

BUDGET COMMITTEE MEETING – October 20, 2016

Approved

BUDGET COMMITTEE MEETING MINUTES

**HOOKSETT MUNICIPAL OFFICES
COUNCIL CHAMBERS**

35 Main Street

Thursday, October 20, 2016

6:30 PM

CALL TO ORDER

J. Hyde called the meeting to order at 6:30 pm.

Pledge of Allegiance

ATTENDANCE

Chair Jason Hyde, Joe DiMattina, Chris Morneau, Steve Perrotta, Steve Peterson, Richard Ross, Brian Tilton, Michael Yakubovich, Marc Miville Town Council Rep. and Greg Martakos School Board Rep.

Absent: Central Water Precinct, Village Water Precinct

APPROVAL OF MINUTES

October 13, 2016

M. Miville motioned to approve the Minutes of October 13, 2016. Seconded by B. Tilton.

Vote unanimously in favor

MUNICIPAL BUDGET PRESENTATIONS

Administration-Dr. Shankle

BUDGET COMMITTEE REVIEW

Administration- Dr. Shankle

The Administration budget went up \$15,000 overall.

Public Officials budget - (Council) stayed the same.

Full time employees – Per the Town Administrator’s contract I can get a 0-5% increase so we must put in what is in the contract.

Part time wages are increased to cover vacation and sick time.

Health Insurance, Life and Disability – we have no control. We have health estimated at 6% and we will have the actual by the end of this week.

Training and Dues went up because we have been trying to increase our use of training and more people attending the municipal conference.

Employment testing includes everything except Police and Fire. That goes up and down depending on the hiring. We are still trying to hire 5 people for public works. We have looked at contracting for winter plowing.

The Public Works Union is now decertified as of last week. That means our plan is to have a warrant article for non-union raises which will include those individuals.

B. Tilton: Give an example of employment testing?

Dr. Shankle: Drug testing and background checks.

C. Soucie: We do criminal and driving record as well as drug testing.

J. Hyde: What is the cost per employee?

C. Soucie: It is about \$70 for criminal and motor vehicle records and \$50 for physicals. Drug testing is \$1000 per quarter for random testing of employees.

J. Hyde: Is that testing required by law?

C. Soucie: The DOT is required by law and the new hire is by policy. I believe that the insurance companies require that.

J. Hyde: Do we need to do as much testing as we do?

Dr. Shankle: We can look into it.

Rental and Lease – Postage machine and the 1st and 2nd floor copiers are leased. Advertising is tied to job openings as well as public hearings.

G. Martakos suggested job posting on Craigslist for \$25.

C. Soucie: Computers Inventory and purchase history was distributed. Fire Department needs a new server. We are trying to get a Grant from the NH Emergency Management. If that is the case, we will remove the money. Software, we are trying to make our information more transparent and readily available.

Finance website

C. Soucie: You can get to any financial information and general ledger from our website and look at all funds. You can log on at [access my gov](#) and sign up as user and you can pull reports for invoices, revenue and you can manipulate the system to look at things in custom settings.

Dr. Shankle

Legal Services – All legal services for the goes into this line.

Computers – There is one tough book in the computer costs which is \$4000 and hopefully it will come out of the grant.

Unemployment Comp – no rate increase.

Workman's Comp – put to bid in the spring.

M. Yakubovich: Could you give me some examples of Legal services.

Dr. Shankle: We used legal counsel for complaints at the Fire Bird and Code Enforcement. Any employment matters go through legal counsel. We also have used legal counsel for a long-term battle regarding the pole tax. BTLA cases and Superior Court cases also involve our legal services.

Miscellaneous – These are Settlements

Amoskeag Rowing – We have a deal where they give the town \$5000 per year and if anyone from the town of Hooksett wants to use the services of the rowing club, we (the town) will pay for it. We have never received that request.

Admin. Land Purchase – There is \$1 in that line if we want to purchase land. We haven't made any purchases since I've been. All land purchases have been made by the Conservation Commission.

Employees who opt out of the insurance get a stipend of \$5000 per year.

Employees: 139 full time employees and 39 part time employees.

Assessing-

There is an increase of \$1000. Over the next year there will be a transition of employment to the full time assessor in the spring of 2017.

Insurance increased slightly.

Family Services – Dr. Shankle

Welfare- is a service that must be paid whether we have the money or not.

We have kept the budget similar. There are some part-time hours are for Christmas and Holiday programs. There are no full time employees in this department.

Bus transportation – This is a new program to provide transportation for the elderly for medical appointments and grocery shopping. We have budgeted \$25,000 of which \$20,000 is subsidized. This is being managed by Manchester.

Finance – C. Soucie

There is an increase of \$10,000. There was a change in health insurance for \$1000.

NH retirement is level.

Training is level.

GASBY – Compliance. Every 4 years we need an actuary study of our retirees who are on our health insurance. We do that so we get a clean audit.

Our audit company went up and we will be going out to bid and the first year of new bid is always more expensive so I increased this line \$2000.

New equipment is for an office chair for \$950. There are two chairs in the office that are 10 years old. This is for a custom ergonomic chair.

B. Titlon asked for the backup for the replacement chair for \$950.

C. Soucie: The reason our banking services are expensive is because our money has to be collateralized. We also process a lot of check both into the bank and out of the bank. Each one is a charge. We also have a reconciliation file that verifies all our checks and verifies the amount and the person getting the check is correct. That is a fraud feature. We also pay for fraud prevention fees for online banking.

Tax Collector

No major changes. There is a decrease due to attrition of a long time employee.

Town Clerk & Election

\$5000 is for the town clerk stipend.

Budget Committee

Leases

Cemetery Commission

The Department requested money for ground maintenance. I removed that money and said the highway employees would do the work.

There is an increase in software for mapping of the grave sites.

Conservation Commission

No change

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

OTHER BUSINESS

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

ADJOURNMENT

*C. Morneau motioned to adjourn. Seconded by B. Tilton.
Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan