Budget Advisory Committee Meeting
562 Winterbrook Rd., Campton, NH 03223
October 23, 2023
Called to order at 4:00 p.m.

Attendees: Management - Ron Beard, Allison Smith, Steve Baert, MRI Consultant – Rita Donaldson
Committee Members – Mark Canfield, Dave Spinney, Denise Bujalski, Bill Mitchell
Guests – Maureen Patti
Zoom: Ned McElroy, Nancy Seward

A motion was made by Ms. Bujalski to accept the minutes of 10/16/23, seconded by Mr. Mitchell, and all members voted in favor. A motion to adopt the agenda was made by Mr. Spinney, seconded by Mr. Mitchell, and all members voted in favor. Commissioner Patti and Ms. Smith addressed the committee about the new minute-taking procedures being put in place by WEVD. Draft meeting minutes need to be sent within 5 business days. There is a minute production assistance form available as a shared Google Drive document.

There were some questions regarding some of the headings used with the current software, how to read each category and how they relate to each other, where to find CIP, and COGS in the rec fund category. Ms. Donaldson was very helpful in answering these questions. Mr. Canfield suggested interest charges should be included in each department's budget summary.

It was noted that the water department had a YTD favorable balance of 22%. Water and Roads Department head, Mr. Baert talked about the major accomplishments for the past year. The work on water lines on Pegwood Road was the biggest accomplishment. It is ongoing but projected to be finished by year's end or sooner. Discussion was held on the difficulty of projecting budget monies for water leaks as they are an unknown and repairs sometimes lead to further leaks down the line. It was emphasized by Mr. Baert and Mr. Beard that all leaks are now repaired fully and not using a "band-aid" approach. The major challenges for the water department are finishing Pegwood and the availability of getting a contractor here in a timely fashion when a leak is identified.

The roads department also had a favorable variance of 9.41%. There were challenges this year with snow plowing due to staffing/contractor issues but roads were kept safe. The rainy summer kept some work from being done regarding dust dampening. The roads department is working diligently to clean culverts and ditches before the winter season. The district was understaffed for a few months while searching for an employee but currently the position is filled. Discussion was held on the hiring of either another full time or part time employee. Mr. Baert was in favor of either/or as it keeps him freed up for other projects and many projects could be done easier with 3 employees rather than 2. He also mentioned that the purchase of a mini excavator would be extremely helpful to both water and roads departments. He has received an estimate of $105,000. Other items his department needs are a bathroom at the shop, a larger building to work on vehicles, bays to store road materials, and another truck.

Discussion was held on the need for a water fund balance policy. It was thought that monies not used must be given back to rate payers. Mr. Spinney is going to explore our legal obligations for any surplus. An adequate rate should include future planning costs so any surplus would be helpful for that goal. Mr. Canfield asked if CIF monies could also be used for maintenance of the water system.

The action plan was to address capital items for roads and water and the need to hire another roads/water maintenance employee.

A motion to adjourn was made by Mr. Canfield and seconded by Mr. Mitchell. The meeting was adjourned at 6:38.

Respectfully submitted,
Denise Bujalski