

Unofficial

BUDGET COMMITTEE MEETING Hooksett Town Hall 35 Main Street Thursday, February 17, 2011

CALL TO ORDER

Chairman Miville called the meeting to order at 6:30 pm.

ATTENDANCE

Chair M. Miville, T. Lizotte, JR Ouellette, D. Pearl, K. Hughes, D. Sorel, N. Comai, V. Lembo Council Rep, and D. Argo School Board Rep.
T. Keach and J. Hyde excused.

APPROVAL OF MINUTES

January 20, 2011

*K. Hughes to approve the minutes. Seconded V. Lembo
Vote unanimously in favor*

February 5, 2011

*D. Pearl motioned seconded by T. Lizotte
Vote unanimously in favor*

February 10, 2011

*D. Pearl motioned seconded by JR. Ouellette
Vote unanimously in favor*

Public Input

J. Duffy stated that the replacement of a chair is for the same chair that is now in the office. This chair is needed as a result of a workman's comp's claim.
The \$700 is for a chair as well as printers.

NEW BUSINESS

Review and Recommendation of Municipal Budget

Community Development

M. Miville stated that the Council clarified the mileage line for ZBA and the Planning Board and is it is now considered a stipend.

C. Granfield stated the Finance Director created a line Public Officials 1-454-02-110 for \$1499 for stipends for the Planning Board and reduced Mileage 531 by \$1500.

*D. Argo motioned to approve \$198,146 which includes the ½ percent wage increase.
Seconded by D. Pearl.*

Vote unanimously in favor.

Library

N. Comai motioned to add \$5007 to the insurance line for the Library. Seconded by JR Ouellette.

Vote unanimously in favor

*D. Argo motioned to approve the Library budget for \$529,757. Seconded by T. Lizotte.
Vote unanimously in favor.*

Public Works

*D. Argo motioned to approve Department of Public Works Budget for \$ 2,628,380.
Seconded by V. Lembo.*

T. Lizotte asked how the revenue from the School District would be recognized.

C. Granfield stated that there will be a warrant article to place the funds in a separate account.

Vote unanimously in favor.

Police Department

D. Argo motioned to approve the Police Department budget. Seconded by V. Lembo.

JR Ouellette motioned to amend the Police Department budget to add \$1200 for Commissioner stipends. Seconded by K. Hughes.

Vote unanimously in favor of amendment.

D. Pearl motioned to reduce the wage line \$26000. Seconded by T. Lizotte.

JR Ouellette to reduce \$26,873 from the full time wage line and reduce FICA for \$389 and NH Retirement for \$4466. Seconded by T. Lizotte

D. Pearl stated that those wages should have been included in the budget and review as all other wage increase come before the committee. As a side issue, this was done in non-public which is improper.

V. Lembo: If these wages were given by the Police Commission, how do we have the power to remove those wages?

D. Pearl: Since this is a bottom line budget, we can make the cuts and the Commission can do what they want with those funds.

V. Lembo: I think the Police Department will suffer by cutting this money because the Commission won't remove the raises.

JR Ouellette stated that last budget cycle one Captain received three raises, one Captain received two raises, a Lieutenant received two raises and the chief received 3 raises, these raises were given when no other town employee received any wage increases.

V. Lembo: I believe it is inappropriate for this committee to be removing raises that were given by another commission.

D. Pearl stated his motion was to reduce a line not to remove a raise.

K. Hughes: I agree with the idea of the inappropriate wage increases but if we remove this money, we may be impacting the Police Department.

Chief Agrafiotis stated this is a bottom line budget and I can't speak for what the commission will do. I assume they will revisit the entire budget and make whatever cuts are needed.

T. Lizotte asked how much was returned by the Police this year?

C. Soucie stated that \$445,000 was returned to the General Fund.

T. Lizotte: Based on that return, I would think the impact would be minimal.

Roll Call Vote on amendment

<i>N. Comai</i>	<i>Yes</i>	<i>T. Lizotte</i>	<i>Yes</i>
<i>D. Sorel</i>	<i>No</i>	<i>D. Argo</i>	<i>Yes</i>
<i>V. Lembo</i>	<i>No</i>	<i>K. Hughes</i>	<i>Yes</i>
<i>D. Pearl</i>	<i>Yes</i>	<i>JR Ouellette</i>	<i>Yes</i>
<i>M. Miville</i>	<i>Yes</i>		

Vote 7:2 motion to amend passes

Final Police budget is \$3,392,889. This is a 3% reduction from last year.

JR Ouellette motioned to adjust the presented salaries to the actual salaries being paid. Seconded by D. Pearl

JR Ouellette stated there are 6 employees that are making less money than what was budgeted.

Sergeant detective	budget \$30.26/hr	actual salary \$29.35/hr
Lieutenant patrol	budget \$36.12/hr	actual salary \$35.29/hr
Lieutenant Admin.	budget \$35.50/hr	actual salary \$34.71/hr
3 patrol positions	budget \$18.60/hr	actual salary \$17.95/hr
	budget \$17.95/hr	actual salary \$16.87/hr
	budget \$17.95/hr	actual salary \$16.87/hr

This is a total of \$11,107 excluding benefits or FICA over 52 weeks.

Chief: Mr. Ouellette asked for current wages and he has the correct wages as of Feb. The new budget starts on July 1st. The difference is all members of the department have step programs and when we look at the budget we look where they will be on July 1 and for example the detective sergeant as of July 2011 he will go to the next step of \$30.26 from \$29.35. These steps are in the current year's budget.

For every employee there is step for non-union as well as union employees.

The three (3) officers that are union have been with the town less than a year, therefore they are not technically affected by the contract and should get the raise and then after one (1) year it is frozen.

Chief: The current wages are correct as of February 2011 and the budget sheets are reflective of July 1st 2011.

D. Pearl asked if the Town employees get automatic steps.

C. Granfield stated there are no step increases for town employees.

Chief: I believe LGC indicated the new hires are required to get their step increases during the first 12 months.

JR Ouellette: Chief can you verify your statement is correct with the LGC?

Chief: Yes, I will check with LGC.

JR Ouellette withdrew his motion pending more information. D. Pearl withdrew his second.

JR Ouellette asked how many cruisers will have air cards.

Chief stated that this year's budget will equip 12 vehicles and there will be the same number next year.

JR Ouellette asked if four (4) cruisers be eliminated from the fleet.

Chief: There will be detective vehicles that will have this technology and we will have 12 vehicles equipped.

D. Pearl: We budgeted for this last year why hasn't that been done?

Chief: There is a memo explaining the timeline. It appears that components were ordered from vendors. Air cards came in July and realized we hadn't received the adapter piece. Anti-virus software was installed and then the Captain was involved in hiring and training. In October, we learned that the State Police wouldn't do the training classes so we did them ourselves in December. We will have the laptops installed and running by the end of this month.

C. Granfield stated that the vehicles will go out for sealed bids.

JR Ouellette motioned to increase the Part Time Employees Line by \$646 and decrease FICA by \$3011. Seconded by N. Comai.

JR Ouellette: Town Council recommended reducing this line by \$40,000 and I would like to correct this amount to reflect the actual amount for a part time investigator. I agree with the Council in eliminating this position. Our police department currently has four detectives and Goffstown has 2 detectives. I'm increasing \$646 for extra they took out of the wage line and reducing the FICA by \$3,011.
\$65,624

Vote 7:2 motion passes

JR Ouellette motioned to increase the telephone line \$426. Seconded by T. Lizotte.

JR Ouellette stated that the Chief has agreed to give the SRO a phone if the budget is increased for that purpose.

Chief: We met with Verizon and reviewed the cost and history. We moved a phone to the SRO and currently there is more savings if we go under the State of NH bid program. I don't think we need the additional \$426.

JR Ouellette withdrew his motion and T. Lizotte withdrew his second.

JR Ouellette motioned to reduce legal line from \$25,000 to \$15,000. Seconded by D. Pearl.

JR Ouellette: Over the past 11 years \$357,004 had been budgeted for legal expenses for this department as opposed to Goffstown's Police Department's legal budget of \$15,000 for the same time frame. The amount expended during this period of time for Hooksett's Police Department was \$636,182 and \$12,276 was expended for Goffstown's Police Department. Hooksett's Police Department spent \$623,906. more than Goffstown's Police Department for legal over the same time frame. Why does this department need \$25,000 for legal expenses next year?

D. Pearl stated that Mr. Ouellette asked about using the in house prosecutor for legal advice. Is that done?

Chief: I don't know if that is ethical. I would have to check.

V. Lembo: In light of the Council reducing \$40,000 from the police budget, an additional \$10,000 will put too big a strain on the department's budget.

D. Pearl: The high legal cost is putting a strain on the taxpayer.

JR Ouellette withdrew the motion pending additional information.

Chief: Does the prosecutor in Goffstown advice on personnel issues? Our issues are primarily personnel issues.

JR Ouellette: No not specifically personnel issues but there are other issues that could be addresses by the prosecutor and LGC. I don't know why Goffstown can be budgeted for \$1000 that is normally under spent. Why can they do it and we can't.

Chief: Clarification, the budget report on what the Commission has spent for legal to date is \$48,000 which is 98%.

JR Ouellette: Regarding the education line which was increased from \$3500 to \$7500. There has only been \$1,200. expended from this line over the past 11 years. What is the difference this year. I am aware there are a number of new officers who may avail themselves of this. We have new officers every year. Why increase now.

Chief: In the contract, it allows employees to get reimbursement and has been utilized sparingly. From discussions, with new officers, it may be spent. I believe the language of the contract is cannot over spend the line. You can only spend whatever is in the line. We don't know if it will get used and you can look to adjust that based on the history.

JR Ouellette would like information on why the Commission increased this line.

Issue to be addressed at the next meeting include wages, education and legal expenses including utilization of the in house prosecutor.

D. Argo withdrew the original motion and V. Lembo withdrew his second.

Family Services

D. Argo motions to approve the Family Service budget for \$211,732. Seconded by T. Lizotte.

Vote unanimously in favor

Finance Department

D. Argo motioned to approve the Finance Department budget for \$181,586. Seconded by JR Ouellette.

Vote unanimously in favor

Fire & Rescue

Chief Williams stated that \$3200 has been collected from business for Hazmat. An additional \$4400 is needed to fund that program.

T. Lizotte motioned to add \$4400 for hazmat. Seconded by K. Hughes.

T. Lizotte: With the number of business and the amount of traffic and tanker trucks that travel through our town it is important that our town be prepared. With the support from the businesses, it is important to show the town's support.

D. Argo: It is my understanding that the training is only required because the companies themselves write the Hooksett Fire Department into their plan.

T. Lizotte: Who is the first responder for the schools? If Cawley had an emergency, I would like Hooksett Fire to be the first responder rather than a neighboring town.

D. Argo: My point is these companies should be supporting this program.

D. Pearl: This is good economic development which shows business we have the support needed for their business and will encourage future businesses to come to Hooksett.

Vote 8:1 motion passess

N. Comai motioned to approve the Fire & Rescue budget for \$ 3,513,513. Seconded by JR Ouellette.

Vote 8:1 motion passes

Tax Department

D. Argo motioned to approve the Tax Collector's for \$233,479. Seconded by V. Lembo.

N. Comai asked why we pay \$5500 for professional services.

C. Granfield: These are legal services for liens. We received 3 bids for this service.

Vote unanimously in favor

Town Clerk

D. Argo motioned to approve the Town Clerk's budget for \$20,333. Seconded by JR Ouellette.

Vote unanimously in favor

Cemetery Commission

We need to move \$40.00 from the equipment line to training and dues.

T. Lizotte motion to move \$40 from equipment to dues. Seconded by D. Pearl.

Vote unanimously in favor.

V. Lembo motioned to approve the Cemetery Budget for \$850. Seconded by T. Lizotte

Vote unanimously in favor.

Conservation Commission

D. Argo motioned to approve the Conservation Commission budget for \$10,393.

Seconded by T. Lizotte

Vote unanimously in favor

Debt and Capital

V. Lembo motioned to approve the Debt Services budget for \$388,114. Seconded by T. Lizotte.

Vote unanimously in favor.

D. Pearl motioned to approve the Capital Lease budget for \$129,056. Seconded by K. Hughes.

Vote unanimously in favor.

Building

V. Lembo motioned to reconsider the bottom line for the Building Department.

Seconded by T. Lizotte

Vote unanimously in favor

531 line

N. Comai motioned to increase mileage for ZBA \$1000. Seconded by JR Ouellette

Vote unanimously in favor.

JR Ouellette motioned to move \$1500 from mileage to Public Officials stipends.

Seconded by N. Comai.

Vote unanimously in favor.

K. Hughes motioned to approve the Building Department budget for \$161,148.

Seconded by T. Lizotte.

Vote 8:1

V. Lembo motioned to reconsider the reduction to the EDC. Seconded by D. Sorel.

V. Lembo: The Chair of the Council asked me to bring this forward and reconsider putting these funds back. If you could read the information and rethink this decision. The Council recommended \$1500 and the budget committee reduced \$1000.

D. Pearl: Actual for this year is \$434. They requested \$2500 and the Council reduced to \$1500. Budget reduced to \$500.

C. Granfield stated that the funding varies from year to year. They also work not only to bring in development but to work with current business to retain current businesses.

Mr. Sirak and B. Gahara will be at the public hearing to speak to this.

V. Lembo withdraws the motion and D. Sorel withdraws second.

JR asked for the breakdown of the workman's comp and the increases.

Next agenda

Sewer

Police

ADJOURNMENT

*V. Lembo motioned to adjourn the meeting at 8:45 pm. Seconded by T. Lizotte.
Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan