



**BUDGET COMMITTEE**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BUDGET COMMITTEE HEARING**

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Thursday, November 29, 2018 – 6:30 p.m. – Town Hall Conference Room

*Members Present:* Jamie Connelly, Mark Connelly, Frank Hansler, Sharon Hussey, Bob Krasko, Don Miller, John Penacho, Patty Porter, Randy Bunnell – School Board Rep, Chip Hussey – Selectmen's Rep

*Members Absent:* Steve McKenzie

*Also Present:* Karen Anderson, Town Administrator; Vaughan Morgan – Chairman, Board of Selectmen; Members of the Board of Selectmen; Department Heads; Michele Kaulback – Vice Chairman, Cemetery Trustees

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Chair Krasko opened the Budget Committee meeting at 6:38 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded. The Town budget was reviewed page by page.

1. Recreation Committee

S. Hussey received an invoice from Chasco, Inc. for lacrosse ball netting for \$5,200; work will be done in the spring of 2019. The Rec Committee plans to use the \$12,000 for engineering on Maloney Field. They want to fix the grade, level off the field, define parking, etc. The budget explanation will be changed to reflect engineering, fencing/parking. There was a discussion about maintenance of the netting. K. Anderson is expecting a quote from Affinity Lighting to change the lights on the fields to LED.

2. Cemetery Trustees Update: Michele Kaulback, Vice Chairman

The Cemetery Trustees have been working on mapping and lot locations. There are enough casket lots for approximately 8 to 12 years. The Trustees have been approached by Alan Smith, Smith Farm, to purchase eight acres of their property off Newington Road in the amount of \$556,000. A. Smith is willing to sell four acres along the road initially. The Trustees are aware they must do surveying and test pits. K. Anderson added this was preliminary information only; there will be a warrant article for the Budget Committee to consider after reviewed by the Selectmen. M. Kaulback was unsure how many caskets can be placed on an acre. A. Smith added this parcel would get the Town through for another 150 years.

M. Kaulback told the Committee they have a very small budget and would like to keep it the same next year. They would like to redo the road at the cemetery, including grading and stump removal. K. Anderson added they receive revenue from Perpetual Care when a lot is sold. The cost to maintain the cemetery over the year is divided in half and requested from the Trustees of the Trust Funds to reimburse the Town; that expense is taken from Perpetual Care Funds. The balance in the Cemetery Fund is \$89,516; the Perpetual Care Fund balance is \$370,668 (this fund cannot be touched). K. Anderson stated that the Town is working with the Charitable Trust Division to do a cy pres petition to

## **DRAFT: SUBJECT TO CHANGE**

transfer a portion of the Perpetual Care Fund into the Cemetery Fund. Both funds should be approximately equal. Funds were co-mingled until 2004 and discovered during an audit in 2005. The co-mingled funds were divided and likely the reason for the inequity between the two funds.

### **3. Fire Department Roof Warranty**

C. Hussey explained that the Fire Department roof warranty is a 20 year total system guarantee; a copy of the coverage is on file. The roof was inspected upon completion to confirm the roof and blocking were installed correctly. If there is an issue, coverage is guaranteed. The roof and blocking will be inspected by the roofing company every five years; F. Hansler stated it should be included in the contract. K. Anderson stated the Town will be notified when inspections are to be done. J. Connelly asked who monitors the inspection process to make sure it doesn't slip through the cracks; K. Anderson responded it would be the Town Administrator. The warrant article was \$75,000; the roof was approximately \$48,000. There are minor structural repairs to be done on the station, including welding of girders to insure the structural work; those repairs will be taken from warrant article. It's anticipated that the total cost will be \$30,000 below budget.

### **4. Town Budget Review**

K. Anderson distributed a spreadsheet with recommended budget changes and corrections.

MOTION: M. Connelly moved to reduce 01-4130-215 (Supplies) by \$200. MOTION WITHDRAWN

MOTION: M. Connelly moved to reduce 01-4130-269 (Town Report) by \$500. NO SECOND

MOTION: M. Connelly moved to reduce 01-4130-271 (Officer's Expense) by \$1,000. Second – J. Penacho; all in favor. MOTION CARRIED

M. Connelly wanted to know the reasoning behind salary increases. K. Anderson stated that, historically, the Board of Selectmen looks at the CPI for Boston/Brockton; this year's CPI was 3.74%. The increase discussed by the Board ranged from 1.5% to 3.74%; they agreed on mid-range of 2.75%. R. Bunnell noted the Police Department did a compensation study, as did the School Department. He felt it would be advantageous for departments to do compensation studies on a regular basis.

M. Connelly asked the thought process on a salary for the new Town Administrator. C. Hussey responded that the Selectmen have signed a contract with Municipal Resources, Inc. to begin the search process. Once applications are received, the Board of Selectmen will have a better idea of expected wages. K. Anderson added that MRI has been told by the Board Chairman that the salary will be no higher than what is currently budgeted at \$81,819. V. Morgan added that the search is in the beginning stages. Questions were asked about the expected salary based on a town the size of Greenland and the level of experience expected. D. Miller stated these questions should be discussed at a Board of Selectmen meeting; that was not the responsibility of the Budget Committee. Advertising has been increased to \$2,500 for Town Administrator recruitment purposes. The actual recruitment cost of \$6,500 will be taken from the current budget. There has been a request to increase line 01-4130-281 (Consultants) from \$1,000 to \$10,000. This is based on the estimate the Selectmen received for interim assistance; the estimated cost is \$500 per day and it could take up to 90 days.

After a thorough page by page review of the budget, the following adjustments were made:

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LINE	ACCOUNT	ADJUSTED REQUEST	NET CHANGE
01.4130.102	Secretary to the Boards	\$38,576	\$361.42
01.4150.114	Deputy Town Clerk	\$20,870	\$215.76
01.4150.114	Deputy Tax Collector	\$20,870	\$215.76
01.4130.281	Consultants	\$10,000	\$9,000
01.4130.219	Advertising	\$2,500	\$1,500
01.4155.555	Longevity Bonus	\$5,750	(\$750)
01.4155.450	Sick Time for Insurance	\$15,750	(\$7,326)
01.4194.576	Police Department Propane	\$4,500	(\$500)
01.4194.715	PW/Power Lights	\$4,500	(\$2,400)
01.4194.640	PW/Propane	\$4,000	(\$1,000)
01.4311.222	Highway Fuel/Gasoline	\$5,000	\$1,000
01.4210.117	PD Overtime	\$60,161	(\$500)
01.4210.222	PD Fuel/Gasoline	\$15,662	(\$1,567)
01.4210.272	Building Maintenance (LED Lighting to WA)	\$10,560	(\$15,075)
01.4194.272	Town Office Building Maintenance(LED Lighting to WA)	\$8,292	(\$9,236)
TOTAL NET CHANGE			(\$26,061.06)

There will not be an additional Town budget review on Tuesday, December 11, 2018. Warrant articles will be available at the budget review on Tuesday, January 08, 2019.

5. Adjournment

MOTION: C. Hussey moved to adjourn at 8:38 p.m. Second – J. Penacho; all in favor. MOTION CARRIED

NEXT MEETING
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Tuesday, December 04, 2018 – 6:30 p.m., School Budget Review, Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Secretary to the Boards

Approved: