

Official

TOWN COUNCIL MINUTES Budget Workshop Saturday, January 5, 2013

CALL TO ORDER

Chairman Sullivan called the meeting to order at 9:00 am.

PLEDGE OF ALLEGIANCE

PRESENT

Nancy Comai, M. Downer, Vincent Lembo, Todd Lizotte, Susan Lovas Orr, Chairman James Sullivan and Dr. Dean E. Shankle, Jr. (Town Administrator)

EXCUSED

Leslie Boswak, John Danforth and James Levesque

BUDGET PRESENTATION

Library – Board of Trustees and H. Shumway

V. Lembo motioned to accept the Library budget. Seconded by T. Lizotte.

H. Shumway reviewed the Wage Line and the staffing levels as they compare to other surrounding towns. (Report was provided)

T. Lizotte stated his position this year is no new positions. This year, without any budget increases, the rate will go up.

N. Comai: I see that you run services efficiently. I like that you brought this to us now and I trust the Board of Trustees' and the Department's recommendation.

S. Orr: I often see volunteers working at the library. To what extent can volunteer assist with tasks if trained? Secondly, is self-check a service that can be utilized?

H. Shumway: Self-check is utilized 30% of the time. State law does not allow for volunteers to do tasks that are in someone's job description.

H. Shumway stated that the library utilizes the town maintenance staff for general repairs.

***N. Comai motioned to call the vote
Vote unanimously in favor***

***Vote on the Library budget \$572,792
Vote 4:2 motion carries***

Fire-Rescue, Fire Division, Ambulance Division, Forestry Division, Emergency Management

T. Lizotte motioned to accept the budget. Seconded by N. Comai.
Chief Williams reviewed the staffing changes.

The major increases in the budget are contractual obligation for firefighter's contract including NH retirement, health increases, 2 (part time) non-contractual. The current secretary works 35 hours a week

and in the past, Wednesday was filled with a part time person who has not been filled for the past few years and we are requesting that back.

Uniforms lines 211/212 are up due to concession that the union had taken in the past and are now put back.

Medical supplies are down to \$1 because that is now coming out of the ambulance revenue line which was approved by the voters last year.

The Ambulance comes from the revolving fund.

Forestry has no increase

The Emergency Management budget had some reduction which includes a state wide program called "City Watch" which will replace "Code Red". That is a cost savings of \$8200.

T. Lizotte: The fund for the ambulance, is that equipment and overhead?

M. Williams: Yes, anything that has to do with ambulance including overtime is taken from the revolving fund.

C. Soucie: The ambulance division in the budget is coming from the general fund. This is what taxpayers would supplement so the \$1 is a place holder. The special revenue fund breaks down the staffing and we provide a report monthly.

M. Williams: All staff is in the fire budget.

T. Lizotte: If we are staffing for the ambulance in the firefighter budget, how is the taxpayer saving?

C. Soucie: The taxpayer use to pay for the Tri-town service and now the Ambulance service is provided by the users.

T. Lizotte: At the end of the year, how do you transfer that money?

C. Soucie: The general fund pays for it; we move the money quarterly from the revolving fund to reimburse the general fund.

C. Soucie: Fund balance is calculated once a year. The fund balance and cash flow are two separate issues. The fund balance and the general fund have nothing to do with what is happening in the checking account with regard to cash flow.

D. Shankle: There is a part time employee for \$6000 in the Emergency Management Department. The Chief has now assumed that responsibility. We would like to take this money out and add it to the Chief's salary so there will not be separate emergency management position.

C. Soucie: We looked at retitling the line to "Surviving Spouse Benefit" for \$6000 and we discussed moving it from Administration to the Fire Budget. The new line under fire is 01-431-01-210.

N. Comai motion to create a new line under Fire for \$1. Motion failed without a second.

J. Sullivan motioned to create a new line 431-01-210 "Surviving Spouse Benefit for the Fire Department for \$6000. Seconded by T. Lizotte.

V. Lembo motioned to table this item for more information. Seconded by S. Orr. Vote unanimously in favor.

T. Lizotte motioned to reduce line part time wages line 117 from \$5,408 to \$1. Seconded by S. Orr.

T. Lizotte: We are in the same financial situation. We need to make do with what we have. This cut was in 2011 and I believe that we are still in a financial bind.

S. Orr: The Chief has been operating without a full time administrative staff. How is that affecting the operation of the department?

M. Williams: The secretary works 35 hours and we use to have someone filling in part time. We've been operating without that staff coverage on Wednesdays.

V. Lembo stated he supports that position based on the fact that he believes we need coverage 5 days a week.

T. Lizotte: If this budget were flat funded everyone is still going to get a tax increase and can we survive another year with same services.

M. Williams: This is for Wednesday coverage as well as coverage for vacation time and sick time.

T. Lizotte: Since we have indicated our employees are paid through the general fund, how can the Administrative Assistance time doing ambulance administration be dedicated to the Ambulance fund? We need to leverage our revenues to cover the costs.

Dr. Shankle: If we are going to go down that road, we need to look at all administrative labor and maintenance that should be charged to the Ambulance. This may be a slippery slope and if you charge everything to the ambulance, there may be no money available for new equipment.

Roll Call Vote on amended motion

T. Lizotte	Yes
S. Orr	Yes
N. Comai	No
M. Downer	No
V. Lembo	No
J. Levesque	Yes
J. Sullivan	Yes

Vote 4:3 motion carries

Vote on Fire budget as amended \$3,783,864.

Roll Call

T. Lizotte	Yes
S. Orr	Yes
N. Comai	Yes
M. Downer	Yes
V. Lembo	No
J. Sullivan	Yes
J. Levesque	Yes

Public Works

Highway Division, Parks & Recreation Division, Building Maintenance Division, Code Enforcement Division

T. Lizotte motioned to accept the Public Works Department. Seconded by V. Lembo.

L. Lessard stated that \$60,000 of the \$82,000 increase is for retirement and benefits.

V. Lembo asked if there is a full complement of staff.

Administration reduced line 437-52-713 for a truck jack. The \$11,500 includes – Portable sandblaster, diesel scanner...

S. Orr: The 30,000 for the jacks which Dr. Shankle pulled out is not a critical item like a plow. There is an alternative solution by going elsewhere so it seems like a perfect item for CIP. I suggest that is the place to put it.

L. Lessard: This lift was for the larger trucks like the fire trucks. If needed, we farm it out.

L. Lessard: The \$200,000 in the CIP for building maintenance is for major repairs like the roof. The \$89,000 in the budget is for regular day to day upkeep and repairs.

T. Lizotte asked if anyone has done any evaluation on the electric costs for the Parks and Rec.

C. Soucie: We use a 3rd party vendor for electric delivery but I don't think Parks is part of that savings. The contract expires in June and we will rebid it out and may incorporate it then.

V. Lembo asked why the DPW is not doing State Inspections in house rather than going outside.

L. Lessard: In order for the Town to get the license back, I would have to get certified and I don't have the time.

V. Lembo: It is only one night a month to get certified in Concord. Why spend the money outside when we have the resources inside.

M. Downer motioned to increase new equipment for Parks and Rec (444-01-713) by \$4199 for a sod cutter. (2,830,989). Seconded by V. Lembo.

M. Downer: Based on the expansion in the fields that will be undertaken in the spring, it will be a critical piece of equipment.

S. Orr: What are we paying for rental of a sod cutter now?

L. Lessard: I don't know.

***Vote on motion to increase the budget
Vote unanimously in favor***

***Vote on total DPW budget \$3,830,989
Vote unanimously in favor***

Recycling & Transfer

D. Boyce presented the Recycling and Transfer budget.

V. Lembo motioned to accept the Recycling and Transfer Budget. Seconded by T. Lizotte.

V. Lembo asked about negotiations with the wage line.

D. Shankle: If we get an agreement, it would go out as separate warrant article.

V. Lembo: What is the difference in the requested budget and Administrative budget?

D. Shankle: I reduced the vehicle maintenance \$5,000.

D. Boyce: I would feel better with \$35,000 rather than the \$30,000. We have a lot of equipment.

V. Lembo: Are there any issues with the new equipment?

D. Boyce: The equipment is under warrantee. We are trying to get an inventory of parts so we don't have to wait for the parts. We did have a slight problem during Thanksgiving and we had to wait for the part so it would be nice to have an inventory on the parts.

S. Orr: Given the fact that this is new equipment, why do you feel that \$35,000 is better?

D. Boyce: We are fortunate that major parts are under warrantee but there are parts we would like to inventory and new fluids needed.

T. Lizotte: Where were the major cost increases in the budget?

D. Boyce: We budgeted \$4.00 for fuel which was a \$40,000 increase due to the default budget and there was an increase in NH Retirement. There is \$6000 for collection employees. We had budgeted less for a driver and we are using an employee from the highway department which is at a higher pay.

T. Lizotte: Tipping fees were dropped by \$60,000 which was gobbled up by State Down shift and fuel. Do you see any further benefit from single stream and what is the outlook?

D. Boyce: With the increase in trash, we will continue to save. We have saved \$40,000 so far this year. The more people participate, the more we will save.

V. Lembo motioned to amend 1-441-10-319 to increase \$5000. Seconded by T. Lizotte.

V. Lembo stated that although the trucks have a warrantee, we could use the money to inventory parts.

Vote 1:6 motion failed

Vote on original budget \$1,100,521

Vote unanimously in favor.

Police

New Chief of Police Peter Bartlett was introduced by Commissioner McHugh and Chief Bartlett made a brief statement to the Council.

J. McHugh and Captain Daigle presented the budget.

J. McHugh made a statement regarding the preparation of the budget which was done based on the results of the audit and the rebuilding of the department. Budget decreases were in upper management with emphasis on new patrol officers resulting in an increase in training. There is a command staff of 25.

Captain Daigle: We are no longer top heavy. There will be a Chief, a Captain, a Patrol Lieutenant, the detective sergeant and Supervisory staff of 4 sergeants and an increase in patrol division. The goal is to have 14 patrol positions.

J. McHugh stated a goal was to respond to the community as well as reduce the crime rate.

The Police Budget is \$3,868,774.

J. McHugh: The increase is due to (\$9,052) health, (\$3,102) life insurance, (\$9,363) FICA, (\$146,622) total increases.

Captain Daigle reviewed the Dispatch request for additional staff. A seventh dispatcher is requested to all for more flexibility in the schedule.

Covering Fire Dispatch is an ongoing discussion and it would require an 18 month notice to Concord. This is the second year of the union contract. There is an increase of a fourth patrol sergeant.

Captain Daigle: Looking at the number of personnel relative to the supervision is not sufficient. We need trained supervisors in place. Through promotions, we added a third which was budgeted. We have now added a fourth. The current patrol lieutenant has accommodated the schedule and we no longer need to use the officer in charge and we are carrying that funding into the budget for the fourth sergeant. This is critical to cover our liability. The increase to wages is for the sergeant positions and \$6629 for computer services due to the new police package servers made last year. Due to the number of new officers, there will be an increase in training. In the \$9336 dollars, there is \$7500 in training for non-sworn personnel. This is non-union personnel that didn't have the ability for additional education. I believe in order to be reimbursed they need a certain grade as well as pre-approval. It is career development. There is \$4425 in uniform allowance which is contractual and an increase of \$29,000 in police equipment to replace the obsolete cruiser camera systems. The car camera systems, which were obsolete when purchase take an 8 mm tape. We have a year's supply of the tapes on hand but we cannot find the tapes to be purchased. We can only reuse the tapes a few times. We have enough in stock for one year but we now need to make the decision to change the camera. They are a safety issue for the officers as well as liability issues as well as used in court. The cost for the units includes the installation.

J. McHugh stated the following decreases:

\$4266 in the selection process. We are near our full complement

\$29,291 in the vehicle and related purchases. We only requested one (1) new vehicle. We procured two (2) vehicles last year.

Uniforms decreased as well

J. McHugh stated that the vehicle inventory list is available along with the maintenance history and mileage.

J. Sullivan: Where is the \$29,000 decrease in vehicles?

Captain Daigle: That was a decrease from last year's proposed budget but we got a default.

T. Lizotte: How many new hires are there?

Captain Daigle: one (1) Dispatcher, Admin Clerk is part time and proposing full time Open Admin Coordinator was held by a sworn is not filled.

T. Lizotte: If you could only get one, which would you choose?

J. McHugh: The Admin Coordinator is in already as part time and is open and will remain.

J. McHugh: The Admin. Clerk is going to full time. The Dispatch is important because you will have the increase in calls due to the increase in officers and we have people who have never had a weekend off. Over the next year, we plan to have discussion to bring Fire back and share the cost. I think the most important position is Dispatch.

T. Lizotte: Will the dispatch be a reduction in overtime because I don't see that.

J. McHugh: When I came on board there was \$332,000 being spent in overtime and we have decreased that significantly

T. Lizotte: The taxpayers pay for critical services including police and fire. I want to be sure that these positions are justified.

N. Comai: Part time employee line 113, why do we have a line item for part time patrol officer?

J. McHugh: The part time officer is essential because in the past we had an expense of \$300,040 in overtime. With a part time officer, we can utilize them when needed as well as in the schools as a resource officer. This is a dual purpose. If we did not have that individual it would cost us more in overtime and we would have to recruit a full time individual and we are saving in benefits.

V. Lembo motioned to accept the Police budget. Seconded by T. Lizotte.

T. Lizotte asked about the ammunition inventory and what was salvaged from the water damage?

Captain Daigle: The ammunition has been reviewed, there is no stockpile. We provided rounds for training. For the next year's training, we are looking for what we need.

V. Lembo: What is the cost savings to combine Fire and Police Dispatch again?
We would have to buy software for Fire?

C. Soucie: Concord is being paid \$130,000 by Fire for that service.

T. Lizotte: I assume all ambulance dispatch goes through Concord as well. If we integrate this with police, does any dispatch get paid by the ambulance fund?

C. Soucie: No

V. Lembo: If Hooksett goes to a joint station with Manchester, how would that affect the dispatch? There would be a cost savings if we went to a combined dispatch?

Captain Daigle: I would think so given the \$130,000 yearly cost.

C. Soucie: This budget is \$324,000 over the proposed budget. The remarks made by the Commissioner were relative to last year's proposed budget.

Vote unanimously in favor \$3,868,774

CAPITAL IMPROVEMENT PROGRAM

Fire CIP

4 Warrant Articles (3 are the same as last year with established funds)

SCBA – is ongoing with \$91,657 in the fund. Requesting \$20,000 this year

PPE – two year project to replace gear. Last year it was approved for \$24,000 and this year's request is for \$24,000

Apparatus Replacement – Last year \$50,000 was approved and is in the account. This year's request is \$50,000.

Replacement of Car #5 (which failed last year) for \$30,000.

Car #5 is a 1999 Chevy Tahoe with 120,000 which has had 2 transmissions and now has a rear seal leak.

DPW CIP

4 Warrant Articles

Drainage Upgrade Capital Reserve

Plow Dump Truck-Capital Reserve

Park & Recreation Facility Capital Reserve

Town Buildings Maintenance Reserve

T. Lizotte asked about the Park and Recreation Reserve fund?

L. Lessard: We would like to put a bathroom by Phil's office and extend the office. We do not buy equipment with those funds.

Recycle & Transfer

4 Items

Upgrade of the diesel tanks

\$10,000 for new truck fund

Replacing a 2000 Chevy pick-up out of the special revenue fund

New Bobcat through the special revenue fund

Police

A list of potential warrant articles were distributed by C. Soucie

T. Lizotte motioned to accept the CIP Warrant Articles for \$488,000. Seconded by S. Orr.

The CIP recommendation was \$741,000. The Town Administration's recommendation was \$488,000.

N. Comai asked where the cable money will go.

J. Sullivan: That may be a warrant article but is not part of the CIP items.

S. Orr motioned to amend and include the \$90,000 for the one ton pick-up for the DPW. Seconded by T. Lizotte.

T. Lizotte: We asked L. Lessard earlier if he had anything for CIP and nothing was mentioned. I would rather not add any warrants.

D. Shankle: The primary use for this equipment was to cut trees. We asked if that would increase our workman's comp. I assumed we could continue to rent and hire contract help to cut trees.

S. Orr withdrew her motion. T. Lizotte withdrew his second.

***T. Lizotte motioned to approve the CIP as recommended by the Town Administrator and the recommendation of the Police commissioner for \$538,000. Seconded by S. Orr.
Vote unanimously in favor 7:0***

Non – CIP Warrants

Fire rescue personal protection equipment

M. Downer motion that Fire Rescue personal equipment for \$24,000 be placed on the warrant. Seconded by T. Lizotte.

Vote unanimously in favor.

Comcast fee

DPW contract – not prepared

Non-union raises

C. Soucie presented information based on percentage increases.

The Council discussed putting the increase in the operating budget.

***N. Comai motioned to place the non-union raises in the budget. M. Downer seconded.
Vote unanimously in favor***

***J. Sullivan motioned to approve a 2% non-union wage increase. Seconded by S. Orr.
Vote unanimously in favor***

***V. Lembo motioned to reconsider the Administrative budget. Seconded by T. Lizotte
Vote 6:1***

J. Sullivan 401-01-938 motion to decrease the Administrative budget by \$6000 for the pension for a firefighter spouse. Seconded by T. Lizotte.

S. Orr stated since it hasn't been addressed or added to another budget it puts this item in limbo. I would like to leave it until it addressed.

J. Sullivan withdrew the motion and withdrew the second.

N. Comai asked to up this item on a warrant article.

N. Comai motioned to remove from the Administration budget and place on a warrant Article. Seconded by T. Lizotte.

J. Sullivan: I think we need to have more information on this before we decide to move forward.

J. Sullivan declared the motion improper because it is a tabled item.

N. Comai withdrew the motion and T. Lizotte withdrew his second.

The Council discussed putting money into the IT line for the Comcast revenue.

**J. Sullivan motioned to table. Seconded by S. Orr
Vote 6:1**

NON-PUBLIC SESSION

RSA 91-A:3, II (e) "Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph."

S. Orr motioned to enter into non-public. Seconded by T. Lizotte.

Roll Call

T. Lizotte	Yes
S. Orr	Yes
N. Comai	Yes
M. Downer	Yes
V. Lembo	Yes
J. Levesque	Yes
J. Sullivan	Yes

Unanimously in favor

**T. Lizotte motioned to enter public session at 2:25 pm. Seconded by s. Orr
Vote unanimously in favor**

**J. Levesque motioned to seal the minutes. Seconded by S. Orr
Vote unanimously in favor**

ADJOURNMENT

**S. Orr motioned to adjourn the meeting at 2:30 pm. Seconded by N. Comai.
Vote unanimously in favor.**

Respectfully submitted,

Lee Ann Moynihan

John Danforth
Town Council Secretary