

Official

**TOWN COUNCIL MINUTES
Budget Workshop
Saturday, January 7, 2012**

CALL TO ORDER: Chair Sullivan called the meeting to order at 9:00 am.

PRESENT: Leslie Boswak, Nancy Comai (excused), John Danforth, Michael Downer, Vincent Lembo, James Levesque, Todd Lizotte, Susan Lovas-Orr, Chairman James Sullivan and Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

BUDGET PRESENTATION

Administration

To be presented at a later time, waiting for additional information.

Library – \$543,309

Mary Farwell, Library Trustee Chair and Heather Shumway, Librarian presented the proposed budget. The Library budget does not go through the Town budget system and does not have to be approved by the Town Administrator.

Wages (\$309,449) increased due to the additional 5 part-time hours per week. Library pre-employment expenses are paid out of Library budget. Other departments' pre-employment expenses are paid out of Administration budget.

Health Insurance (\$55,297) increased due to (1) staff changing from single to 2-Person plan.

A line item was added for Van Service (\$1). The State, through a Federal grant provides Inter-Library Service for various Libraries to be able to share books and other resources. Due to State budget cuts, the Inter-Library Service was cut and limited to twice a week delivery. This line item is to supplement the service, if needed.

T. Lizotte moved to add \$1,000 to Van Service line. Motion seconded by M. Downer. Motion carried unanimously.

J. Levesque moved to approve the budget in the amount of \$544,309. Motion seconded by T. Lizotte. Motion carried unanimously.

Public Works – \$2,693,956 (Highway, Parks & Recreation and Building Maintenance Divisions Total)

Highway Division - \$1,736,034

Public Works Director, Leo Lessard and Jodi Pinard presented the proposed budget. As of January 1, 2012, Code Enforcement was added as a division of Public Works Department. A new Code Enforcement Officer, Matthew Labonte was hired.

Rental & Leases (\$35,000) – Increase due to 1-year lease of rubber-tire excavator and new software for building and vehicle maintenance.

Shop Supplies and Hand Tools (\$20,000) – Increase due to additional safety items.

Parks & Recreation Division - \$509,584

Building Maintenance Division – \$448,338

Building Maintenance (\$90,000) – Increase is due to the Safety Center maintenance.

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D. Shankle commented in reviewing proposed budgets, he tends to look at what was spent while departments tend to look at what was budgeted and keep on budgeting for items that may happen but never spends it. He'd like to see the staff use the Town's current resources and improve them or add to them as they are utilized. This way the Town can explain and justify what funds are being used for.

J. Danforth moved to approve the budget in the amount of \$2,693,956. Motion seconded by T. Lizotte. Motion carried unanimously.

Code Enforcement Division - \$160,600

M. Downer moved to add the Code Enforcement Division to the Public Works Department's budget making the total, \$2,854,556. Motion seconded by T. Lizotte. Motion carried unanimously.

Public Works – CIP

Drainage Upgrade Capital Reserve Fund - \$50,000 – to upgrade the Town's aging drainage system.

Plow Dump Truck Capital Reserve Fund - \$80,000 – to replace plow truck. The Town's oldest plow truck is a 1996 and the newest is a 2010. Estimated cost to replace one is about \$160,000.

Parks & Recreation Facilities Development Reserve Fund - \$10,000 - current balance is \$39,119. This is to be used for improving existing recreation facilities.

Town Building Maintenance Capital Reserve Fund - \$150,000 – current balance is \$153,028. This is to be used for major maintenance/repair issues, i.e., Safety Center.

V. Lembo questioned why a total of \$140,000 for Sidewalk Plow was allocated under 2013-2014 fiscal year instead of spreading the amount over a number of years. D. Shankle explained the departments came up with what they needed for this year. CIP committee allocated the amounts.

Chair Sullivan suggested having a workshop with CIP next year to discuss how expenses are allocated over the years.

Discussion on whether impact fees could be used for some of these expenditures. C. Soucie explained the impact fees are growth impact fees, therefore, any expenditures coming out of these funds has to be growth related.

Note: The Town Council will vote on CIP requests at a later time.

Recycling & Transfer – \$1,097,188

Diane Boyce, Superintendent presented the proposed budget.

Reduction on the Uniforms line (\$2,280). The staff voted to end the contract with uniforms reducing this line to almost 50%.

Tipping Fees line (\$450,000) was reduced by 10% due to the new collection program.

Collection Fuel (\$50,000) doubled due to the two programs being provided this year, the trash collection and recycling and cost of fuel.

Reduction on Full-Time Employees line (\$113,645), one collection position will be eliminated and will not be filled.

Vehicle Maintenance (\$30,000) - This line item was moved from Public Works budget. There was a concern whether this amount will be enough to cover maintenance on the new trucks. D Shankle explained he didn't see any reason to increase this line item. He added there should be some unexpended funds from Tipping Fees that could be used, if necessary.

J. Levesque moved to approve the budget in the amount of \$1,097,188. Motion seconded by T. Lizotte. Motion carried unanimously.

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Recycling & Transfer – CIP

Automated Collection Equipment Capital Reserve Fund - \$10,000 – to establish the fund for automated collection equipment replacement.

Upgrade Diesel Tank & Fuel Dispenser Capital Reserve Fund - \$25,000 – this is a necessity. The underground diesel tank will have to be shut down if voted down.

Front End Loader - \$160,000 – this equipment will be shared with Public Works for school plowing. The purchase has to go through Recycling & Transfer Department. A special revenue fund has been set for this purpose and will not have any impact on taxes. The voters will have to approve use of funds.

Fire-Rescue - \$3,579,251 (Total)

Fire Division - \$3,532,881

Fire Chief Michael Williams and Deputy Chief Michael Hoisington presented the proposed budget. Overall reduction of over \$96,000 mainly due to Ambulance Service being taken out of operating budget. An Ambulance Revenue fund was created.

Last year's union concessions of \$59,800 were added back into 2012-2013 proposed budget.

NH Retirement (\$441,219) contribution increased due to some costs being down-shifted from the State level.

Health Insurance line (\$540,175) may change after union negotiation. This includes all obligations contained in the current collective bargaining agreement.

New Equipment line (\$11,250) increased due to the implementation of new paging system (FCC's narrow-banding). The old pagers will not work with the new system, new pagers will be needed.

Programs

- Weekly blood pressure checks at the Library
- School Lunch program
- Firefighter Challenge Program at the School.

Updates to website are currently being done to make forms available on-line. Hooksett is one of the communities selected for a pilot program on electronic burn permit.

Ambulance Division - \$1

This division will be self-funded.

Forestry Division – \$21,639

Emergency Management – \$25,060

T. Lizotte moved to approve the budget in the amount of \$3,579,251. Motion seconded by M. Downer. Motion carried unanimously.

Fire-Rescue – CIP

Fire Apparatus Development Capital Reserve Fund - \$50,000 – to establish the fund.

Car #5 - \$30,000 – vehicle used by the Fire Inspector to eliminate having to use the larger apparatus.

SCBA Replacement Capital Reserve Fund - \$20,000 – Current balance is \$91,797. Total project cost is estimated at \$300,000 expected to be purchased in 2020.

Fire-Rescue – Warrant Article Request

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Personal Protective Equipment CR Fund - \$48,000 – NFPA (National Fire Protection Association) came up with a new standard for gear not to be worn for more than 10 years. This is for gear replacement. This amount will be clarified.

Police - \$3,585,410.28

Police Commissioner Joanne McHugh and Acting Police Chief John Daigle presented the proposed budget.

Correction: Health Insurance line should be \$479,770.40 and total budget should be \$3,585,410.28.

As a result of the recent audit, several recommendations were made, which are reflected in the budget. Recommendations are as follows, (1) additional staff resources, (2) additional training, (3) additional community engagement, (4) development of a strategic plan, (5) development of a career development process, (6) development/enhancement of case management, (7) revision of policies and procedure, and (8) revision of the discipline procedure.

Vehicle Maintenance (\$34,288). Vehicle maintenance is not being done through Public Works due to lack of Mechanic on DWP staff. The department uses a couple of local dealerships for routine vehicle maintenance. DPW was able to assist them in repairing a vehicle involved in an accident as mentioned at a recent Town Council meeting.

Wages line (\$1,970,920.84) decreased by \$33,011.16 from last year's budget. This is due to (1) realignment of sworn personnel, (2) hiring part-time non-benefitted members increased the part-time line item but decreased the overall budget impact to the Town, and (3) the realignment will allow for enhanced effectiveness and greater efficiencies by assigning tasks to the proper personnel and freeing up sworn officer time.

Animal Control Operations (\$1,210) budget request is the actual cost from last year.

Discussion on possible unexpended funds for this year. The commission is closely monitoring the current budget. Some line items are expected to be over-expended. These will be off-set by under-expended line items.

Vehicle Purchases (\$62,700) - The department used to have 12 vehicles. The commission reduced that to 8. One vehicle needs a new transmission and is expected to be down for the duration, which leaves them with 7 vehicles. One vehicle will go over the mileage within a year. Some vehicles have high mileage that repairs and maintenance are getting to be costly. After much discussion, the Police Commission decided to request (2) new vehicles to be included in their budget.

D. Shankle added one option is to offset the cost of the vehicles with trade-in value. The Finance Director will check with DRA if this could be done.

S. Lovas-Orr moved to approve the budget in the amount of \$3,585,410.28. Motion seconded by M. Downer. Motion carried unanimously.

Police – CIP

Emergency Radio Communications System Development Fund - \$50,000

Finance

C. Soucie informed the Council as a result of bidding out Banking Services. This line would reduce by \$14,000. She requested to amend the line item to reflect this reduction.

V. Lembo moved to reduce Banking Services by \$14,000. Motion seconded by T. Lizotte. Motion carried unanimously.

New Banking Services total is \$5,000.

CAPITAL IMPROVEMENT PROGRAM

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ADJOURNMENT

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Leslie Boswak
Town Council Secretary