

APPROVED



**BOARD OF SELECTMEN
2012 Budget Session Minutes
Monday, October 24th, 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 44.5hours, or \$1,335 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, 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 Cochecho Valley Humane Society to transport animals. The Chief has asked for an increase of \$100 next year. The PD has been

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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 provides 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 except for NHRS in at least one of the grants. 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 line has gone down, 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.

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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.

The Library operating budget request for 2012 is \$22,270, which is \$1,480 more than 2011. Building Maintenance was reduced by the trustees too much last year. The department 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 includes the operating costs along with salaries and benefits and 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 26th at 9am for Department Head evaluations.
October 31st 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

New Durham Police Department
2012 Budget Worksheet

01-4210-10

Acct #	Account Name	Budget Narrative	2011	2012	Variance +/-
110	Full Time	Bernier - 30.01 30.61 Lamontagne- 21.75 22.19 Meatley- 20.83 21.25 Chesley- 19.09 19.47 Durrance- 19.09 19.47	239,980	242,269	+2,289
140	Part Time-Overtime & On Call	This covers the cost of Over-time; Part-time; On call and Court Fees.	28,020	28,020	0
330	Towing	Cost of two tows for cars that have search warrants and need to be brought to the PD. CA Office no longer pays for this.	300	300	0
338	Drug & Alcohol Testing	When blood has to be taken for alcohol or drug cases. Some hospitals charge 95.00 per patient, we have not used this line recently, as it is an unknown. Reduce this line by 100	400	300	-100
341	Telephone	TDS: 859-0169-Security System/859-0206-Chief's Line/859-0209-Patrol Room line/859-0214-Fax Line/859-2200-Call Forward line to Dispatch/859-2751-Emergency Line/859-2752-Business Line. <u>TDS Average is 350-425 per month</u> <u>Fairpoint: Calls made by Dispatch for our PD.</u> <u>Fairpoint Average 65 per month</u> BCN: Long Distance Carrier	5,800	5,800	0

		<u>BCN Average 25-35 per month</u>				
342	Nextel	Chief's Nextel Phone: <u>Average 60 per month</u> Stipend for 4 officers cell phones 10.00 each per month. <u>Average 40 per month</u>	1,350	1,250	-100	
429	Radio Maintenance	<u>Radar repairs: 52.50/437.14/81.12</u> <u>Radar Calibration:</u> 30/37.50/45.00/30 Information Management: licenses for 3 laptop computer in cruisers. 510.	1,100	1,100	0	
550	Printing	Letterhead; warning slips; envelopes; forms	500	500	0	
560	Dues	Payment for membership to NH chief of Police Assn.	100	100	0	
580	Training	Classes: 385/170/395/350/195/175 Also covers meals if not supplied. Some trainings are free at the Police Standards and Training Council.	2,200	2,200	0	
613	Media Supplies (Film-Camera Equip)	Camera-208/Camera-199/cd's/video equipment/photo paper/batteries Reduce line by 100	600	500	-100	

← payment of meals at per officers training provided police

614	Weapons & Ammo	.45 ammo / 223 ammo to quality officers at least twice a year. Gun cleaning supplies/targets/	1,750	1,750	0
615	Uniforms & Equipment	Taser equip 99/Parts for taser 121/polo shirts for officers 328/parts for Glock 120/Spike System 196/Double Mag Pouch 56/Evidence supplies 80/Name tag 21/Holster 155/handcuff pouch 33/Tactical Vest 200/Boots 110/2raincoats 66/Duty Belt 67/Duty belt 46/beltkeepers 12/Tank for PRTs 175/Barrier tape 58/Ballcaps 100/Medical Equip 55/Measuring wheel 50/Uniform Pants 90/ss class b shirt40/Promotional for school kids 100/Traffic Detail Paddles 90/Intox Tubes/AED Batteries/ Pads	3,500	3,500	0
620	Office Supplies	Paper/envelopes/printer cartridges @25/2 cartridges @144/fax cartridge 2@ 135/printers 120/toner for copier 2@ 130.continues forms for court complaints 250. Clerical supplies	2,700	2,500	-200
621	Water	Cost of drinking water for year	400	400	0
625	Postage	Certified mail/regular mail/packages. Prosecutors secretary is reimbursed for discovery she mails out for our dept.	550	550	0

630	Computer & Office Machine Maintenance	Desktop Computer 660/IT Work 95PH/ Currently there are 7 computers, and we try to replace one each year	1,100	1,100	0
635	Gasoline	Bases on 5500 gallons for fleet	17,400	17,400	0
670	Books, Subscriptions, Law Updates	Fosters on-line 70.00/rsa updates 40.25 per book/MV and criminal code books for 5 officers and 1 in house set- 90/NH Blue Book-listing and phone numbers of every PD in state-50/. JP & Notary renewal every 5 years-150./	600	500	-100
820	Mileage	Used when officers take personal vehicles to court or training.	150	150	0
110	Clerical Full Time	Full time Office Manager/Dispatcher	38,438	39,207	+769
NEW/INM ITEM 551	Hiring/Advertising Costs	Costs associated with hiring a new officer re Psychological 485/polygraph/200/Advertising for surplus equipment for employment Budget Total	346,938	350,096	+3,158
				700	+700

Less than 1% Increase in overall budget

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comp.
1 additional

Acct #	Account Name	Budget Narrative	2011	2012	Variance +/-
01-4299-10-306	Dispatch Services	Cost per year for Stratford County Dispatch Services	4,381	4,381	0
01-4299-10-307	Court Diversion (Chances)	Juveniles are sent to this program instead of going through Court	2,000	2,000	0
01-4299-20-145	Outside Details	Police Details requests for Business or personal all reimbursed after billing	3,000	3,000	0
01-4299-20-146	Grant Details	Highway Safety Grants offered by State for Speed Enforcement and DWI Patrols and Fish & Game Details	5,000	6,000	1000.00
			14,381	14,381	1000.00

Acct #	Account Name	Budget Narrative	2011	2012	Variance +/-
01-4414-10-820	ACO Care & Service	Cost of contract and cost for animals transported to Cocheco	1,500	1,600	+100

ACCT. # 4153	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
4153-10-320	Town Counsel	The Town continues to utilize the Local Government Centers legal hotline to keep legal costs down. However, issues still arise where it is best to use the Town's own attorney. 2012 looks to have similar issues in assessing, and ZBA/Planning Board counsel expenses, for which we will use our own attorney.	\$30,000.00	\$30,000.00	\$0.00
4153-10-321	Court Prosecution	see 4210	\$10,000.00	\$10,000.00	\$0.00
4153-10-322	Bond Counsel		\$0.00	\$0.00	\$0.00
TOTAL			\$40,000.00	\$40,000.00	\$0.00

ACCT. # 4299	ACCOUNT		BUDGET NARRATIVE	2011	2012	Variance +/-*
	NAME					
4299-10-306	Dispatch Service		PD cost for Strafford County \$4,380 FD cost for Strafford County \$2,333	\$28,402	\$6,713	-\$21,689
4299-10-307	Court Diversion (CHANCES)		see 4210	\$2,000.00	\$2,000.00	\$0.00
4299-20-145	Outside Details		see 4210	\$3,000.00	\$3,000.00	\$0.00
4299-20-146	Grant Details		see 4210	\$5,000.00	\$5,000.00	\$0.00
Total:				\$38,402.00	\$16,713.00	-\$21,689.00

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-'
40-110	Tax Collector Wages	\$22.025 X 12hrs X 52 wks (2%) \$22.46 Labor Grade 9, Step 8.5	\$13,816.00	\$14,018.47	\$202.47
40-115	Deputy Tax Collector Wages	14.14 x 5 hrs x 52 wks (2%) \$14.42 Labor Grade 5 Step 4.5	\$3,676.00	\$3,749.92	\$73.92
40-320	Tax Lien & Deeding Cost	Title company search fee and registry of deed recording fees.	\$1,300.00	\$1,300.00	\$0.00
40-550	Printing Tax Bills and Envelopes	5,500 tax bills with micro perf (69X5.5) 380 7000 envelopes (63X7) \$441 #10 Env Changed procedure <u>not</u> printing in-house copy	\$1,100.00	\$821.00	-\$279.00
40-551	Dues and Fees	Tax Collector's Association Annual Dues	\$20.00	\$20.00	\$0.00
40-580	Meeting & Conferences	Tax Collector's Conference, Spring Workshop (2 attending) and County Meeting.	\$520.00	\$520.00	\$0.00
40-620	Office Supplies	Consolidated in Executive Office Supplies 4130	\$0.00	\$0.00	\$0.00
40-622	Software	BMSI Municipal Tax Management Software	\$1,870.00	\$2,059.00	\$189.00
40-625	Postage	Mailing semi-annual tax, yield tax, land use change tax bills; Delinquency Notices and Statements of Tax Accounts; and Notices to property owners and Mortgage Companies.	\$3,500.00	\$3,500.00	\$0.00
40-820	Mileage	Reimbursement for travel to conferences and training. <u>.51 vs .555</u>	\$250.00	\$272.00	\$22.00
Total:			\$26,052.00	\$26,260.39	\$208.39

ACCT. #	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-		
4152-10-110	Salary	Wage line for CNHA	\$14,000.00	\$14,000.00	\$0.00		
4152-10-115	Assessing Clerks	Wages for assessing clerks with a 2% increase	\$15,167.00	\$15,467.00	\$300.00		
4152-10-116	Town Forester	Grading intent to cuts & current use review (priceless)	\$800.00	\$800.00	\$0.00		
4152-10-340	Web Hosting Agreement	Online assessing data base	\$2,200.00	\$2,200.00	\$0.00		
4152-10-340	Contracted Services	Work to bring 2010 assessment to DRA standards	\$5,000.00	\$5,000.00	\$0.00		
4152-10-390	Tax Map Update	Updating tax maps & addition of new structures	\$2,730.00	\$2,730.00	\$0.00		
4152-10-560	Dues & Fees	Assessing membership NAAO	\$20.00	\$20.00	\$0.00		
4152-10-562	Training	Classes for assessor to keep certified	\$250.00	\$250.00	\$0.00		
4152-10-622	Software Licenses	Vision annual license fee \$4500, BMSI bridge software \$326	\$5,057.00	\$4,826.00	-\$231.00		
4152-10-820	Mileage	Mileage for assessor during pickups ~ depends on building permits	\$300.00	\$300.00	\$0.00		
TOTAL			\$45,524.00	\$45,593.00	\$69.00		

As a preatory remark, we wanted to let the Budget Committee know how much we struggled with this year's budget request. Currently, we are \$3,000 over budget for the year, and so in the interest of the keeping our bottom line as low as possible, we were reticent to rely too heavily on last year's increases to form the basis of this year's budget. The budget presented represents a half and half approach; we used last year's expenses as basis for forming this request, but we examined any increases over last year's request with a hard eye, and have labored to flatline requests as much as we can.

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-
01-4550-10-10-110	LIB LIBRARIAN	A 2% increase, as per our directive.	\$40498.00	\$41,308	+\$810.00
01-4550-10-115	LIB ASSISTANT	A 2% increase, as per our directive. (We are not pursuing the matter this year, but we want to note that this wage remains below the minimum range as determined by the town wage study.)	\$15499.00	\$15809.00	+\$310.00
01-4550-10-116	LIB CUSTODIAL	Increase due to added cost of weekly trash removal; this task has previously been handled by a volunteer/library trustee. The Trustees have deemed this to be a liability, (and the volunteer is no longer available) and thus will now be handed by a paid employee.	\$1612.00	\$1820.00	+\$208.00
01-4550-10-117	FMLA	No new children this year! ☺	\$1800.00	\$.00	-\$1800.00
01-4450-10-120	LIB SUBSTITUTE	A 2% increase, as per our directive	\$2556.00	\$2607.00	+\$51.00
01-4550-10-210	LIB HEALTH INSURANCE	TBD - Using last year's number's as filler	\$17433.00	\$17433.00	\$0.00
01-4550-10-211	LIB DENTAL	TBD - Using last year's number's as filler	\$951.00	\$951.00	\$0.00
01-4550-10-215	LIB DISABILITY INSURANCE	TBD - Using last year's number's as filler	\$421.00	\$421.00	\$0.00
01-4550-10-231	LIB NH RETIREMENT	TBD - Using last year's number's as filler	\$4101.00	\$4101.00	\$0.00

01-4550-10-290	LIBRARY LONGEVITY PAY		\$150.00	\$150.00	\$0.00
01-4550-10-410	LIBRARY ELECTRICITY	TBD - Using last year's number's as filler	\$1900.00	\$1900.00	\$0.00
01-4550-10-411	LIBRARY HEATING OIL	TBD - Using last year's number's as filler	\$2929.00	\$2929.00	\$0.00
01-4550-10-411	LIBRARY SEPTIC	TBD - Using last year's number's as filler	\$220.00	\$220.00	0
01-4550-10-430	LIBRARY BUILDING MAINTENANCE		\$0	\$0	\$0
01-4550-10-651	LIBRARY ALARM MONITORING	TBD - Using last year's number's as filler	\$304	\$304	\$0
01-4550-10-680	LIBRARY OPERATING FUNDS	The operating budget for the library, which is broken down into the following sub line items.	\$20,790.00	\$22,270.00	+\$1,480.00
01-4550-10-028	SUB BOOKS/ SUBSCRIPTIONS	Projected 2011 Spending: \$13,046 Our book purchasing is projected to go over budget in 2011; as such we are increasing this line item. Thankfully, the Trustees were able to step to in to fully fund this line item for the year (which is at the core of the library's purpose!), but their funds are, of course, limited. As a note, this line item now includes downloadable ebooks for the Nook and Kindle, which are an increasing part of our circulation.	\$12,700.00	\$13,100.00	+\$400.00
01-4550-10-034	SUB BUILDING MAINTENANCE	Projected 2011 Spending: \$2545 Our baseline costs for building maintenance currently total \$1650—carpet cleaning, tile waxing, fire inspections and extinguisher replacement, soil analysis (for which we are	\$1100.00	\$2500.00	+1400.00

if you take away

\$19,770

SUB 01-4550-10- 061	PATRON PROGRAMMING	<p>This is a line item with costs somewhat mitigated with donations from Friends of the Library. (Although the \$1163 amount does not reflect programming paid for by the Friends—including those costs would double the programming</p> <p>Projected 2011 Spending: \$1163</p>	\$900.00	-\$900.00
SUB 01-4550-10- 222	EQUIPMENT MAINTENANCE	<p>Contrarily, this line item appears to have been overfunded. We are unlikely to completely expend this item this year, and we are adjusting next year's budget appropriately</p> <p>Projected 2011 Spending: \$1498</p>	\$2000.00	-\$500.00
		<p>billed by the town and required to pay,) furnace cleaning, etc. These are annual costs that occur every year. At an absolute minimum, this line item should never be below that amount. (Our baseline costs are now higher than in previous years due to the new carpeting and tile, for which we are doing the recommended maintenance). In question are unanticipated maintenance costs, which this year totaled close to an additional \$1000. Unanticipated costs this year included a re-keying of the library, plumbing issues, and repairs accomplished by the Trustees. We feel this figure accurately addresses the potential needs of the library in the coming year.</p>		

<p>the town.</p> <p>targets all ages and members of</p> <p>which is widely used, and</p> <p>great deal of programming,</p> <p>our budget. The library does</p> <p>this line item is appropriate for</p> <p>costs) Nonetheless, we feel</p>			<p>Projected 2011 Spending:</p> <p>\$1312</p> <p>We aggressively reduced this</p> <p>line item last year, citing our</p> <p>goal to use donations from our</p> <p>Friends organization to cover</p> <p>the difference—a goal we only</p> <p>partially achieved.</p> <p>Nonetheless, we are not raising</p> <p>the requested amount for this</p> <p>line item. Either donations will</p> <p>cover the costs of museum</p> <p>memberships—something of a</p> <p>luxury item for our library—or</p> <p>we will simply not have the</p> <p>same array of museum passes</p> <p>in the coming year. The \$200</p> <p>remaining in this line item</p> <p>covers memberships that are</p> <p>essential for library function,</p> <p>such as membership in the</p> <p>American Library Association.</p>	<p>Projected 2011 Spending:</p> <p>\$1593</p> <p>The library's phone and fax</p> <p>line, which is absolutely</p> <p>necessary for the library's</p> <p>function. The submitted</p> <p>budget represents the real cost</p> <p>of our phone line. It still</p> <p>remains something of a deal for</p> <p>the library, as internet usage is</p> <p>generously donated by</p> <p>Metrocast.</p>	<p>SUB</p> <p>01-4550-10-</p> <p>027</p> <p>DUES, FEES &</p> <p>MEMBERSHIPS</p>
		<p>\$200</p>		<p>TELEPHONE</p>	<p>SUB</p> <p>01-4550-10-</p> <p>020</p>
	<p>\$0.00</p>	<p>\$200</p>			
	<p>\$180.00</p>	<p>\$1600.00</p>			

