

**OFFICIAL**

**BUDGET COMMITTEE MEETING  
MINUTES  
HOOKSETT MUNICIPAL OFFICES  
COUNCIL CHAMBERS  
35 Main Street  
Thursday, February 6, 2014**

**CALL TO ORDER**

M. Miville called the meeting to order at 6:35 pm.

Pledge of Allegiance

**ATTENDANCE**

Chair M. Miville, K. VanHorn, C. Akstin (School Board Rep.), JR Ouellette, T. Jennings, C. Morneau and N. Comai (Town Council Alternate Rep)

Absent – N. Haas, Central Water Precinct and Village Water Precinct

**Excused – S. Peterson, J. Pieroni & F. Bizzarro**

**APPROVAL OF MINUTES**

**January 23, 2014**

*C. Morneau motioned to approve the minutes. Seconded by K. VanHorn.*

*Vote unanimously in favor. N. Comai abstained*

**January 30, 2014**

**C. Morneau – excused.**

*JR Ouellette motioned and seconded by K. VanHorn*

*Vote unanimously in favor (C. Morneau and N. Comai abstained)*

**NEW BUSINESS**

**Transfer & Recycling – D. Boyce**

We are requesting \$14,000 less than last year with the health insurance and vehicle maintenance increasing. We are saving a lot on recycling.

M. Miville asked about two new equipment lines for \$500 and \$5000

D. Boyce: If we do not get what we requested in the CIP with a new trash collection truck in the CIP, we will get a tipper to put on the back of an existing truck.

The \$500 is for a new fax and printer if needed.

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Tipping fees – renegotiated from \$74/ton to \$65/ton and the disposal fees went down with more recycling.

JR Ouellette asked about the increase in the fuel.

D. Boyce: Because of sending two trucks out, there is an increase in fuel. After doing some research, I'm hoping the diesel prices will go down.

K. VanHorn: Is there seasonality around the tipping fees? It looks like it is trending towards another great year.

D. Boyce: You need to consider unanticipated material like we received as a result of the floods, etc.

M. Miville: Why is the salary line going down for all employees?

D. Boyce: We lost a long time employee and that reduced the salary.

Warrant Article – D. Boyce

Requesting a smaller automated truck. It is safer for the men to be inside the truck and will help when we have the additional day's pick up. Currently there are 4 trucks. The request is \$180,000. The cost of the larger truck was \$240,000. This has no impact on taxation. There is a \$20,000 request to put into this long term revenue fund.

### **Police – Chief Bartlett and Captain Daigle**

Requested budget was reviewed extensively and made cuts based on actual expenditures. Wages – Request is to cover all employees. 25 sworn officers, 10 civilian positions including emergency dispatchers and a prosecutor and administrative assistant positions. There are 2 open positions and 1 officer at the police academy.

Overtime – Looking at \$244,000 based on 5/hr. per week per employee. Officers are contractually obligated for court appearances with a 5 hour out of town minimum.

Computer Services – The computer capabilities have been improved. Last summer we bought software and went live this year and have converted all the data since 1989.

Tri-Tech requires a maintenance fee of \$10,000 and the maintenance of the older microsystems licenses of \$5000.

Professional Services – Any services such as State Police records, NCIC data banks, EZ passes for non-marked units, blood sample drug testing, ID badges w/ chips, court transcripts, data shredding, bio hazard cleaning for cruisers and cells, Supervisor JP registrations, bottle water, and miscellaneous services.

Dispatcher chairs (2)

Internet Services – Comcast monthly service

Fuel – Increase from \$59,000 to \$76,000. We requested \$89,000. We put 210 miles on the fleet every year. Paying \$2.90/gal and we do 9.8 miles/gal on these vehicles therefore 265,000 miles at 9 miles/gal for 2.90/gal is \$78,000.

Vehicle Maintenance – Done through DPW which is a great service and it tracks the cost of parts and the labor is free.

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Communication Maintenance – There was a lightning strike and we received an insurance claim which allowed us to buy a new state of the art communication system. The console is up and running and the dispatch center is running and they have measured the vehicles for installation. The cost will be for maintenance and maintenance of the tower for \$14,605.

Verizon Air Cards – 6 new tableted computers in the new fleet to communicate with the new system and do on site reporting.

Battery replacement for portable radios which take a beating.

Selection Process – This is for getting new recruits for any vacancy and it covers the advertisement. On the last time, we eliminated the newspaper posting and used the internet for free. We also must provide mandated testing before we take them on including medical and eye exams as well as polygraph testing. We searched for vendors with lower costs.

Training and Dues – Increased \$16,000. There are two new supervisors with a young department and officers that are young. I want to insure they have the training they need to do the work for the community. There are specialty classes for Supervisors and younger officers who need training in initial responder crime scene and interrogation.

That training will save the town in the long run on liability.

Vehicle purchases - \$66,236 request to purchase two new ford interceptor vehicles.

Part of the PSSG audit was a fleet replacement program. There are 7 unmarked detective units and we may transfer some of those out of the fleet and some black and whites with over 200,000 miles so we can streamline the fleet. We also need to bring some newer vehicles. Then as those vehicles mature, move those from the emergency function to less active roles. We're looking to remove 4 vehicles in total out of the fleet.

T. Jennings: Community Service Line, last year you went over that line and this year it was decreased by half. Why is that?

Chief Bartlett: I don't know what the money was used for last year. For this budget, I'm looking at expenses related to the Neighborhood Watch Program, School Resource Officer, Marketing Material, etc.

T. Jennings: The anticipated hiring of an additional dispatcher. I spent 4 years as a dispatcher for the City of Raleigh. Where are the funds for the anticipated training for that individual? Is there training or is it just phone training. How much will that cost to get someone up and going?

Chief Bartlett: If we hire someone with no experience, we put them through an FTO Program where they are put through the process like an officer and given training on the computer and CAD system. The emergency dispatcher receives training from the Supervisor for 10 weeks on a daily basis.

T. Jennings: Do we have any mutual aid from surrounding towns and where is the payment for that?

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Chief Bartlett: There are mutual aid agreements with everyone with contact to the town as well as Federal and State agencies. There is no billing for mutual aid.

M. Miville: Are you requesting an addition part time Administrative Clerk or another dispatcher?

Chief Bartlett: Not at this time.

C. Morneau: The telephone is going down \$4000. Does that have anything to do with the new E911 in the State?

Chief Bartlett: The OTT Communication is the landline service. The cellular service is for Admin, Detective and Patrol services. I don't anticipate any increases. They are fixed costs.

Chief Bartlett: I am looking to issue small Nikon Cool pic cameras to all officers. These cameras are \$100/each and will be issued to each officer upon hiring; \$1300 for 13 cameras at \$100/each.

M. Miville: The legal line is zero because it has been transferred to Administration?

Chief Bartlett: The amount for uniforms of \$7700; I took out an amount that we would need to account for non-uniform officers. There is no budgeted line for non-union uniforms and it is town policy to pay \$850/each non-union officer. There is an additional \$7600 needed to be added to the \$7700.

**Library** – Heather Shumway, Mary Farwell, Matt Broderick  
Corrections Column 5 should say 2013-14 request; Column 6 Library Review; Column 7 Council Recommendation.

This is the same budget as last year with the major change being health insurance. The budget and back up has been provided.

T. Jennings: The 17% increase does not include anyone at part time that would need to be adjusted for insurance?

M. Farwell: Correct

Wage – includes the increase requested lasted year with the 2% raise

Payroll Expenses – The increase is health insurance and one employee changing to family plan

Office supplies – reduced thanks to the cost savings of the copier

Postage – Holding at the same amount as this year

Building Maintenance – Includes all the planned and unplanned at \$8800 including electrical and plumbing repairs, the HVAC system maintenance and the outside landscaping.

Custodial supplies- this has been underfunded for years including light bulbs, toilet supplies and garbage bags.

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Utilities – We had a PSNH program where they loaned money to put in more cost efficient light bulbs.

New equipment – Book carts, printers, laminators. We overspent this line to co-purchase a carpet cleaner with the highway department.

Equipment maintenance – Copier lease equipment and maintenance

Equipment Technology – We have 17 computers for public use in addition to staff machines and self-check out. Our software which is used for museum passes booking or room booking as well as email newsletter and anti-virus software.

This is the third year that we are deferring replacement of computers.

Automation- This is primarily GMLC dues.

Staff and Trustee – Trustee expenses for hiring and staff development.

We are the library of the year because we are on the cutting edge of technology.

Books and materials – Reduced by \$2200 three years ago. We are looking to increase that back.

Remote access training- GED training, SAT training, Real Estate training, and Auto repair training. There is a reduction based on usage review which is done annually.

Program and Services – We have museum and area attraction passes available.

Van Service – As member of GMLC, we have to ship books to other libraries. The cost per usage is about 6 cents per item.

### **Administration – Dr. Shankle**

Although it appears that the budget went up, everything is contractual to the degree that the proposed is less than the default for Admin.

Administrative Salary – went up \$10,000. Health Insurance went up. Part time salaries went up (minute taking) and overtime went down.

Office expenses went up \$10,000 which include many small items

Pool cars had been in different departments and are now pool cars for better tracking.

Vehicle maintenance was also moved from different departments

Employment testing – Background checks with the State and Federal.

Computer is \$13,000 increase which includes new software licensing for Finance, Virtual Town Hall, and all back-ups offsite.

New Equipment – We put in 10 computers each year to get on a replacement schedule.

Tough Books which are more expensive are needed for Fire.

Insurance – Large jump of \$160,000 for a 77% increase in liability insurance which will be bid out.

Legal fees remain level funded at \$92,000 although that line is typically over expended.

Miscellaneous – Associations, Volunteer appreciation, Old Home Day and Memorial Day.

Cable Access – The line is zero.

M. Miville asked if we could put \$1 in the line for Cable access.

JR Ouellette: Did you receive any other quotes on the liability.

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C. Soucie: We hired a consultant to put this out to bid. They won't give you a quote longer than 90 days and we are out to June so we can't get anything now but we are starting the process.

Dr. Shankle: LGC had run the liability as a pool. At some point last year, without warning anyone, they went to an experience model. So we were then paying on what they had paid out for the town over the last 5 years. Then everything over the last 5 years bubbled to the top. Over the next few years, that will probably go down. I would think anyone that bids on this will price it based on our experience ratio unless someone sees this as a way to get our business.

S. Peterson: Professional services, you paid \$3000 for bid out health insurance.

C. Soucie: We will be looking to bid out our health insurance next year. We bid it out in 2007-08 and we used a professional service then. We then did it in house with a negotiation to change the insurance with Administration and Council.

Dr. Shankle: I owe you information on the warrant article for the Engineer and will bring it forward next week.

The Police Contract should be ready next week.

***C. Morneau motioned to increase the Police Uniform line by \$7600 to \$15,300.***

***Seconded by JR Ouellette***

***Vote unanimously in favor***

### **ADJOURNMENT**

***JR Ouellette motioned to adjourn. Seconded by C. Morneau.***

***Vote unanimously in favor***

Respectfully submitted,

Lee Ann Moynihan