



**BOARD OF SELECTMEN  
2012 Budget Session Minutes  
Monday, October 24<sup>th</sup>, 2011  
Fire Station Community Room**

**Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil**

**Also Present:** Town Administrator Alison Webb, Videographer Mary McHale, Police Chief Shawn Bernier, Police Executive Assistant Katie Woods, Financial Officer Vickie Blackden, Library Director Max Crowe, Library Trustee Fred Quimby

- I. Call to Order by Chair Jarvis at 9:06AM**
- II. Library Walkway Bid – will be held off until the Library Trustees are present.**
- III. Budget Review:**

**Police- 4210: (9:08AM)**

Chief Bernier explained his budget request to Board of Selectmen. The full time line is increased by \$2,289 due to the 2% increase.

Overtime line is 500 hours at \$30 per hour. Ex. Include 44.5 for Irene, Halloween, details, etc. The Chief feels that he can absorb the 2% increase in the Part-time Overtime and On Call lines without increasing them.

Nextel Cell Phone line has been reduced, as the Chief's phone has gone to an unlimited plan. The officers get \$10 a month for the use of their personal cell phones. Radio maintenance line is for radar repairs and calibration.

The Chief is going to put some costs together for what it would cost per officer to send them to domestic violence prosecution training, in case the County decides to pass that responsibility back to the Town.

The office supply line is being reduced by \$200. Katie shops around online for the lowest prices she can. She has had luck with [inkcartridge.com](http://inkcartridge.com), which has saved some money.

The Police Department has 7 desk tops in the department. 6 of them are on the Police IMC software system, which do not have internet access; 1 has internet access. There are 3 laptops in the cruisers. Katie would like to see the computers put on a seven year cycle, to replace one each year.

A new line was created for advertising costs and hiring of new officers. Total budget of \$350,096 which is a \$3,158 increase over last year's (2011) budget of \$346,938.

**Pest Control/ACO-4414: (9:45am)**

This budget is the cost to contract with Cocheco Valley Humane Society to transport animals. The Chief has asked for an increase of \$100 next year. The PD has been

transporting a lot of cats to Cocheco Valley Humane Society this year. The PD has had 4 animal cruelty cases this year. The Chief will provide the contract numbers to the Selectmen to break out the contract cost and the transport costs.

**Legal Services- 4153:** (9:52am)

The Board revisited this budget with more information from the Police Chief regarding the cost of County Prosecution. The Selectmen would like a breakdown of how the prosecutor splits his time by the number of cases and by Town.

**Public Safety- 4299:** (10:14am)

There has been no increase in Police Dispatch services. "Chances" is a service that helps juveniles bypass the court system at an early age, and is provide services and classes to help the child with certain issues. Connect with Chances director to get a breakdown of cost.

There was a brief discussion about the hybrid Police Cruiser.

The Outside and Grant Details lines are included in this budget and do not have an effect on the tax rate, as the Town receives reimbursement for all of these lines. Some towns use a revolving fund for these accounts, so there is no need to budget for them every year.

The Chief and Katie left at 10:37AM.

**Financial Administration- 4150:** (10:37am)

The wage lines have all had the 2% increase added, except for the stipend positions. The auditor's line was decreased, as there will not be an audit for FEMA money this year. Bill printing line has been decreased slightly, as Carole is printing her own bills, and the cost for her own copies is less than in the past. Mileage rate has gone up, so that line has been adjusted slightly.

**Assessing- 4152:** (10:48am)

This budget has had an increase of \$69 this year. The Assessor's wage is remaining the same, as is the Town Forester. The assessing clerk's wages were increased by 2%. The Contracted Services line remains the same, in case the Town needs to hire someone to fix the depreciation values. Software licenses have gone done, and the staff is hoping to move away from this software in the future. The Avatar software is a system that can also talk to tax collection software, which will be proposed possibly at the next relist/re-measure. Vickie will bring forward information about the cost and the system.

**Library- 4550:** (11:03PM)

Max Crowe and Fred Quimby were present to review the 2012 Library budget.

First, the Board of Selectmen reviewed the bids for the Library Walkway. The Town received one bid for both the front and back walkway from Masonry Unlimited from Sanbornville, NH in the amount of \$6,590.

**Motion to award the bid to Masonry Unlimited in the amount of \$6,590 to come out of the Building Maintenance Capital reserve fund by Chair Jarvis, seconded by Selectman Bickford. 3-0**

The wages lines were increased by 2%. The Library is using the same cleaning person as the PD next year. The Library would like to see the Town share a person who could clean all buildings, thereby making the cleaning process more efficient and consistent.

Chair Jarvis suggested looking into someone to take out the garbage for all departments.

There will be no money placed in the Library's FMLA line this year, and there was a 2% increase in the line for the substitute employees. There has been a significant savings in electricity due to the changes in the lighting system.

Library operating budget request for 2012 is \$22,270, which is \$1,480 more than 2011. Building Maintenance was reduced by the department last year, too optimistically. They had to call a plumber, a locksmith and an exterminator this year. They have increased this line to ensure adequate funding next year. Equipment Maintenance is being reduced slightly, as costs are predictable. The total request for next year is \$112,223, which is approximately \$1,059 over last year.

The Selectmen thanked the Library for their budget presentation. They were very impressed with the layout. Max and Fred left at 12:18pm.

**Election and Registration (postponed)**

**Next Meetings: October 26<sup>th</sup> at 9am for Department Head evaluations.  
October 31<sup>st</sup> at 9am for Budget Review.**

Chair Jarvis passed out a collated version of the Department Head budgets so far.

**IV. Motion to adjourn made by Chair Jarvis, seconded by Selectman Bickford. 3-0  
Meeting adjourned at 12:28PM.**

Respectfully Submitted,  
*Alison Webb*