehumidifier won't be on the tax rate.

**A motion was made by Mr. Raymond and seconded by Mr. Bergeron to tentatively approve the Revenue budget for \$4,965,343.00.**

**Roll Call Vote: Motion carried 8-0.**

**CONSULTATION WITH LEGAL COUNSEL**

None

Mr. Bergeron asked for a meeting with the new legislators. Mayor Cutts said yes after they become seated. Mr. Bergeron asked to have that done before the deadline for submitting Bills. Mayor Cutts will get in touch with Representative Cloutier. She asked Councilors to bring back potential dates for a meeting.

Mayor Cutts said Monday, November 29, 7 p.m., will be the final budget meeting and public hearing.

#### **ADJOURNMENT**

**At 4:33 p.m., a motion was made by Ms. Messier and seconded by Mr. Burke to adjourn.**

**Roll Call Vote: Motion carried 8-0.**

Respectfully Submitted,

Dorée M. Russell  
Clerk to the Council