

Town of Sullivan, NH
Budget Committee
Approved Meeting Minutes, Tuesday, December 27, 2022
Sullivan Town Hall

Board members present: Al Merrifield, Chairman; BJ Wahl, Gary Patnode

Board Representatives: Dave Jakway, Selectmen; William Thorndike, School Board

Others: Chris Pratt, Library; Wendy Pelletier, Conservation; Leslie Casey, Planning Board; Todd Smith, Highway

Staff: Kathleen Rowe, Secretary

1. CALL TO ORDER: Chairman Merrifield called the meeting to order at 6:00 PM.

On nomination by B.J. Wahl, seconded by Gary Patnode, Al Merrifield was unanimously elected Chairman of the 2023 Budget Committee.

2. BUDGET REVIEW

A. Library: \$23,123 (+704 over 2022)

Chris Pratt, Trustee, presented the 2023 budget for the Sullivan Public Library noting that the overall increase is attributable to an increase in utility (electric) rates (+250) and an increase in hours and payroll, (2 hrs/week on Saturdays), 3% payroll increase recommended by Selectmen

B. Conservation: \$2520 (+201 over 2022)

Wendy Pelletier presented the 2023 budget for the Conservation Commission, noting the increase in the charge for Hazardous Waste Recycling at the Keene Landfill. She also explained that there will again be Youth Education programs provided by the Harris Center in 2023.

C. Planning: \$2346 (-\$1439 under 2022)

Leslie Casey presented the 2023 budget for the Planning Board and Zoning Board of Adjustment. Although the budget has decreased as there will be no office equipment purchases needed in 2023, the line items for printing, publishing and postage have increased in anticipation of continuing increases in Planning and ZBA activities requiring both newspaper notices and certified mailings.

Training (\$300) is up \$140; the Planning Board has a number of new members/alternates; the State legislature is now requiring demonstrations of competence for memberships and requiring more in-person training.

Leslie has met with a candidate for the Planning Clerk position; she will meet with the Selectmen. Replying to Gary Patnode's question regarding the Planning Clerk's role, Leslie explained that the Board has not had a designated secretary for meetings within the past year; as well, this person will be handling mailings, tracking documents and allow the Planning office to have regular hours for public availability.

Master Plan Capital Reserve: The original request for \$5000 has been adjusted to \$0 as the first two phases of an INVESTNH Grant relating to Master Plan preparation and evaluation processes have been fully funded at \$45,000 negating the need for this year's capital reserve request.

D. Cemetery : \$7600 (\$1200 over 2022)

Dave Jakway presented the 2023 Cemetery budget. Contracted Services (mowing) has increased \$600, to include one annual mowing at Jewett Park (\$500) and a slight increase (\$100) in all other Cemetery and Town mowing services

Supplies have increased \$600 to replace the sign for the East Sullivan Cemetery.

E. Recreation: \$1000 (no change)

Dave Jakeway presented the 2023 Recreation budget noting that, although this budget has not been spent since 2020 at the onset of Covid, there is now interest in creating new town-wide events.

F. Highway: Todd Smith presented the 2023 Highway budget.

Personnel: \$164,885 (+\$6,762 over 2022)

Personnel costs include the addition of one per-diem employee, an increase in medical insurance and the 3% increase recommended by the Selectmen. It is anticipated the addition of the per diem employee will decrease the number of overtime hours necessary during storms.

Operating Budget: \$150,288 (+3304 over 2022)

Utilities (+400), diesel fuel (+2364) salt (+2640) drive the increases in this budget; Al asked if Todd has looked into the state pricing for salt; Todd has researched this, and the pricing is the equivalent of our current vendors.

New Equipment: \$1000 (-\$3000 over 2022); to purchase pallet forks for the Mahindra.

Todd recommends leaving vehicle repair at the current \$20,000 as vehicles have been recently inspected with all necessary repairs made.

All other line items align with the 2022 budget.

Special Projects: \$90,000 (-\$40,000 over 2022) Todd noted that the original department request was \$130,000 to pave Church Street. Considering the current cost of asphalt which has doubled since the Church Street project started, the Selectmen have recommended \$90,000 at this time for other projects under discussion.

Will Thorndike asked if it will be necessary to pave Church Street; Todd noted that the gravel roads are high maintenance and the Town has worked to see that higher-trafficked roads are paved where possible. Al Merrifield suggested that the Capital Reserve for Resurfacing be used if necessary.

Highway Capital Reserves:

Highway Major Equipment: Original Department Request: \$50,000 per the Highway Major Equipment Committee in order to have funds to replace vehicles on a recommended schedule.
Selectmen recommend : \$35,000

Reconstruction/resurfacing: Todd noted that \$10,000 requested for that Capital Reserve has been reduced to \$5000; Selectmen will revisit this request.

Bridges: Original request: \$5000; Selectmen noted that NHDOT announced it will be providing unanticipated income in 2022 for use only on the construction and reconstruction of municipally-owned bridges. These monies are not time-restricted. Todd noted that none of our bridges are currently red-listed and as such, are not eligible for 50% matching funds.

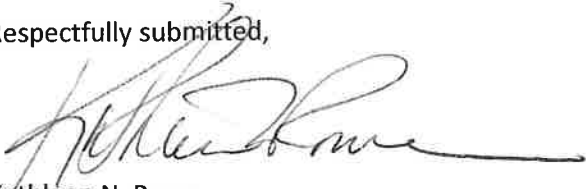
3. OTHER BUSINESS:

- Chairman Merrifield noted the School Board budget will be presented in two weeks; Will Thorndike will check on status of budget for distribution to the Budget Committee.
- Public Hearing for the 2022 Budget is scheduled for January 24th , 7:00 PM at the Sullivan Town Hall. AA will post and publish notice of this hearing.
- Next Meeting: Tuesday, January 3, 2022 – 6:00 PM
Fire Department/Emergency Management, Selectmen and Capital Reserves

4. ADJOURNMENT

Motion to adjourn at 7:25PM made by Gary Patnode, seconded by BJ Wahl, all aye.

Respectfully submitted,



Kathleen N. Rowe
Secretary