

Official

TOWN COUNCIL MINUTES Budget Workshop Saturday, January 6, 2007

CALL TO ORDER

The meeting was called to order by Chairman George Longfellow at 9:05 am

ATTENDANCE

Chairman, George Longfellow, Mike Jolin, David Ross, Paul Loiselle, Pat Rueppel, Jason Hyde, Michael DiBitetto, James Gorton, Stu Werksman, Town Administrator David Jodoin

Staff: Diane Savoie, Finance Director; Michelle Bonsteel, CEO; Joanne Duffy, Planning Coordinator; Dale Hemeon, Highway Manager; Joy Buzzell, Family Services Director; Charles Watson, Town Planner; Harold Murray, Emergency Management Deputy Director; Al Dionne, EM Director; Diane Boyce, Recycling & Transfer Superintendent; Leslie Nepveu, Town Clerk/Tax Collector; Sandy Piper, Assessing Coordinator; Stephen Agrafiotis, Police Chief; Michael Williams, Fire Chief; Dean Jore, Deputy Fire Chief, Jodi Pinard Highway Administrative Assistant, Heather Shumway Library Director.

G. Longfellow reviewed the purpose of the meeting. At this Budget Workshop, each Department is to present their budget to the Town Council. This will be for discussion only and no votes will be taken today.

All budgets have been reviewed by the Town Administrator with the exception of Police Communication and Library, which are the Councils responsibility.

M. DiBitetto stated as a procedural motion, the Council should accept the budgets at the end of the meeting in order to speed up the process. This motion will be made on all budgets as a group.

Overview of 2007-2008 Budget – Town Administrator

D. Jodoin explained that each member of the Town Council received a detail budget book which containing the 2008 budget proposal. The goal of this budget was for a 0 budget increase. A pie chart is enclosed in your booklet reflecting where the tax dollars go. In reviewing the budgets, I reviewed the detailed expenditures for last year and through November of this year. Some changes have been made in the budgets for reclassification purposes, as was suggested last year at the Budget Committee so that a true reflection of costs would be in each budget. The phone system has been changed over this year to a new carrier and copier leases were renewed at lower rates.

Presentation of the Budget

Cemetery

Tina Paquette presented the Cemetery Budget.

- There is a contingency fund for the computer.
- Need to figure out when a survey would be required.
- Need to remove a tree at the entrance of Martin's cemetery. One estimate is \$490 to cut and remove the stump from Collins Tree Service. (It is not included in the \$2500 proposed)

G. Longfellow suggested asking Highway to remove.

Dale Hemeon, Highway agreed to look at the tree and determine if the Highway Department could remove it.

M. Jolin asked why the survey line has not been spent.

T. Paquette stated that it is time to look into expanding and therefore time to expend.

M. Jolin stated that it might be wise to get estimates and put it into next years budget.

T. Paquette stated that it might be necessary if someone questions the plot line.

J. Hyde questioned two lines for computers.

D. Savoie explained the \$500 is for Mrs. Rob who is doing the inputting as contracted service. It is not for computers but for services.

Heritage Commission

Kathy Northrup, Chairman of the Commission:

- \$1000 for general commission work. The barn project is ongoing. Transcription work will start soon. Other costs include photocopying, and training session for the public.
- Town Buildings: Roadside Marker projected started in November assigned by the Council. There are private pledges for 3 more markers. We only need funds for one marker
- The Head School Preservation Project, which is a town own asset at the Head cemetery. needs immediate attention. The money is for replacement of the sill and moving the building to allow for air circulation between the two buildings. It was recommended that the roof be replaced. Kiwanis has pledged \$2500. There may be State funds available for the brick and mortar work. Once funds are established, volunteer labor will be requested. The long-term plan is to open for private events as a one-room schoolhouse.

D. Jodoin suggested this go as a warrant article and was concerned that if the budget defaulted again, that this building would continue to deteriorate.

D. Savoie: It is currently still in the budget and a motion is required to place as a warrant.

M. Jolin motioned to move the Head Chapel restoration project to a warrant article. Seconded by J. Hyde. Voted unanimously in the affirmative.

Historical Society

T. Paquette

- Town Buildings - Maintenance for the historical building repairs.
A new sign is needed which includes the day and times.
Slides needs to be changed to DVDs.
Looking for a speaker and training on preservation.
Display cases need replacing.
Flag to indicate open.
Garments and dresses need professional cleaning.
A dehumidifier was purchased however the building is too hot in the summer to occupy therefore an air conditioner is needed.
A plaque needs engraving.

Hooksett-ites

Yvette Bixby, President

- Request \$3500 to put on the over 80 dinner.
- Flowers are provided for the shut ins at Christmas.

Budget Committee

G. Kearney, Chairman

J. Hyde questioned the secretarial costs.

G. Kearney stated that the cost are for minute taking, posting, and other secretarial duties as directed by the Chair.

Conservation Commission

D. Ross presented the Conservation Commission budget.

D. Jodoin asked about the warrant article for current use?

D. Ross: That will be presented later in detail.

M. DiBitto stated this is one department that rolls over funds.

D. Savoie explained the Special Revenue fund. The balance, as of June 30th is placed in this fund for unrestricted use in the future.

Diane Savoie will report back with the balance in that fund.

D. Ross: The Conservaton Commission has been using the funds to test the water quality. There are also properties, which need to be assessed to determine value.

J. Hyde asked about the secretarial services?

D. Jodoin stated that is a separate person doing the minutes and the postings.

J. Hyde asked about the phone.

D. Ross stated it was reduced.

D. Savoie stated that in the past the secretary was required to make phone calls from home. That was established to cover any long distance calls.

J. Hyde questioned the travel expense

D. Ross stated this is for travel to meetings at DES and required site walks.

J. Hyde asked about the miscellaneous items.

D. Savoie stated that this is the line item to move from the Operating Budget to the Special Fund.

Forest Fire

Harold Murray

- **\$5000 for outside companies.**
- **Personal protective equipment with two retiring fireman. (One of which was 5'6 and the new person is over 6 feet.) We have collected \$1300 from the RR.**

D. Jodoin mentioned the reclassification of the line items but the bottom line stays the same.

\$5000 wages

\$5000 training

\$1500 with new equipment for personnel

\$11,500 will remain the same.

J. Hyde suggested placing the Forest Fire budget back under the Fire Department.

D. Ross stated that some things need to be separated and this gives Harold Murray authority to make decisions.

D. Jodoin they also get reimbursed by the State, which makes costs easier to track.

H. Murray stated that there is no line item for mileage because he tries to charge it to the State.

Emergency Management

Al Dionne

Al Dionne stated that after review with D. Jodoin, various lines were reduced but the bottom line remained the same.

J. Hyde asked if current year spending was on track?

D. Jodoin everything was right on track. This is almost a self-sufficient budget.

D. Savoie: If you look at the December report, emergency management is 60% expended therefore this years budget is slightly over expended.

A. Dionne is looking for grants continuously and is currently looking for a grant to make the Village School Kitchen area into an emergency shelter.

M. DiBitetto stated that based on the floods, there was an emergency situation which ran well in spite during the recent floods on a shoestring budget. Hooksett's reporting and communication with the State was recognized as one of the best in the State.

D. Ross asked about grant money for homeland security and asked where the money goes?

D. Jodoin stated it goes into the General Fund.

Building

M. Bonsteel presented the building department budget.

- M. Bonsteel requested \$140,000, which was cut to \$108,000. The initial request was based on the ability to hire a Code Enforcement Officers at least part time to handle routine inspections so that she may be dedicated to the more complex projects. Although the newspaper reports construction is down, Hooksett continues to be a magnet for construction both residential and commercial with its proximity to major highways. In the summer, with the increased constructions, nuisance items go by the wayside like unregistered cars, illegal dumping, illegal signs, etc. I feel justified to ask for an additional person in my office. The Building Department is a revenue source through building permits. The plan is to fund this increase through an increase building permit fees.

G. Longfellow asked if this could be in a warrant article

M. Jolin asked for the income in building permits.

D. Savoie stated for 2005-2006, building permits were \$92,727 as of June 2006. (Not including impact fees)

M. Bonsteel stated the fees have not been raised in 5 years. Concord raises their fees annually. I would like to conduct a study and present the results to the Council.

P. Loiselle: What is the turn around time for a contractor from time of application to permit?

M. Bonsteel stated it is usual a week for an average homeowner if there are no complications.

D. Jodoin stated that changes could be made in the office to cover and adjust the workload. By upgrading a current position, and staggering hours, it can be done internally. Whenever you add a new person, you add benefits, which adds to the Administrative budget.

M. Bonsteel: One of the things I've helped to accomplish is to work closely with Planning Department to take these projects through to the end personally. The whole concept of construction has changed. The way the State has handled projects has changed. There is an obvious consideration made that someone must be watching the store at all times. The way I'm operating now isn't doing the best for Hooksett. I take pride in what I do and I honestly believe I need someone on a part-time basis to carry the load of the routine aspects of code enforcements to give me time to work on zoning codes and larger town projects. You can drive through any community and not see what is happening in Hooksett. We have an impressive rate of development, which is unique. It is impossible for one person to address all the needs in the community.

J. Hyde asked D. Jodoin if he was confident that the work could be handled internally?

D. Jodoin: I'd like to try re-organizing first before adding another body.

M. DiBitetto are you suggesting that the two people in that department could take on an additional load? Are you thinking the clerical person can take this on?

D. Jodoin: Yes

Family Services

J. Buzzelli

- Out of school suspension was eliminated. Originally, this was partially funded by family service and the school. The school will now fund the entire program.
- The phone line was decreased \$1100 based on last years usage
- Forms and supplies increase due to increase in volume of applications.
- A \$5000 increase for Welfare is based on current expenditures. Current average expenditure is \$9500 per month with the majority of the spending being housing.

J. Hyde questioned the phone lines for each individual department.

D. Jodoin explained that the current system requires each department to have dedicated phone lines. There is no central receptionist. The reductions are based on last year and the conversion savings.

J. Hyde asked if the Village School/Town Hall would have a switch system.

D. Jodoin stated that the phone system would need to be reviewed if there are remaining funds.

Tax Collector

L. Nepveu

The Tax Office budget went down with the exception of general operating expense for licensing which was adjusted up. Tax bills now go under the administrative line along with the postage.

D. Jodoin stated that it should be under Administration with the postage as it is the Council's responsibility to bill. We will change the way we bill. We will go to 8 x 11 tear away bills, which will save money. The assessing department now generates bills and the printer doesn't work. It is very time consuming under our current method. If we stay with what we have, we will need to replace a printer, which will cost over \$2000. The new way, we will download the data and send to the printer and they will mail at a central location.

D. Ross asked what the State fees are?

L. Nepveu stated they are dog licenses, death, and birth certificates. The money is collected and given directly to the state. It is not counted as our revenues. The town is just an agent for the State.

General operating is office supplies, subscriptions, red book, electronic version of car values, we need to clean and service our printers, conversion of our motor vehicle data and our software licensing.

Election:

Equipment (under Administration Budget)

The voting machine is not operating properly, and the reading heads have been replaced 3 times. The cost for the new upgraded version is \$6000. The recommendation is to upgrade the current unit for \$2395 and purchase a new unit for \$6000. We have had the current machine since 1988.

G. Longfellow suggested getting two new machines.

L. Nepveu: With the upcoming Presidential election, it would be preferable to have two machines. Most towns our size have two machines.

P. Rueppel stated that she believes we should buy two new machines.

M. DiBitetto asked if it is possible to lease these machines.

L. Nepveu stated that leasing was not looked into because they cost \$6000 to purchase.

Assessing, CIP

S. Piper

- Todd Hayward has been contracted as an assessor for two days a week. That is why you see contracted services line of \$60,000. The hourly rate varies depending on the duties, whether it's pick-up work or representing us at the State board of land appeal. D. Jodoin stated that the number is higher because he shifted the benefits from Admin to Assessing for a contract salary.
- The goal was to do tax maps quarterly based on the number of changes now and the predicted changes based on the volume of new development planned. In May, Hooksett is up for certification, and this may effect that.
- Mileage was reduced because the contractual assessor pays his own mileage.
- The education line has gone down because the assessor is responsible for maintaining his certification. The money in that line is for seminars for J. Drewniak and S. Piper.

C. Watson agreed that there are a number of projects planned for Hooksett including Granite Hill South with 300 lots and Heads Pond with at least 530 residential lots. Town wide, there will be at least 1000 lots to be added to the maps.

S. Piper explained the tax maps must be available to the public under the right to know law. We are reliant on SNHPC to do this.

M. Jolin stated that the price might go down because they are no longer short staffed. They have hired an assistant so possibly that rate will go down.

J. Duffy: I have the last bill from SNHPC and the actual charge this year was \$7759 with and additional charge of \$1500 to the Planning Department because we asked for a layer to show the zoning of the actual parcel. This does not include the cost to update our GIS parcels. At that time, once updated from auto cad to GIS the cost will be less.

J. Hyde: Is there anywhere else this can be done?

M. Jolin: SNHPC is a non-profit so I doubt you will find it any less.

P. Loiselle felt this number was insufficient to cover the cost and recommending reviewing it again.

M. DiBitetto stated there is a provision for collecting fees and this could be revised and the tax map updates be part of the subdivision plan.

J. Duffy stated they are in the process of reviewing the fee structure and adjusting them because they are currently quite low.

M. Jolin: Are we lacking as a town because we are not on the GIS with the tax maps.

J. Duffy: We had hired SNHPC to put in the subdivision on the tax maps and the project wasn't complete but should speed up now that they have hired additional staff.

- Computer software - includes the yearly maintenance fee to Vision Software and the membership to Real Data. It also includes any other updates, if Visions will come forward with new software it will cost approximately \$1000.
- New equipment - I have \$1500 for file cabinets.
- General Operating has been cut because all departments now order supplies through Administration.

P. Loiselle asked J. Duffy when the shift to GIS?

J. Duffy: Possibly two years.

CIP

S. Piper

\$40,000 is proposed for a possible reval. Based on our ratios, in 2008 we will have to do a partial reval. My COD and the stratification are not bad. The land is going between \$134,000 and \$160,000 per lot. This is killing us. The new construction isn't too bad. The Statute says if you are not between 90 or 110% you need to make a fix. I plan to have Sansoucy do our update the Utilities. University Heights, with the Commercial may throw a monkey wrench it everything and we may need to do a full reval.

We have a lot of sales to use and that helps. The RSA says every 5 years and I don't know how we will bring that to 90%.

It cost us half a million dollars last time. I know that Sansoucy will cost between \$35-45,000. We are going to impact the tax rate, but we have no choice. I want you to know that the residential will need it, and that is the majority of this town.

You can hire someone like Vision, and I have talked to them. I haven't put any feelers out unless you are going to back it. I think we should go with Vision because everyone is familiar with their system.

G. Longfellow suggested getting a quote from Vision Appraisal.

Community Development, CIP

C. Watson: The recommended budget is \$145,000 and most of the items are down or level.

A build out analysis is recommended. It has not been done for 10 years. The Jordan Institute is conducting a pilot program with SNHPC in 3 communities. This is a continuation of the CTAP money. They will look at a build out based on our current zoning. I went to a demonstration on this effort in Londonderry. Londonderry is bigger and they have an IT specialist and have taken this on and have done this and have been very successful. Based on how this analysis comes out, I suggest the town do a build out analysis in certain areas in town, specifically Heads Pond, University Heights, and Granite Heights to see the impact on Route 3. We had \$6500 to rewrite

the zoning ordinance. We are proposing major changes to the ordinance and there are many things still in there that need work. The Jordan Institute is doing an audit in the community. The Master Plan sets you in a direction and the rules and regulations may set you in a different direction. We still need to do zoning ordinance work.

I put in money for a Highway Network Analysis. MSG is the major impact on the highway development in this town. This project will have a big impact on the traffic on Route 3. The retail center being proposed will have an impact on the center of town. For the center to maximize the benefit, they will need the southern leg of the parkway. We have a number of big players making decisions including Legends and Lehoux Drive. These have been proposed by MSG to promote their property. My recommendation is for the town take an independent look at these traffic studies. Now is a critical time to look at this. Once the roads are built, it's difficult to change them.

J. Duffy: If you don't include the \$22,000 please put \$1 to keep the line open.

M. Jolin: We could put it in a warrant article, but if it fails, you can't spend anything.

J. Duffy: It usually takes a few years to get a study approved and if it is on the warrant, it will start the discussion.

C. Watson: I am a short timer, but what I feel the Town needs to do in conjunction with the Planning Board, is to hammer out a policy about the future. I have sat here for 7 years and have told you the town is growing, and continues to grow, whether there is a housing slow down or not. MSG will develop no matter what. It's just a matter of time. I'm giving advice about the future of the community and the department heads need you to tell us what should be funded.

G. Longfellow: You mentioned roadway studies. We did a build out in the 90's. I wonder how much you're going to change the plans. Manchester Sand and Gravel already has their roads on paper. The study will say you should have this or that; are we going to tell them to remove this and that. Their roads are for the maximum use of their land.

C. Watson: The question isn't how do you get to your house; the question is how does the major traffic in this town move.

- GIS – J. Duffy

We have a contract with a cost of \$24,000 per year. In the current year, we didn't spend that money because they gave us the year for free. A bill is expected soon. We have another expense for \$700 for two licenses for the two computers. \$25,000 is to start the conversion to GIS, hopefully to start this year.

We haven't done anything yet to GIS because we want to do Utility layers and we delayed to get our GIS information up to date. Updates to the parcel lines haven't been made since 2003. We will wait for that to be complete first.

CIP Planning

C. Watson – 3 items for CIP

1. Feasibility Study for the Southern Parkway. We have \$50,000 in reserve and have asked for another \$50,000. With that we can begin the study. The last estimate was \$136,000 but I think for \$100,000 plus the \$28,000 from MSG and the college, it can be done. I think the community should meet with President Leblanc and other people at Southern New Hampshire University. The University has a lot to gain from the creation of this roadway. The town could realize a great benefit from this negotiation. The corridor could be gained. The University has acquired a lot of these parcels involved.

G. Longfellow: I'm not against the parkway, and I think we should set aside land for this road in the future, but I don't know where we would ever get the money to build these roads. How could this town spend money that would only benefit Manchester Sand and Gravel which is the cause of the traffic and the college would gain a road of their own.

C. Watson: The Connector Road was pie in the sky but now it's done. Dorms to get our road in

M. DiBitetto: If we don't find a mechanism to do this, it won't happen. We have the resources in this town to find a way to survive.

On the CIP, can we craft one warrant article that includes all the recommended items under CIP?

D. Savoie: Legally, it's a nightmare. You won't be able to present it properly. You'll need someone like me, who is a meticulous bean counter. It is usually all done individually when presented to the voters.

2. The Master Plan Capital Reserve Fund: We spent a little over \$50,000 to update the Master Plan. Since then, the State laws have changed and require updating every 5-10 years. There will be a certain cost to keep this updated. We suggest \$10,000 be put aside. There is nothing in reserve now.

3. We divided the roadway into 3 regions. We are on track to collect a sizable amount of money from Wal-Mart and Lowes alone for \$800,000 for Roadway Impact Fees. We haven't where the money should be spent on the west side of the river. We propose hiring a consultant to look at that and develop intersection plans that may include a bridge or widening on Martin's Ferry. We need a plan to know how to spend that money. We proposed \$34,000 with \$10,000 initial cost to gathering the information town wide. It might cost on average \$2000 per intersection. We don't know if it's legal to spend town money on a State roadway. If you have local roads intersecting State roads, you can spend this money.

D. Ross: Can we spend impact money for these things. It is directly related.

J. Duffy: It can only be used for infrastructures and not studies. Bricks and mortar only. This study would tell you when you collect money for impact fees, what areas need improvement. It is a 20 year plan for highway, so when you do collect the money, you know what to use it for.

J. Hyde: That is what we have a Planning Department for.

M. DiBitetto: You need specific engineers to direct the Planning Department. The Planning Department is doing what they are being asked to do. They have laid it out. It is up to us to give them the tools to get the job done.

The School was going to put a dorm where this 30-year plan roadway was going and had every right to do it had it not been for right placed pressure to move it. They accommodated us. We can't expect them to keep setting this land aside. We need to have a few dollars to show it is a feasible plan. That is where government must play a role. It is too much to ask from one landowner.

M. Jolin motioned to move \$5000 to a warrant article for a build out analysis. P. Loiselle seconded.

Voted unanimously in the affirmative.

M. Jolin motioned to move \$6500 to warrant article. Seconded by P. Loiselle

8-1

M. Jolin motioned to move \$10,000 highway to warrant article. Seconded by P. Loiselle.

5-3

Library

M. Farwell offered the Library facilities for next years meeting.

The library circulation is up. It is a vibrant facility. The fact that we have a lot of traffic is a testament to the library. We are coming in with a budget below the current year budget in an effort to save money.

Wage – reflects the 2006-2007 \$184,000 plus the warrant article for 2/2

Maintenance – this is less because of the finishing of our HVAC.

Building maintenance – cleaning

Supplies –

Books – level funded.

Remote access – we are constantly evaluated those and you can access from home and if some are not being utilized they are removed.

Software – most is for licensing and the rest is for disks

Automation – GML and library cards

Staff -Because we are so short staffed, training is critical.

Programs – Christmas and other programs

Equipment – copier. We will replace 2 aging staff computers. We are on a 5-year rotation schedule for computers.

Wage increases – this was lost because of the default budget. We would like to open on Thursday nights. This would be filled by part time person with no impact on benefits.

J. Hyde: You are actually up \$9,000.

M. Farwell: We are under without the growth request for the staff member.

P. Loiselle: On health insurance, how many people does that cover?

M. Farwell: One family, two singles and on buy out.

Solid Waste, CIP

D. Boyce

Having done an extensive community comparison, Hooksett gets more services than any other community. Pay-As-You-Throw would not work with our commercial tax base. It would cost residents more.

Because we are talking budget, I'd like to give you where I'd like to be in a few years.

Automated collection would mean hiring less people. With the issue of the benefits, I will have a difficult time getting people on the back of a collection truck.

- Office supplies are up because we have more residence.
- Telephone is down due to new service.
- Contracted service is up because of the tanks from \$100 to \$400 per tank
- New uniform contract was reduced
- Disposal fees are up. Residential trash is level. We will have more condos to reimburse this year and the rest is increase in cost.

P. Loiselle asked if the increase in condo reimbursements would effect the bottom line?

D. Boyce: Yes it has increased.

I don't support pay as you throw because the homeowner will be paying more for their trash because of the commercial tax base. If we had drop off only, pay as you throw would be ok. Even if we set up drop off spots, you still need to man it. With the entire tax base, it's cheaper to go the way we are now.

D. Ross: Hooksett is recycling more than communities that have pay as you throw.

D. Boyce: We recycle more than recycling towns. Manchester is recycling at 8% and we are at 8%

CIP

Front-end loader

D. Boyce: \$30,000 will come out of our special revenue fund with no impact on taxes.

We are doing this because we will need equipment. Automated collection is expensive initially and this way we have the money up front. If we don't go automated, we can make the change at that time.

M. DiBitetto: We could start to earmark that in 2010. We will spend \$150,000 for a loader and eliminate the recurring warrant article. This way you don't see it on the ballot year after year. This would help to streamline our ballot.

D. Boyce: If people see \$150,000 vs. \$30,000, sometimes they will be hesitant.

M. DiBitetto: This way they will see it one time.

D. Boyce: As long as it is understood. The money comes from user fees with no impact on taxes.

Highway (Capital), Parks & Recreation (Capital & CIP) Highway

We maintain 76 miles of road in town. Next year, we will pick up an additional 5 miles plus 3A Development. Currently, the Highway department has 8 men, compared to Pembroke, which has 20 workers. MSG plans to add 10 miles of road in the next 7 years for the golf course. That's 304 miles of plowing going by twice. The Town Administrator cut eleven lines.

In order to cut my budget to zero, you must cut the paving line.

Normally, I save my paving line for a difficult winter. The price of asphalt was so high, I cut my paving. Fleet maintenance scares me. We have an aging fleet. If the weather stays nice, it will help, and I have been short-staffed most of the year, which will help. My backhoe went down and it will cost about \$14,000 for a motor.

We only do the maintenance for the Fire Department vehicles with the exception of the pumps.

We are not certified to do that work. We no longer maintain the Police Department vehicles. Police doesn't go to us by fire comes.

D. Hemeon: I usually have a budget of \$16,000 for plow edges and chains. Typically we go through 2 -3 plow edges per year. The price went up so much that they quoted me \$17,000 each. We are at the mercy of the steel prices.

D. Ross: We have \$37,000 encumbered, is that spent?

D. Hemeon: After the May rains, the Council gave us extra money and we didn't have a chance to spend it but this year we did.

M. Jolin: You plan to reclaim paving on Smyth Road. My concern is it needs a lot more than reclaiming. I would like to see it reclaimed, but it needs more than that. The shoulders are so small and the gullies are so deep, there's nowhere to walk. All reclaiming will do is make the traffic go faster.

D. Hemeon: I have a number of roads including Smyth that will be done in thirds. With a budget of \$220,000, I have no choice but to reclaim. To get 10-12 years out of it, you must reclaim. That's all the funds we have.

M. Jolin: They will just go faster, and the condition now keeps them going slower.

M. DiBitetto asked about the catch basin cleaning schedule based on the new machine

D. Hemeon: I had one guy on it and he left. I retrained someone and he didn't make to his 90-day probation. MSG offered to pay \$38,000. Two other developers have committed to pay for the next 2 years. We cleaned a couple hundred. We have 1300 in town. I plan to train someone this spring and have them doing that full time. There are some that haven't been cleaned in 10-15 years.

I hired a mechanic, which should start in a couple of weeks. I can't survive with just one mechanic.

Parks & Recreation

D. Hemeon – Administration cut this budget as well. I requested a new mower and an enclosed trailer. We now have a 3-man mowing crew and we should have 4. I requested an enclosed trailer and truck in the CIP. I'd like to set up all in one truck and have all the mowers in the trailer. That way we get the most bang for the buck. We went with the trailer and cut the mower this year. Cuts were made in general operation and maintenance. Fun in the Sun is a self-sufficient program and in the past has made money.

P. Loiselle: What is the status of the park deficit with regard to impact fees.

D. Hemeon: We eliminated \$400,000 and it's down to \$200,000. If we don't get that down, we will lose our impact fees. We plan to resolve the deficit before the time runs out. The only things left to cut for Park and Rec. are Fun in the Sun or Old Home Day.

CIP

Park and Rec

\$50,000 is requested to build a park on Hackett Hill to reduce the deficit.

There are 4 vehicles in the capital budget with 2 for highway and 2 for Park and Rec.

This was reduced to one truck for each department.

J. Hyde suggesting cutting the trucks and using the money to offset the deficit.

D. Hemeon: The trucks have been approved for the past two years but were cut because of the default budget. By running these trucks and not replacing them year after year, you get hammered when they all break in the same year.

Fire, Capital & CIP

M. Williams

The original proposal was for a 1% increase. After the Administrator made cuts, it was reduced to almost zero.

- An additional 3 firefighters. We have tried to increase staff and bring our shifts to 7 person shifts. This would increase the safety of all residents and all staff while reducing overtime. The Administrator recommended placing the 3 additional firefighters in a warrant article in order to reach the zero impact and let the voters make the decision. Statistics – Calls are just under 2000 calls per year, which is up 150 calls per year. We have had overlapping incidences. For 2006, there were 368 overlapping calls, which leave us unstaffed.
- Most of the lines if not level funded were decreased including advertising by pulling from the State list. That was reduced to \$1500.
- Radios went from \$4500 to \$5000. Telephone was reduced because of the new phone agreement. The wage was dropped.

Capital Fire Requests

Car number 3, which is a 1995 suburban, needs to be replaced. The town mechanic has kept it running this long. We would like to replace it with an SUV; either expedition or a Tahoe, which are both under \$30,000. We are leaning towards the Tahoe because the Expedition we purchased two years ago has given us a lot of problems.

It would be a special service vehicle designed for fire use. It is a command vehicle and crime unit with radios.

CIP

The CIP

\$20,000 for Scott air packs. This is an ongoing program with completion in 2020.

Police, Communication (CIP)

Maryanne Maxsalla – Police Commissioner, Read a statement.

Chief Agrafiotis referenced the letter sent on November 7th to the Council highlighting the increases. (see budget book)

Call for service passed out for 2006 shows 11 month.

Total calls (11 months)

Midnight shift - 7041.

Evening shift - 9400.

Day shift - 24000 calls.

Calls are increasing every year. A study was done which showed of the total arrest (Aug/Sept) less than 25% were Hooksett, for Juvenile's less than 20% Hooksett, and for traffic violations less than 25% were Hooksett residents. We are not addressing issues with our citizens but more issues with our geography. Many calls are a result of traffic passing through Hooksett.

J. Hyde questioned the wages increase of \$150,000.

Chief Agrafiotis explained it is the wage pool for non-union. Overtime was adjusted up. As crime issues become more sophisticated, more hours are needed. (such as the incident with the Marijuana house requiring numerous officers)

J. Hyde questioned the increase in the telephone line from \$15,000 to \$17,000.

Chief Agrafiotis stated that the Police Department uses the phones more than any other department. Administration and prosecution makes frequent calls around the country. There should be a savings with the new system.

D. Jodoin: With only receiving one bill. We have seen a 10% savings.

J. Hyde: What are the Selection process costs?

Chief Agrafiotis: The newspaper ads are expensive. With a pool of candidates, you get standardized tests, physicals, and exams. Many get part way through the process and drop out. The polygraph is at the end of the process, by State law. Candidates fall out at this point after you've expended money on testing and screening. Our goal is to get up to full staff. The last time we were at full staff was in 1999, which was for only two months.

S. Werksman: What percentage of the applicants pass?

Chief Agrafiotis: Out of 26 applicants, 2 may pass.

J. Hyde: What are the costs of Publications?

Chief Agrafiotis: The RSA books, NH Law directory and daybooks, as well as the Union Leader. Page 15 of the budget book lists all the items in detail.

Chief Agrafiotis: We have 22 total vehicles. We burn through 3 cars per year with the amount of miles we place on the vehicles. The detectives have 5 vehicles assigned and 2 administrators. The average is 100 miles a day.

D. Savoie noted that vehicle listing missing in the book was handed out in the packet.

J. Hyde asked for the details on the equipment?

Chief Agrafiotis: Police Equipment – Guns, flashlights, k-9 and associated materials etc. Personnel equipment is uniform replacement, vests, etc.

Special Officer details

Chief Agrafiotis explained when a contractor calls for a traffic cop, the contractor is being billed for special details. Unless this town goes to a revolving fund for emergency services, the money must be appropriated and then the contractor is billed and it goes back into the general fund. This line currently has \$60,000. If you needed two officers, for the Cinemagic project, you'd use all that \$60,000 which is for all the details in Hooksett. With the growth in town, if developers are going to ask for town officers, we will either have to boost that line, understanding that the town will get it back or set up a revolving fund in a warrant article.

M. DiBitetto motioned to have the finance director craft a warrant article for a revolving fund for public safety to be established with \$1.00 with the provision of transferring \$60,000 pending DRA approval. Seconded by S. Werksman. Voted unanimously in the affirmative.

J. Hyde: Where do the vehicles get repaired now?

Agrafiotis: We looked at three garages; the main place is State Motors in Manchester. Because they are special vehicles, they need special maintenance. There are a few other places in Hooksett, which do standard maintenance.

P. Rueppel stated a concern for the legal line for police commission.

Chief Agrafiotis stated that the union has taken the position, if disciplined, they will file a grievance and if they don't like the response, they will go before the Police Commission and then the legal counsel will get involved. They can then proceed to mediation, which is the cost of an attorney.

G. Longfellow stated that in 2005-06, they spent \$85,000 on legal cost and this year \$40,000 has been spent through December 2006.

Agrafiotis: We have no control in an officer exercising their due process.

G. Longfellow: We have spent a quarter of a million dollars on lawyers over 3 years.

P. Loiselle: The ratio of officers to vehicles appears high.

Agrafiotis: The night shift is 4; therefore, you only use 4 however, in the day you have 4 on the road, and 2 to 3 administrators and transporting vehicles,

P. Loiselle: That's only 12 at the high side and you have 22 vehicles.

Chief Agrafiotis: Commissioner Gagnon came and looked into that and when he came that day, there was only one vehicle in the lot, which was mine.

P. Loiselle: How many vehicles go home with the officer.

Agrafiotis: 4 plus the k-9.

M. DiBitetto: What is your current staffing with open positions.

Chief Agrafiotis: We have 3 open patrol officer positions with 3 candidates being looked at now. Two new officers were brought on just before Christmas. Of the 29 officers, there are 26 in place currently.

G. Longfellow: Over 9 years, you have under spent the wage line \$900,000 and returned a little over \$100,000 and spent the balance on a number of other items. This year, for the first 6 months, your fleet mileage has been under. How will you increase your fleet mileage without full staff? Also your wage line will be under without full staff. Will you be returning this money or

spending it? It appears that the police department spends it down rather than give it back. Since the lines are off so much, we should look only at the bottom line and you adjust however you want.

P. Loiselle: The new Captain should be moved to a warrant article.

Chief Agrafiotis suggested they check with their attorney because the Council doesn't have authority to interfere with the structure of the department.

P. Loiselle: The employee breakdown is an increase of \$103,694.88. This is a significant increase.

G. Longfellow: For gasoline, using 2.51 per gallon seems high. We use 2.21 for the highway.

Chief Agrafiotis: You may be right for fuel used but we budget for full staff.

G. Longfellow: Even with a full staff, I think the gas is too high.

G. Longfellow: Would you consider putting the Captain on a warrant article along with the 4 percent wage.

Chief Agrafiotis: With our internal structure, we need to make a change. We have 29 authorized positions. We are not adding a body but rather upgrading similar to what Concord has.

G. Longfellow: They have you down for a \$9000 raise for next year.

Agrafiotis: \$I'm at \$88,000 which was adjusted already.

Mary Ann: We raised a few departments based on community comparisons. Goffstown was one that was looked at. If there was a deficiency, it was our job to address it.

J. Hyde: What is the number of union vs. non-union employees?

Chief Agrafiotis: There are 11 non-union officers and 15 union officers and an addition 5 union in dispatch as of Monday.

J. Hyde: We asked everyone for a 0 budget and everyone came in at 0 or 1% and you came in with a \$400,000 increase.

Chief Agrafiotis: I'm going to tell you what we truly need. You need to evaluate what the Town can pay. We will always do the best with what we're given. You need to know the truth. I must show you what is truly needed. We gave you what is full staffing, and full compliment with professional level of training and equipment to run an organization of this size.

G. Longfellow: The intent of adding 5 patrol officers was to cover the West Side and bring the officers to 15. This restructure will bring the officers to 13 rather than 15, which was the proposed intent.

Chief Agrafiotis: There are 13 on my roster as of today with the new hire. If we hire 3 more people and move one to Captain, we will still have 15 patrol officers. We are restructuring based on more sophisticated crimes, therefore requiring more detectives.

D. Ross: We didn't save anything from moving the maintenance from highway.

Chief Agrafiotis: You could have left maintenance with Dale and he would have needed an additional mechanic trained in special vehicles.

D. Ross: For budgets appropriated last year and not spent, was any money returned last year.

G. Longfellow: 05-06 they returned \$20,000

D. Ross: You do realize Chief that people viewing this budget will say that you are very top heavy with staff.

Communication

There was an increase in the communication contract.

There was difficulty-finding dispatchers, the pay was so out of line, we gave a \$2.00/hr raise. You gained the ability to hire people. Communication made the same decision you made with regards to highway to get the pays in line. Dispatchers are similar to officers because there aren't people wanting the jobs. We are now at 6 positions filled and we have candidates for the 7th. We are covering now with officers who have fire and communication training and overtime. Dispatchers are non-sworn positions. Dispatchers go through background checks like the officers.

D. Ross: Everyone in the town is suffering, would you have quit if you didn't get a raise. We have had people turn down raises just to show team support. This Towns budget has increased very fast and it's hard for this Town to swallow.

Chief Agrafiotis: No, I wouldn't have.

J. Hyde: We asked the Administrator to come up with a 0 budget. You said you don't want anything to do with cutting your budget. We asked you to come with a zero increase and you won't do it.

Chief Agrafiotis: That is an illegal order. It wouldn't be an honest budget. You can't arbitrarily ask us to come in with a false budget. You must cut if you need to. I can't come in with false information because you asked for it. When things don't work right, you can say I didn't tell you what you needed. The upfront presentation is what I believe we need. You can do with it what you will. That's the process.

M. DiBitetto: I don't ever remember the police over-expending its bottom line. All expenditures were for upgrades of equipment or new equipment. It's the way this department has presented an unpredictable expenditure and I think this is a legitimate way of doing business.

D. Ross: I'm not in anyway accusing anyone of any inappropriate expenditure.

Chief Agrafiotis: For building maintenance, we decided that we would pay for electrical and other items that should have been paid in the building budget. The Commission took a vote and said unless its and emergency, we won't do it.

G. Longfellow: Did you give communication a raise?

Chief Agrafiotis: There is one non-union employee who got a 4% raise.

G. Longfellow: I see a 7% increase.

D. Savoie: I went through that in the default budget and the difference is the increase in the overtime hours due to lack of staff.

M. DiBitetto: Normally we get an incidence response report by shift, where is that?

Agrafiotis: I handed that out at the beginning of the meeting

CIP

The Communication Development fund that has been ongoing for 20 years.

***M. DiBitetto motioned to accept the budget reports received today. Seconded by P. Loiselle
Voted unanimously in the affirmative.***

***M. DiBitetto motioned to recess until 6:00 pm on Wednesday, January 10th, 2007.
Seconded by P. Loiselle.***

Capital Leases
Town Buildings
Debt Service & Tax Anticipation Note Interest
Finance
Administration, Wage Increase Warrant Article, CIP

Next meeting is Wednesday, January 10th, 2006

ADJOURNMENT

The meeting was adjourned at 4:20 pm.

Respectfully submitted,

Lee Ann Moynihan

Jason M. Hyde
Town Council Secretary