

**Unofficial**

**BUDGET COMMITTEE WORKSHOP  
MINUTES  
Town Hall  
35 Main Street  
Saturday, February 6, 2010**

**CALL TO ORDER**

Chairman Pieroni called the meeting to order at 9:00 am.

Overview of 2010-2011 Budget – Carol Granfield – Town Administrator

C. Granfield gave an overview of the budget process with the Town Council. The public hearing is March 4<sup>th</sup> and must be posted March 29. The Council's objectives were level funding with limited warrant articles. The expenditures represent a 1.34% decrease from the actual expenditure, which include a 20.4% increase in Insurance, which were absorbed resulting in a reduced budget. The revenue saw a decrease in Motor Vehicle, Building and Shared Revenue. The only increase in revenues was in the new Ambulance Service. The Personnel Summary Chart gives a comparison of positions and what is proposed. In this format, the overtime was pulled out on a separate line. We also incorporate divisions in some departments because they encompass other areas. We also show true part time positions.

Capital Improvement program is a six (6) year plan that was submitted to Council. The Planning Board accepted the CIP recommendation. That included 16 warrant articles and the Town Council reduced that to three (3) warrant articles.

Departments:

Administration \$42,486 increase result from insurance, which is carried in that department (Workman's comp). There is a part time IT for two (2) days a week, which is covered by the contractual agreement. There is a reduction in printing by having the town report on CD with minimal printed copies.

Assessing decrease \$1251 due to reduction in contracted service.

Building decreased \$3230 and there was a proposed additional part time person for 4 hours, which was cut by Council.

Planning decreased \$2631 with a reduction in supplies.

EMT decreased \$3796 with a reduction in exercises and equipment with grant opportunities.

Family Services increased \$12,726 and the Town Council added \$5000 based on the economy and the requirement by State Law to provide Welfare. There is a Welfare Work program where individuals can work to pay back. There is also seasonal work available.

Finance decrease \$8945 due to GASB required only every 5 years.

Fire and Rescue increased \$46,564. Reductions were made throughout the department with increase due to personnel and benefits. The Ambulance Service will be a wash with funds used to pay Tri Town.

Public Works decreased \$43,240. Public works includes Highway, Park and Rec and Buildings.

Highway overtime was reduced. Park and Rec and Old Home Day were added to this department. There is an increase in Town Hall electricity because last year's budget was based on the old building.

Recycling and Transfer decreased \$50,097 due to tipping fees. The major cost of the Operating budget is Personnel and benefits.

Tax Collector and Clerk increased \$12,884 due to a change in insurance coverage in the department.

Police Department budget was level when presented to the Town Council. They did level fund. The Council reduced 63,200 in the area of communication, photography, selection process, legal, and animal control.

Library increased \$13,825. The TC reduced the budget 5,000 in books.

Revenue decreased \$399,302

The overall budget is \$14,418,105, which is \$195,807 less than 2009-2010, and \$59,151 decrease from default.

There are 7 financial Warrant Articles

Safety Center Bond \$1,538,000

Operating Budget \$14,418,108

Non Union merit wage increase \$63,463

Police contract TBD

CIP Road Impact \$10,000

Park and Rec \$10000

Town Building maintenance \$10,000

B. Gahara: The revenues are down and there are tremendous increases in insurance. The Departments did a great job in absorbing those cost. Also, we want to recognize the work done by the CIP in light of the current economic environment. Unfortunately, many articles didn't move forward because of the economic times. The TC is trying to balance that and hoping the economy improves in the next few years.

Date for Hearing on the Bond – First meeting in March, Council's responsibility

H.L.Turner, Architect presented an overview of the Safety Center Project with Harvey Construction as the Construction manager.

Bill Hickey from HL Turner: The problems remain inside in the building. The entire envelop of the building leaks. Freezing pipes are a problem. The building is only 12 years old. We studied the building and came up with a plan and solicited Harvey Management to work through a cost effective solution. We didn't want any band-aids. We wanted to fix it and fix it right. There is a lot of air infiltration. We are proposing a new envelop in the exterior of the entire building. We are going to re-insulate the entire roof and put a shingle roof. We will take the brick off the office area and replace with masonry and wood board above. The entire exterior will be done with little work to the interior.

Interior – we have not found any mold inside because there is so much air going in and out there isn't any mold. With the proper insulation and the proper exterior will stop the water and air from going in. There are a few minor interior issues proposed.

J. Pieroni: There are many brick buildings, why is this such a big problem and expense.

HL Turner: It is due to improper installation. It is good material, but it wasn't installed correctly. The flashing wasn't properly installed or not installed at all. Water will penetrate brick and the only way to fix what is behind is to take it off and fix what is going on behind.

C. Granfield: We spoke about the cost to simply build a new building and we plan an open house for the public as well.

Paul Dubois, Harvey: There are numerous problems with the building due to not using proper techniques in the initial phase. In the front, there is a low front with no way for the water to get out. To take off the exterior skin, we can look behind the dry wall to see if there is any mold. So far we haven't found any evidence of mold.

To replace the 12-year old building would cost \$5 to \$5.5 million dollars. You shouldn't have to spend this money after 12 years to repair. There are failed controlled and cocking joints. Some of the holes that were to allow moisture out were cocked. That didn't help. With the shed roof and the amount of snow and ice falling, you have broken conduits. There are other repairs beside the exterior being proposed. There are some deficiencies, which are small now but will be a problem later. Improper support around the air conditioners on the roof. We tried to look at everything and address everything. The delivery method is:

1. The format used on the Fire and Police was design build where the contractor hires and retains the design team and they build the building
2. The architect builds and then it goes to bid for a contractor
3. The third way is a construction management format. The difference is general you have a fixed price and that is what you pay. If it is less, the contractor keeps the profit. Construction management is an advocate for the client at a fixed fee. Our job is to stretch the available dollars as far as possible. If the job comes in for less, the difference comes back to the town with a guaranteed maximum price on the high end and if the job is less, the town benefits.

When this project is done, the town will not have to address this building for a long time.

J. Pieroni: Is the construction manager the clerk of the works.

Paul: In construction the warranty period is one year. Understanding the issues dealt with by the town on this building, we talked and we will back this building for two years.

HL Turner: We are liable for any issues for 7 years.

Paul: After 2 years, Harvey doesn't walk away. Our president lives in Hooksett. We're not going away. We will respond to issues in the future.

J. Pieroni: In touring the building, the hose tower had cracks in the bay and the ceiling. Is this taking care of all the issues in the entire building? Outside of routine repairs, we won't have to do anything.

Paul: Yes from a structural standpoint yes. Other than normal wear and tear.

HL Turner: The apparatus bay roof with a 25-year life expectancy. We addressed all significant issues were addressed.

J. Pieroni: Is the chief comfortable with the scope of the work? Including a garage seal?

M. Williams: I believe all issues are being addressed.

J. Pieroni: Is there a lesson learnt in this for the future. Is using construction management better than design build.

C. Granfield: The lesson is do it right. Don't always go the cheapest route. I have built several buildings with construction management and design built. If done correctly, they can both be effective.

M. Miville: Will this include the cosmetic changes including the crack in the tower and the garage door, which should be level? On the police side, there was condensation on the pipes due to lack of insulation.

Paul: The apparatus bay and doors, the DPW has already fixed one side and will fix the other side. Interior repairs, the tower will be cleaned and painted. We need to go inside and because we will re-insulate, we will be opening up the ceilings and replacing the damaged tile.

D. Argo: We are aware we are out of warranty. Have you determined that building codes that were in place 12 years ago were violated during the construction?

HL Turner: We think it was just improper installation. I didn't see any code violation. It was more improper technique. In some cases, flashing was missing or not correctly installed. We will be putting new insulation on the interior and exterior, which should improve the energy use.

C. Granfield: We are looking to apply for an energy grant.

JR asked if the building could be reflashed and cocked rather than remove.

HL Turner: Sometimes moisture gets behind the sealant. To insulate properly the wall is to take the brick off. It is a shame these materials weren't properly installed because they are good materials.

If nothing is done, water will continue to get in and if you continue to get moisture, dry wall is a source for mold and will continue to cause problems. The steel structure will not be compromised for a long time. You have life safety issues. When you have wires and water, there are issues. There is residual value to that building and needs to be corrected. If you don't do this you will continue to have problems and the cost to repairs will continue to increase as in broken sprinkler pipes.

B. Gahara: the TC had the same concerns. You wish you could go back to when the building was built and you wish you had done it correct. Now do we continue to put band-aids and jeopardize people's safety? We want to do the repairs and have a safe and viable building for many years. It will be up to the TC and the Budget Committee to inform the voter of the need and why.

J. Pieroni asked how much has been spent over the years in repairs for this building?

C. Granfield is trying to get that number. I would say it is at least \$100,000 and it has not solved the problem. In some cases the repairs have made some issues worse.

J. Pieroni: Are the police and fire satisfied with this solution?

Dale Hemeon: Harold and I were happy to see the construction management approach. The prior builder subbed everything out to the lowest bidder. This time, the subs are good.

Paul: When you do a job with Harvey, you can audit the job every month. If the voters go forward with this project, Bill and his team will complete the plans and specification. Harvey will then put them on the street to an invited bid list. We will solicit 6-8 trades to get a minimum of 3 bids per

trade so you will have the best number for the work and we will share that with the town on a bid comparison sheet. This is all under the umbrella of the maximum overall price.

Paul: Our pricing is based on starting this year. If this doesn't pass this year, we will have to look at the numbers again next year. The material prices may start to move. The items that need to be repaired won't change.

There is no additional money for the unexpected issues. There is money set aside to cover those potential issues. My only concern is the fluctuation in the marketplace.

JR Ouellette: Can this be phased?

HLTurner: The majority of the money is being spent on the front. The only way from design and construction is to split the apparatus bay and the cost is only about 10% for that. The cost to remobilize would drive the cost higher so it was better apply the entire job. It was 85% vs. 15%.

JR Ouellette: What about doing the envelope year one, and then the roof year two?

HLTurner: If you would just re-side the building and leave the roof you would only address 50% of the problem.

JR Ouellette: I'm concerned with the burden for the taxpayer.

Paul: We could break out the apparatus from the office but every time you remobilize, there is a cost. The time for the additional cost to phase this is a bigger bit of the apple.

C. Granfield: These are the same concerns that we had and we were hoping for a cost under 1 million and the apparatus bay was the only item to break down.

HLTurner: Where the lower roof ties into the exterior wall, you will have a problem. You could do just the upper roof. The apparatus bay is \$200,000, which is about 10%. We wrestled with that issue and how to split the work. We felt that with the number of issues and the economy, this was the best approach.

C. Granfield: This being a bond it would be paid over a number of years.

C. Soucie: The second year is about \$150,000 and the estimate is 11 cents in the second year, which is the highest year.

### **Presentation of the Budget by Departments Public Works**

Dale Hemeon: Cuts were made to keep the budget level.

J. Pieroni: Road maintenance, no funds were spent on plow edges and chains and now we are budgeting \$18,000.

Dale Hemeon: We made a great deal a few years ago, so we didn't have to expend.

J. Pieroni: \$6000 spent of \$220,000 resurfacing budget.

Dale Hemeon: With the cost of salt, I saved money from paving. I thought I only had \$50,000 when I had 150,000. That was my error.

M. Miville: You are paving 5 roads?

D. Hemeon: Yes, Smyth, Bicentennial, - 3 year project. Last year was the first year.

N. Comai: Overtime, highway division \$149,000 and an additional fleet. What is the overtime used for if these budgets are not provided to you to spend?

D. Hemeon: If it snows, I must plow. It depends on the number of snowstorms. Last year, we were around the 35 range. Our overtime is based on the number of storms.

D. Argo: I know it is based on snowstorms, based on what you are budgeted, are you below the average with this budget.

D. Hemeon: That is why I don't spend the paving budget until the end of the year. I'll pave a few roads but leave a balance if needed for plowing.

C. Granfield: The past 5 to 7 year history wasn't anywhere near the high. We split out the overtime and I don't think it will be detrimental based on past years.

JR Ouellette: How much overtime has been expended to date?

C. Soucie: In this budget, we didn't separate overtime. Highway is at 30% spent when they should be 50% spent for wages.

JR Ouellette: Why are the uniforms rented?

D. Hemeon: We have always had that service with a uniform allowance. I think a previous administration wanted them in uniform.

J. Pieroni: Can we get the difference and the increase in miles of road to be maintained.

D. Hemeon: We have about 84 miles to maintain, which is 320 miles to plow. 1 mile of road is 4 miles of plowing.

J. Pieroni asked for a spreadsheet of data that shows the change in road maintenance.

M. Miville: \$85,000 to pave 1 mile including reclaiming.

Dale stated that the town is behind in paving overall.

C. Granfield: We need to put together an overall plan for the paving.

Fuel- This year it is at 34% vs. 50%.

### **Park & Rec**

Maintenance line was hit the largest including fields and materials.

Fuels was separated out from highway and put in correct department.

### **Town Buildings**

C. Granfield: This budget didn't have the correct electricity budgeted for the new town hall.

D. Hemeon stated that this is our first year taking on these buildings and there are lot of old buildings. We will have a better idea after this season. We have a lot of contracts, which we are trying to transfer to our in-house maintenance person.

New Equipment request for \$7000?

D. Hemeon: At station 1 and 2, we are looking to replace cabinets and the washer and dryer.

Is the Court House is self-sustaining?

C. Granfield: \$73,000 in revenue from the Court House and the lease is coming due and we will look at that and our repairs have been \$55,000 so there is a net gain.

D. Hemeon: That building was recently seen two new roofs so we should be ok for a few years.

### **Fire Department**

M. Williams: Fire was restructure this year as follows:

Fire – Fire Rescue Operations

Ambulance – was moved from Administration budget

Forestry – was a stand alone and now is part of the Fire Department under a division

Major increases for the Fire Department were in Insurance and Retirement. Taking that into consideration, we started at zero and tried to see how much we needed to operate.

By doing that and having the second year of the fire union contract brought us well over the 0 increase.

We still could not find the second year of the contract, which was \$48,000 in the budget. The largest increase is the second year of the union contract, which was approved last year. This is the last year of the contract.

J. Pieroni: The overtime budget was \$154,000. It is now \$108,000. The actual was 114,000. Did we hire more personnel?

M. Williams: We did hire two firefighters last year. With the shifts at 7, if we have someone on vacation, we didn't have enough to back fill to 6 person shifts.

JR Ouellette: What is the incentive plan on the contract?

M. Williams: It is for training or education levels, which would get a percentage every year.

JR Ouellette: Some of the employees have 5 weeks vacation? What is the breakdown of years to get weeks vacation.

M. Williams: The new contract that went into effect, is everyone over 20 years gets an additional week of vacation. 20 years gets 5 weeks. They can carry over 10 days with a 7-year maximum.

M. Williams: Minimum staffing levels now are 6; 2 firefighters and 1 commander at each station.

M. Miville: Is there a wage cap?

M. Williams: The union is negotiated each contract. Non-union has a salary cap.

M. Miville: Are there funds for legal costs for negotiations?

M. Williams: The legal costs are typically minimal. We only use the attorneys to review the final contract and to ratify. Last year it went well and the ground rules are set via email without attorneys.

D. Pearl: What is the contribution for the contract for health?

M. Williams: 10%, the same as the town.

JR Ouellette: Will the Evergreen Clause affect this contract?

C. Granfield: Since their contract does not have steps, the Evergreen Clause would not affect them.

### **Ambulance**

The ambulance budget reflects what we currently pay to the ambulance provider.

We will provide ambulance coverage 7 days a week, 24 hours a day. The Council just approved a new fee schedule last month. They reflect the medicare/medicaid minimum rates. The projected revenue is \$150,000 to \$200,000 on all the transports.

We did just take delivery of the second ambulance. We will only man one and the second one is a back up vehicle. We currently have a mutual aid agreement with Manchester and The Capital Area, which have been in place for years.

Maintenance for the vehicle is under the fleet maintenance fire budget.

Fleet maintenance was reduced from \$48,000 to \$38,000. That is where maintenance and repair are posted. We implemented a preventative maintenance program. Under the undercoating program, we have completed that process. We were not going to undercoat the 1985 vehicle with a new vehicle being proposed to come on line using impact fees.

### **Forestry**

All the forestry trucks are multi use vehicles and are 4-wheel drive and are used for many non-emergency calls in the snow.

Mutual aid is used when we must call in other towns for forestry. We have not used that service this year yet.

J. Pieroni asked if we are generating numbers for the cost to operate a building.

C. Granfield: The study just started and is scheduled to be complete in 6-8 weeks. This study will look at the best location for a station in town as well as the staffing needs. We also applied for a joint grant with Manchester and did not get that grant but there is still interest in doing a joint venture with Manchester due to location.

J. Pieroni: My concern is we cut the wage line and now we cut an additional vehicle and we are talking about another station. If we can't afford what we have, how can we afford to expand to another station?

C. Granfield: They will evaluate what we have and the demographics and they may even determine we need to reconfigure the two stations rather than increase to 3 stations. This will all be part of this study.

### **Police Department**

Joanne McHugh, Police Commissioner and Chief Agrafiotis

J. McHugh: This budget reflects the directive of the Town Council, which was level funding. We came in a little below last year's budget. Several lines increased as did other budgets with Health and Retirement, which saw an increase of 20% for Health and 21% for Retirement. That was a substantial increase in those lines.

There is a 2% wage pool in this budget. With regard to the union, I will defer to the chief since I was not a part of the negotiating team. Our present command staff is 23 staff currently working: The chief, support services, 2 captains, patrol division, lieutenant, and a vacant detective commander. Now we are interviewing for 4 open positions.

The current approval is for 27 total staff. We are working towards that number.

The other support staff is professional development coordinator, which is a lieutenant.

Some areas of the budget increased and other areas were cut like the request for vehicles. We are only requesting one new vehicle in this budget. There was concern on the part of the commissioners with vehicle maintenance being too low. Another area of concern was with the cost of gasoline. We did some research on the projected cost and we are not completely comfortable with that number.

An amount not included in the budget, we did research on the ability to use impact fees for laptops in the cruisers. The previous town attorney stated that money could be used for that.

There are a certain amount of dollars that will be needed for broadband service and isn't in the budget because that information wasn't available to us when we prepared the budget. We spent a



great deal of time reviewing the lines. Overall, over the last several years, the budget has increased but I think it should be noted that as far as the budget itself, some cost that were in the town administrative budget have been moved to the police budget. The dollars for wage and benefits, I believe there is an agreement with the Town Council and the Police Commission that if certain money is not spent from the benefits and wage line, they must be returned to the town.

J. Peironi: This was just for benefits not wage. The surplus "benefits" money had to be returned back to the town.

Chief Agrafiotis: There could be an agreement between the Commission and the Council on how that could be used. If the town had a problem, both groups could get together and use that money for an emergency and could move back over the town or back to off set the tax.

J. McHugh: The only other thing is the number of police calls for 2009 were 18297, which are by Shift: A - 5952, shift B - 6455, shift C -6180. That gives an idea of the numbers they are dealing with.

J. Pieroni: The number of calls are down. So would you say your crimes like assault and burglaries are level?

Chief Agrafiotis: Some are level and some are up. We took the major categories and you see arrests are down and burglaries and assault are up. Traffic accidents are up. Just those categories, those numbers equal one but the amount of time spent on one incident is greater than a traffic stop. With the same number of officers as last year, the number of officers tied up investigating and dealing with this is up. There is time not only in the initial response but investigating time and court time. The number of the more serious issues has risen, which requires more time. We have the spill over from Manchester with the traffic from the city. Sex offender registration rate is up.

J. Pieroni: I noted the back up material includes the vehicles. Do we have a list of police vehicles? Can we get a list of the police vehicles and a replacement schedule?

Chief Agrafiotis: We still felt we could get through the year with one vehicle this year because we bought two last year. We are now getting more miles per vehicle. With the maintenance schedule, we are traditionally getting rid of vehicles at \$120,000 miles. We have done that by proper maintenance and keeping the vehicles clean. We can then get ahead of the curve.

J. Pieroni requested the commission provide more information on Broadband.

Chief Agrafiotis: When the new communication system was voted in 2001, the system was purchased with the understanding we would someday have this capability without a large retrofit. As we move forward and have the computers in the cars, we can now have officers do reports in the cars. With this program, according to the attorney, they can do the report in the car and the information will already be in the system with out transferring the data manually later. Many communities in the State have this capability and it is an efficiency issue particularly with the distance that the river provides in splitting the town. The cost per year for Broadband is \$7,222.22. We didn't know how much of this project was eligible to come from impact fees. The only thing not eligible for impact fee is the Broadband and we are pursuing grant money for this cost.

D. Argo: The benefit issue, if you have 27 personnel, and you have 23 in service, just the associated benefits unused will go back. What about the wages?

J. McHugh: That is correct. The wages stay in the police budget. It is a bottom line. We want to maintain that the town is well protected. We want to be able to hire replacement officers for those

we have lost. We are always working to protect the town and respect what the voters approved. They approved an amount of officers and we have a budget that reflects a number of officers.

D. Argo: My question is if those officers are not hired, what happens to the remaining unspent wages?

Chief Agrafiotis: With a tight budget, we look at equipment that might be needed like tazers that come up, we always return money to the town. We went back and looked and over the last 10 years from \$10,000 to \$412,000 (last year). That included money not used of our operating lines plus unused benefits. Prior to 2006-2007 we returned \$208,000 just from our operating line.

D. Argo stated that if we are operating with 23 and we have a guarantee that unused money will be returned, I'm ok with that.

Chief Agrafiotis: We requested 29 and the Commission reduced that to 27. We can live with 27 but we cannot live with 23 for a long term.

J. Pieroni: To clarify, this budget doesn't authorize a number of officers. You can hire as many officers as you want within your budget. A few years ago there was a warrant article requesting funds for 2 additional officers, but we don't mandate how many officers you have. If you have officers in the low end of the pay range you can afford to hire more officers.

J. McHugh: The community authorized the police department to hire as many as 29. It got cut out in the dollar amount to continue with the 29

J. Pieroni: If you had 27 people the default will provide for the same number of people. You can't blame it on default. You can hire as many people as you can get for that pool of money.

J. McHugh: Granted you are given the ability to hire a staff of 29, those 29 may need vehicles etc., so it isn't all dollars for wages. When you get a decrease in dollars allotted to you, you must look at what it will cost to have equipment for those personnel. The cost of the salary plus the cost of the vehicle. We didn't always have the ability to hire 29. It is a bottom line and we do have authority to manage that.

C. Granfield: It is unusually to have in any department a classification plan, but to say you can hire only a number in any department. I've never seen a community that doesn't have some allocation system in each department to make it work.

J. Pieroni: My point is it's a wage line and they have authority to hire what they need and the budget doesn't set the number of employees. The Commission has control of the hiring plan. Show me somewhere the town voted to decrease. It is through the budget process that the money is managed. Last year we did not increase funding but held it at the same level.

JR Ouellette: The funding is there; the wage line has been under expended over the past 3 years.

Chief Agrafiotis: We have 27 people in our plan. Now, because of different issues we are under expended and will hire up to our plan level. If we found 8 people, and we hire those 8 and are at 32 officers, with money allocated, there would not be money and benefits to pay for those benefits above 27.

JR Ouellette: You keep saying 2 officers were taken out of your funding; there was only one lieutenant and one dispatcher.

N. Comai: On the non-union employees, on tab 26, the listing of personnel, how many are non-union? Of the 38 and 4 employees, how many are non-union?

Chief Agrafiotis: Chief, 2 captains, 2 lieutenants and 6 sergeants are non-union. The executive assistant and prosecutor and assistant prosecutor and dispatch are non-union.

N. Comai: Clothing for non-union employees – \$8000

Chief Agrafiotis: We have two lines for clothing. The officers have a uniform allowance by contract. The non-union employees get uniform as well. The union police officers by contract get a uniform allowance each year. We budget for the same amount for the non-union employees. Union or non-union officers get the same allowance for clothing.

N. Comai: Do you have salary caps for non-union employees.

Chief: Yes we have a cap on the wage scale.

N. Comai questioned the Executive Assistant salary disparity.

J. McHugh: We checked with LGC and we looked at what other communities were doing with these salaries and the scope of the job and years of service. It took us four times to get to an adjustment that was reflective of what other communities were doing. Also, if you look at years of service and scope, you will see how that was arrived at. We are closing the gap on that. It is an ongoing issue and if we can get the number of officers up there, you can get a decrease in the overtime.

N. Comai: I feel an executive assistant is only responsible for a certain amount of responsibility. If that work can't be done in 40 hours, we need to redistribute responsibility or hire another part time person.

J. McHugh: That has been what we have discussed at our workshop. That is the scope of our research. Whether you are paying overtime or straight time, that concerns me.

Chief Agrafiotis: Every department has their support staff. You have to look at what that person does for work and the level of responsibility. For over 20 years, for the police union and non-union there has been a wage scale and there are steps. When you look at the union contract, beside the wages there are steps for years of service and that exists for support staff as well. They were union at one time and non-union has steps in place just like there is for the prosecutor and the staff.

Every so many years, the commissioners look at other towns, and look at the matrix for all positions and said, is the matrix competitive with other communities. If there is a bump, it is because that matrix was adjusted.

The union is in the contract. For the non-union, the commission put in a 2% wage pool. Other town employees have a wage pool. The non-union will get 2% wage pool plus step.

D. Argo: How long have you had 23 officers?

Chief Agrafiotis: We have had 23 only a week and half. Prior to that, we had 24 for a couple of months. Can we run short handed? Yes. Does it hurt? Yes. We do what we need to do with what we have. We will use overtime to cover the voids.

D. Argo: Is the overtime based on 23 or 27 officers?

Chief Agrafiotis: That is based on 27. The overtime is a pool. This would be needed even if you were fully staffed. If the staffing stays at 23, the overtime would increase substantially.

J. Pieroni asked for a quarterly report from the police which will include overtime.

Chief Agrafiotis: As of December 31<sup>st</sup> at 50% through the year, we had used 29.87% of the overtime of which most of the time we had 24-25 staffing. Last year, at the end of that year, 63% of the overtime was expended. In 2007-2008 we spent 86%. The two prior years 89%. Our overtime line is going down because we have more full time staff.

JR Ouellette: In the years that 86% to 89% of overtime was expended, what % of the wage line was expended?

Wages were 84.39% and 85%.

Chief Agrafiotis: The commission asked me to reduce overtime \$100,000 to meet the Council's level funding. That may leave us short staffed.

J. Pieroni: That you feel is needed with a full complement of staff?

Chief Agrafiotis: We never know what will happen. There may be a crime investigation that may require extensive overtime. We can't predict what will occur. There are many unknowns.

J. Pieroni: Do you plan to make any purchases with remaining funds this year?

Chief Agrafiotis: Not that I can think of and we haven't discussed it. Other than the impact fee project for laptops, we have not discussed any issue.

J. Pieroni: Spending money that hasn't gone through budget review like last year's vehicle that was purchased at the end of the year that we never heard about. If there is something, bring it forward.

D. Pearl: I don't support expending or encumbering funds that the voters haven't approved. I'm concerned with the prisoner transfer vehicle and why was that needed before the budget was done?

Chief Agrafiotis: The history behind that issue was when the State put together their budget, they contemplated closing courts in the state and Hooksett was on the list. We were told we may have to go to Concord. When we arrest someone they either make bail or they are held overnight. During the week, if the sheriff is available, we use them; if not, we transport and we have to use a cruiser. An issue came up that the Hooksett Court might be closed by the State and we would have to drive to Concord and if they are released on bail we had to transport back to Hooksett to get their possessions. Now it is open and the town is in discussion with the State for the Court House. The Commission was concerned with prisoner safety and officer safety, the commission gave the go ahead to buy the vehicle.

J. Pieroni: Why isn't it reflected in last year's expenditures?

C. Soucie: Because it was encumbered but physically paid out this year.

J. Pieroni: It isn't in the actuals. So it doesn't show all the expenditures from that budget?

C. Soucie: The budget was actually moved to the next fiscal year.

David Pearl: When that discussion started, the Court was in flux but when the decision was made that wasn't an issue. Also, that vehicle requires two officers to operate vs. a cruiser, which requires one. I also have seen that vehicle doing traffic stops.

Chief Agrafiotis: When the decision was made the Court issue was not in flux, that was the public information but behind the scenes we had different information.

D. Pearl: That was the information presented at the Commission meeting.

Chief Agrafiotis: It doesn't take two to run a transport van. Two is nice but we don't do two. We don't use two in a cruiser. Manchester uses two in their transport van. It doesn't take two to run the van any more than it takes two to man a cruiser. Also, if they go to a scene that needs a multiple transport, one person can transport two people. It forces the sergeant to go to every arrest. We looked at that and it takes less manpower and we have used it.

D. Pearl: The urgency was because of things going on behind the scene that we weren't aware of with regard to the Court House. I would rather suffer through half a year and have it come to the budget. That is a major purchase and will cost to maintain. It is not very usable as a cruiser and doesn't have good traction and can't carry cruiser equipment.

Chief Agrafiotis: It is set up like other vehicles, and except for heavy snowstorms, it is an unexpected item. We felt we needed to deal with it. We are responsible for the prisoner's safety and the officer's. There was the unknown with the Court and the safety piece.

J. Pieroni: That is why we need an inventory list of vehicles.

D. Argo: The number of police calls is lower than in 2001. What were the officers staff level in 2001.

Chief Agrafiotis: We talked about the economy causing more crime but we are surprised we haven't had the level of crime expected in this economy. You also don't know of the undercover operations that go on in town in unmarked cars.

Chief Agrafiotis: Education is a contractual item. The union employees can avail themselves of money for education. We don't know who will go back to school and we have to budget for that liability.

M. Miville: Will the laptop be a new line item?

Chief Agrafiotis: If approved, you will see a new line.

M. Miville: Can you explain the shredding business; \$1085.00 data shredding?

Chief Agrafiotis: We have a bin that a mobile truck takes and shredded under supervision.

M. Miville: There are lines regarding a canine.

Chief Agrafiotis: In the proposed budget, there is a sub category- canine patrol dog. The Commission and myself have a difference of opinion. Based on the economy and the sizes of the community, I don't believe we need a canine. The Commission believes we do need that service. We have left that line in the budget. When you do have a canine, the handler is tied to that canine and therefore is not as flexible in the schedule.

M. Miville: Is the training of the officer included in those costs?

Chief Agrafiotis: If we do the canine, there are months of training required and the cost of that training as well as the vacancy of that officer which needs coverage utilizing overtime is expensive. There are enough other canines in other communities that if we need it, we could avail ourselves of that, however there are no guarantee that they will be available.

M. Miville: The self-storage line has dropped considerably?

Chief Agrafiotis: We had self-storage units and we have worked with Carol to find donated space and in anticipation of that, we took some reductions in that line. We still have some need and our goal is to discontinue that line in total. Our garage only holds one impounded vehicle. We don't have a fenced area. Secure storage is an issue.

JR Ouellette: Do you support the canine program? To delay the canine project and move the laptop connection forward for the \$8000 could be done. The Education line of 7500. how is that determined?

Chief Agrafiotis: I support the canine program and I agree we should put the money towards the Broadband connection. The contract does not have an amount that must be available per the contract. We put that number in and we could reduce that line if we wanted.

D. Pearl: In the wages, the part time investigator is down for \$40,000. I realize you only spent 30,000 last year and 28,000 the previous year.

Chief Agrafiotis: We figure a part time employee at 32 or 35 hours, which is the maximum in a part time category without getting benefits. That is the maximum hours they can work in a year.

D. Pearl: Is the Chief's salary part of the 2% wage pool and are you proposing a particular wage for the Chief at this time.

J. McHugh: The 2% won't be designated to anyone until the reviews are done. This is merit based.

M. Miville: This is in addition to the pay adjustment.

J. McHugh: There is a wage pool that could be used.

J. Pieroni: Was the pay equity adjustment part of the wage pool from this year?

J. McHugh: I don't think so. It was based on making the salaries equitable to other communities.

J. Pieroni: There is a wage pool in the current operating budget. Is this above and beyond that wage pool?

J. McHugh: They used the money in the pool.

J. Pieroni: What was the total sum of that expenditure?

Salary Matrix all employees  
Cost of hiring average for new officers  
Vehicle inventory and replacement plan  
Wage budget summary sheet – C. Soucie will match up the sheets  
List of vacant positions on the salary sheet  
Training – cost of training a new officer  
Where will the laptop line be reflected?

In July, there was a wage pool for the non-union personnel and distributed in July. Now a second wage increase in January for some of the non-union. Now we are talking about another 2%?

J. McHugh: The increase in January came from the wage line not a wage pool. The wage pool is from merit and adjustment is based on what the position warrants based on the research done.

**Warrant Articles**

Future Meeting Schedule – Other Departments

February 11, 2010 – Library/Warrant Articles and review budget lines

February 18, 2010 – Police (TRC room) & union contract

February 24, 2010 - TBD

*March 3, 2010 – Public Hearing*

**ADJOURNMENT**

Chairman Pieroni adjourned the meeting at 2:40 pm.