

# TOWN COUNCIL MEETING – December 9, 2015

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## OFFICIAL TC Minutes

### TOWN COUNCIL Budget Workshop MINUTES Hooksett Town Hall (35 Main Street, 1<sup>st</sup> floor room 105 - Chambers) Wednesday, December 9, 2015

#### CALL TO ORDER

J. Sullivan called the meeting to order at 6:00 pm

#### ROLL CALL

Chairman James Sullivan, Rob Duhaime, Adam Jennings, James Levesque, Marc Miville, Tim Tsantoulis, and Donald Winterton,

Excused: Nancy Comai, A. Jennings, David Ross

Town Administrator Dr. Dean Shankle

#### PLEDGE OF ALLEGIANCE

#### CAPITAL IMPROVEMENT PROGRAM ITEMS

Dr. Shankle: The CIP program has basically not changed from last year.

The Planning Board voted to approve the plan. They didn't want to discontinue the Feasibility Study for the Parkway. They want to work with SNHP to look at this.

Conservation Land is moving forward. Riverfront trails- \$62,500 is going to be paid out of grants or income from Conservation. Drainage upgrades are ongoing.

Park and Rec is ongoing.

C. Soucie: There are no new projects in the CIP Plan. They have been ongoing for the past couple years. Each Department is prepared to address any questions.

M. Miville: Last year we combined Warrant Articles to reduce the ballot, is that the case with Public Works?

Dr. Shankle: Some items may not be Warrant Articles at all. We haven't looked at putting together the Warrant Articles yet. We will do the same as we did last year.

C. Soucie: Tab 19 shows how we grouped things in the past and may group in the future depending on how the Council would like to proceed.

R. Duhaime: The sidewalk on College Park Drive for \$80,000 for the town portion; are those being taken from Roadway Impact fees.

Dr. Shankle: College Park Drive money has already been set aside through grants.

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M. Miville: I want to add another CIP article for the creation of a capital reserve fund for sidewalks. If we kept an ongoing fund we could generate enough money to put sidewalks wherever the town would like to put them.

Dr. Shankle: Whenever we've had an opportunity to get public input like the Community Profile or the survey, we've heard that the community wants sidewalks.

R. Duhaime: Maybe we can put a line in Diane's budget to maintain the sidewalks.

Dr. Shankle: The advantage of a capital reserve fund is you can ask the voters for a little at a time and you will see if the town is supportive.

D. Winterton: I suggest we put a separate warrant article to create a capital reserve fund and not tamper with this approved CIP Plan.

***M. Miville motioned to draft a warrant article to establish a capital reserve fund for sidewalks. Seconded by R. Duhaime. Vote unanimously in favor.***

M. Miville: The Hooksettites requested a covered roofed pavilion that could hold 15 picnic tables similar to the one at Cawley and in Allenstown. We could either fund it from the operating budget or float a Warrant Article.

J. Sullivan: There is \$7000 in the Park and Rec Fund which is already planned for two projects.

Dr. Shankle: We could get a cost estimate and then bring it back to Council.

***D. Winterton motioned to approve the CIP Plan as presented by the Town Administrator. Seconded by T. Tsantoulis. Vote unanimously in favor.***

### **BUDGET PRESENTATION**

#### **Public Works – Diane Boyce**

##### Community Development

Fuel: I did research and usually in a Presidential year, fuel goes up.

We go to the State tanks for unleaded but for diesel we have always beat the State contract. We buy through Irving which has either beaten or been equal to the State contract. The fuel is estimated at \$3.00 regular unleaded and \$3.29 for diesel.

#### **Planning Board- Diane Boyce**

D. Winterton: For Community Development, part time employees for the minute taker is \$6500. My point is the Planning Board meetings have been fairly short; sometimes under 1 hour.

D. Boyce: This is at \$20 per hour.

***D. Winterton motioned to reduce the part time salary for the Planning Board \$500. Seconded by J. Sullivan. Vote 4:2 motion carried.***

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### **Building Department – Diane Boyce**

This budget has a slight increase over last year

Vehicle Maintenance – the Ranger Pickup is getting old

Professional Services- Town Administrator reduced this line from \$2500 to \$1.

Dr. Shankle: Looking at what we spent in the past; it has been from 0 to \$500.

*D. Winterton motioned to reduce part time salary \$1500 for Planning Board. Seconded by J. Sullivan.*

*Vote unanimously in favor*

D. Winterton: Line CEO Uniforms – I appreciate and like the fact the Code Enforcement officers where attire that indicates the “Town”, but unlike, Fire and Highway, I would think that the shirts last more than a year.

*D. Winterton motion to reduce CEO uniforms \$100. Seconded by J. Levesque.*

*Vote unanimously in favor.*

### **Public Health- Diane Boyce**

The request was \$2400 and was reduced by the TA to \$2000.

C. Soucie: This is for mosquito spraying.

### **Zoning Board of Adjustment – Diane Boyce**

**No change**

### **Highway – Diane Boyce**

Uniforms were cut \$1680. The employees are allowed uniforms by contract.

The expense is down because we are understaffed. We anticipate adding staff and costs are expected to increase.

*J. Levesque motioned to increase Uniforms \$1680. Seconded by R. Duhaime.*

*Vote unanimously in favor.*

D. Boyce: We requested \$4920 for Office supplies and Town Administration reduced it to \$4500.

D. Winterton: Under DPW Administration -telephones; do we do a lot of cell phones for other departments?

D. Boyce: Our crew chiefs have phones and we use pagers.

R. Duhaime: What is the rent and lease?

D. Boyce: That is for a copier which is leased.

J. Levesque: Does the copy/fax machine get a lot of use?

D. Boyce: Yes, it does get used all the time.

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### **Road Maintenance – Diane Boyce**

For Road Salt & Sand I use a 5 year average. The price is going up next year. I'm more comfortable with the \$169,000 department request. The Town Administrator reduced this line to \$140,000.

J. Sullivan: There is a \$29,000 difference between the department and the Administrators budget.

Dr. Shankle: I look at the last 5 years actuals and throw out the high and low and average the 3 years. You can't always go with the highest but your budget will continually go up. I look at actuals rather than previous budgets.

J. Sullivan: Last year was bad winter and we spent \$130,000. Possibly a compromise would be somewhere in between.

R. Duhaime: You can keep about 30 tons in the bin. While fuel and salt costs are down, we should purchase extra.

***R. Duhaime motioned to add \$10,000 to the road salt and sand. Seconded by T. Tsantoulis  
Vote 5:1 motion carried.***

D. Winterton: Has the professional services line been reduced because we have a town engineer?

D. Boyce: Yes

M. Miville: NPDES Storm water Permit for \$2500?

D. Boyce: That is for a permit for the town.

C. Soucie: It is a federal requirement that we keep up with drainage and get a permit each year.

D. Boyce: We were thinking about bringing a warrant article for a capital reserve fund for roadways. We may go with a bond to get all the roads done in one year. \$300,000 doesn't go very far depending on how long the road is. We wanted to do Martin's Ferry and Morrill Road as well as roads on the West side.

### **Bridges- Diane Boyce**

#### **Street Lighting- Diane Boyce**

Contracted

#### **Fleet – Diane Boyce**

We need two mechanics but we currently have only one.

#### **Building Maintenance – Diane Boyce**

This budget was developed by averaging. The only change was for fuel; not only for the vehicles but also for the generators.

R. Duhaime: For electric; is there any plan to go with LEDs?

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D. Boyce: I think as we are replacing them, we will be making the change.

T. Tsantoulis: There are a lot of programs available to municipalities that come from the State. It needs to be initiated by the town. Most of the lights in town are merc vapor and the town pays more for that type. We don't have a lot of lights in town.

J. Levesque: Do you still use the waste oil heat?

D. Boyce: At the Transfer Station but not at the Highway.

D. Winterton: Building Maintenance part time?

D. Boyce: We have 2 custodians for the town hall and the safety center.

D. Winterton: There is a \$3 difference in the hourly rate?

D. Boyce: The difference is longevity.

C. Soucie: For the electric, the town does use a third party vendor, so we do get savings. We also bid the electric out with the School and Sewer to get the best rate.

C. Soucie: Last week we talked about reducing the part time wage increase from 3% to 2% and for this budget that reduction is \$352.

***M. Miville motioned to reduce the Part time wages for the Town Buildings \$352. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

### **Parks and Rec**

D. Boyce: Part time employees are down at \$6700.

D. Winterton: There is a significant reduction on ground maintenance.

D. Boyce: I am good with \$20,000 for ground maintenance. HYAA took over some projects. We didn't have the opportunity to get supplies at the end of the year.

D. Boyce: Part and Rec-New Equipment; I think we need the \$22,000 for a new mower which cost \$19,000. The \$19,000 was cut by the Town Administrator.

Dr. Shankle: If someone needs to do more mowing for \$19,000, I need a better explanation and you should ask for a better explanation as well.

J. Sullivan: What's the impact if we don't get the mower?

D. Boyce: We will be picking up Peters Brook by next year.

D. Winterton: Can we use impact fees for this?

D. Boyce: Not for equipment.

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J. Levesque: How old are the other Kubotas?

D. Boyce: I don't know but one is requiring a lot of work.

R. Duhaime: I liked that Sewer had pictures of all the vehicles in their fleet. I would be nice to see that type of data from the other departments.

***R. Duhaime motioned to amend to increase the New Equipment line for Park and Rec. \$20,000. Seconded by T. Tsantoulis.***

J. Sullivan: Can we use the money in the capital reserve for vehicles?

Dr. Shankle: Part of the charge I was given was to keep services level. The purpose of this mower is to expand services. If we got into a situation where a mower we had was no longer usable, then I would authorize the use of those funds but not to expand services.

M. Miville: The department has 4 Kubota mowers which I think is adequate.

***Vote 2:4 motioned failed***

### **Cemeteries**

D. Boyce: I am comfortable with the reduction made by the TA.

### ***Recycle and Transfer***

D. Boyce: New equipment, we didn't expend last year because we didn't need anything. I would like to keep the \$500 for a printer which is used for sales slip on the scale. If it goes down, we need to replace it immediately.

R. Duhaime: Full and part time salaries increased?

C. Soucie: That is for raises which can be reduced for part time \$171.

***R. Duhaime motioned to reduce the part time salary by \$171. Seconded by D. Winterton. Vote unanimously in favor.***

***J. Levesque motioned to increase the New Equipment \$499. Seconded by T. Tsantoulis.***

D. Boyce: This is for a printer if it goes down.

Dr. Shankle: If a piece of equipment goes down, we will find a way to get it. If you look at the history, we have funds available. We had \$700,000 last year. If they need a printer for \$500, we can buy it.

***J. Levesque withdrew his motion. T. Tsantoulis withdrew his second.***

### **Collection**

D. Boyce: The new trucks require more maintenance.

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### **Disposal**

D. Boyce: The disposal fees are increasing because of the contract we have. We are in the 3 year of a 10 year contract.

D. Winterton: Uniforms, is it \$750/year?

D. Boyce: Yes

C. Soucie: There is a \$95 reduction to part time line.

*J. Sullivan motioned to reduce the part time wages \$95 for recycle and transfer. Seconded by D. Winterton.*

*Vote unanimously in favor*

**DPW Budget with adjustments -\$4,547,474 (increase of \$9000 from the Town Administrator's request.)**

*D. Winterton motioned to approve the DPW budget in the amount of \$4,547,474. Seconded by R. Duhaim.*

*Vote unanimously in favor.*

### **Fire-Rescue – Dean Jore**

#### **Fire Division**

The part time increased because I would like to put a call department on. That is an increase of \$6800.

Overtime for CBA coverage was requested for \$180,000. It was reduced \$135,000 by the Town Administrator. To comply with the article which was passed last year, it needs to be reduced to \$173,000 which was the amount in the previous year. Looking at the history of what we've used, we are at 54%, a little over 42% of the fiscal year. I don't want to over expend that. We are currently down two people. Hopefully the percentage expended will level off at the end of the fiscal year.

D. Winterton: Is the salary for that employee in the full time employee line?

J. Sullivan: Yes

D. Winterton: The warrant article said put it in the full time line and take it out of the overtime line.

Dr. Shankle: I did two things, I took the \$70,000 out of the \$219,000 to \$250,000 and in the past, we couldn't come to an exact number. It was being used to bring in a 7<sup>th</sup> person on occasion and CBA says there will be 6 people on and I don't know why it was used to bring a 7<sup>th</sup> person on.

Dean Jore: Call firefighters are only used to augment the work not to replace. The Call firefighter can't be used to fill the full time firefighter. Six is the minimum staffing.

We have 4 at central, an officer and 3 firefighters and at Station 1 we have an officer and two firefighters.

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Dr. Shankle: The CBA calls for 6. If there will be 7, the money should not come from the CBA coverage. They have two overtime lines.

D. Jore: The firefighters earn benefits which are contractual. That is how the contractual CBA lines are built. When you add that together you get \$276,000. That is reduced by 35% which equals \$180,000. The other line is when we send people out for training or incident call back or 7/hrs. per responder per month. Fortunately that is a buffer because we can't predict how many times we will call back a fire fighter.

J. Sullivan: Why a \$15,000 difference from last year's budget.

Dr. Shankle: I let the overtime go over actuals expended. Between the two lines they have what was spent in the past.

J. Sullivan: If we get to the point where we do agree that they need more than those amounts, which is closer to the \$150,000, then we will have to provide it.

D. Winterton: If we send someone to training, do you get someone to cover that 7<sup>th</sup> position?

Dean Jore: If we require the training, then we pay for the cost for him to go. If they were scheduled on duty, we would fill the slot. If they are not on duty, there is no slot to fill. It doesn't happen very often.

D. Jore: Professional Services – that includes dispatch fee and the Town Administrator added \$9000 for vaccinations.

D. Winterton: We discussed moving half of the dispatch fees to the ambulance fund. Will that hinder the reserves for the ambulance fund to replace the ambulance?

***D. Winterton motioned to reduce the Professional Services line \$72,550 and move it to the Ambulance Fund. Seconded by J. Sullivan.***

D. Winterton: Clearly 60 to 70% of the calls are for the Ambulance so it is appropriate that it be funded by the Ambulance Fund.

***Vote unanimously in favor.***

D. Jore: The changes are consistent with what Dr. Shankle said, he goes by the actuals. The increase in New Equipment was to replace mobile radios which are older and not supported by Motorola. It was also increased for replacement for the tester and replacement for the large diameter hose.

D. Winterton: \$500 for office furniture?

D. Jore: That is for office chairs for our desks. We have several desks but can't get a good chair. We buy from Staples and they only last 1-2 years.

D. Winterton: Fuel is \$3.25, is that consistent with DPW?



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D. Jore: We used the number provided. If it is not consistent with the other departments, we can adjust that.

J. Sullivan: What is the Police Department using for fuel costs?

***D. Winterton motioned to reduce the fuel line by \$1000. Seconded by R. Duhaime.  
Vote unanimously in favor.***

J. Levesque: CIP – There was note regarding replacing a boat which was a 2005. How many hours does that boat have?

M. Miville: I don't think it was because of the age of the boat. I think it was the type of boat which was given. They wanted a boat with a lower edge.

D. Jore: It certainly is not worn. I have it to be replaced in 2021. I forecasted out 15 years. It is not worn now.

J. Levesque: Can you re-use the motor on that boat?

D. Jore: I would like a larger motor.

***D. Winterton motioned to reduce the Fire Department overtime line by \$8000. Seconded by T. Tsantoulis.  
Vote unanimously in favor.***

D. Winterton: We rarely fill the spot when someone goes to training.

***M. Miville motioned to reduce New Equipment (the furniture) line \$500. Seconded by D. Winterton.  
Vote unanimously in favor***

M. Miville: I would like more information on the surviving spouse benefit. Has the money been justified that it is still needed? Has there been any applied income? I believe it has been 58 years.

D. Jore: It is just one person. The person is elderly and is still alive. It has been a benefit paid. I don't know what their income is.

C. Soucie: We make the payment every spring.

J. Sullivan: Back when the decision was made, did it say how long this benefit would be paid?

C. Soucie: I believe the actual firefighter received the benefit and when he passed, the Council made the determination to continue the benefit to the surviving spouse. I don't know how long that was for.

J. Sullivan: I would like to request that C. Soucie do some research and determine the exact wording of the motion to continue the benefit.

**Fire Department Budget with adjustments - \$3,728,723**

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*R. Duhaime motioned to approve the Fire Department Budget in the amount of \$3,728,723.  
Seconded by J. Levesque.  
Vote unanimously in favor*

### **CIP – Fire**

Fire Apparatus - \$50,000

Air packs -\$20,000

Potentially a contract

Car II - \$50,000 - That is a 2005 Ford Expedition with corrosion to the frame which will prevent it from passing inspection. We will replace it with a smaller vehicle, similar to the police interceptors.

### **Police – Chief Bartlett**

Chief Bartlett – Overtime \$19,710 for new police officers. This will cover overages for sick, vacation time, and court appearances.

D. Winterton: Because we added 3 more staff, you are increasing your daily staff?

Chief Bartlett: With the 3 new officers, we have 9 supervisors, 6 sergeants with 5 on patrol and one supervisor. That gives us 3 car coverage plus a supervisor on all shifts and an additional car from 6 pm to 2 am to cover the busiest time.

We have 28 total sworn officers.

C. Soucie: The insurance went down because there were so many vacancies last year and we projected family plans with actual 2 or single plans.

Chief Bartlett: The part time employee line costs are associated with School Resource officer working 29 hours all in the schools. That is a win-win for us. He is full time certified. We are getting him by maximizing our value. The other numbers are the cost for 5 other part time police officers for of which are new positions for a total of 6 part time officers. This would be 8 hours per week which would include their training time. That \$58,000 would cover the cost of all of that pay and the part time records clerk that was approved by the voters last year. It is 8 hours/week total for the 52 weeks. Out of the pool of part time, they would be required to work 8 hours per month.

J. Sullivan: Will all 8 hours be dedicated to traffic control?

Chief Bartlett: Not necessarily. If the need dictate that we need additional help with the Presidential Election day for example or rather than run radar, we have a problem with someone running a stop sign in an area, we can shift the officer based on the complaints or need for service. The emphasis is proactive policing.

D. Winterton: Using qualified part time personnel in all departments is a good thing budget wise. I like the idea that you can do more things with not much more money. The impetus came because the only complaints I get are about speeding. By doing this the Chief has the opportunity to address this.

D. Winterton: Is the Prosecutor position still there? Is the funding adequate at \$87,000?

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Chief Bartlett: We will be looking for an experience trial attorney.

***D. Winterton motioned to reduce the part time salary by \$632. Seconded by R. Duhaime.  
Vote unanimously in favor.***

Chief Bartlett: For fuel, I used actuals. Last year was \$52,000 and the year before was \$54,000. The State prices gallons at 6 month increments. If we went on actual cost spent over the last few years when prices were higher, we still should be good with a \$16,000 reduction. I didn't apply a per gallon cost.

R. Duhaime: Equipment line was reduced by \$14,000.

Chief Bartlett: I got a price for active ballistic vest. The actual vests we are looking to purchase are made of steel or ceramic at \$350 each for 28 officers. We decided we could put one in every patrol vehicle (8). This will allow all officers to have if they are called to an active shooter scene. The vests are adjustable.

D. Winterton suggested purchasing 8 of the higher end vests at an increase of \$856.

***J. Levesque motioned to increase the new equipment \$856. Seconded by T. Tsantoulis.  
Vote unanimously in favor***

R. Duhaime: Why are you cutting Public Relations?

Dr. Shankle: It is based on actuals.

### **Police Budget with adjustments - \$4,189,471**

M. Miville: Vehicles; do you need or want 2 more cars?

Chief Bartlett: With 2 cars we are able to cycle the vehicles from the emergency fleet into the non-emergency fleet. We got rid of a Chevy impala that had mechanical problems.

M. Miville: Camera purchase?

Chief Bartlett: That is for 3 plus cameras at \$100 each. Each officer is issued a camera. The cases are \$30 each.

M. Miville: Furniture and dispatch chairs for \$2500?

Chief Bartlett: The Dispatch chairs are 24 hour seats. We are now test riding a couple chairs at \$1400/ea. The dispatch supervisor is testing them now. With the variety of people using the chairs, they must be sturdy. We are looking at other options. Other costs are for other areas of the office such as broken chairs.

***J. Levesque motioned to approve the Police budget in the amount of \$4,189,471. Seconded by R. Duhaime.  
Vote unanimously in favor.***

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Bartlett: I would like a Warrant Article for 2 more officers to get the compliment to 30 sworn officers. I would like to increase the detectives. Three officers per shift with the fourth car would be nice to have on all shifts. I was hoping the town would support this.

### **OTHER BUDGET ITEMS**

C. Soucie: We have an opportunity to sign a natural gas bid that would lower our cost for natural gas in the budget \$10,000. It is a commodity and we may not get that rate after next week where it is on the agenda.

*D. Winterton motioned to reduce the DPW town heating line by \$10,000. Seconded by T. Tsantoulis.*

*Vote unanimously in favor*

C. Soucie: We got life disability short and long term quotes which will increase 50% if we stayed with that contract. We got a new option which was a 40% increase.

Because of the union contract, there is no opportunity to change the plan but possibly Council can look at that during future negotiations. This will increase the bottom line budget \$23,000. The life insurance rates actually decrease. We had three individuals go out on long term disability which increased our experience which raised our rates.

After 8 days, the employee receives short disability which is 66% of their pay and they can augment that pay with their sick bank. Currently it is an annual contract but I would think the disability company would allow us to change it.

*R. Duhaimé motioned to increase \$23,500 for life, short and long term disability and accidental death. Seconded by D. Winterton.*

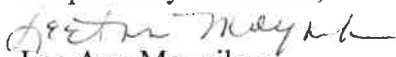
*Vote unanimously in favor.*

### **ADJOURNMENT**

*J. Sullivan motioned to adjourn at 9:50 pm. Seconded by D. Winterton.*

*Vote unanimously in favor*

Respectfully submitted,

  
Lee Ann Moynihan