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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, November 16, 2011

Type of Meeting: Public

Method of Notification: Public posting – Town Hall & Post Office

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Selectwoman Copp (*Selectman Ex-Officio*), Dawn Nicolaisen, Mindy Salomone-Abood, Ralph Millard, Robert Millard and Cathy Gorman
Recording Secretary: Sue Reynolds

Meeting was called to order by Chair Mindy Salomone-Abood at 6:30 PM.

Mindy Salomone-Abood asked the Committee to review the minutes of Wednesday, November 9, 2011. Bruce Cleveland said line 82 should read ballasts and lines 209 & 210 should read RMON.

Motion by Selectwoman Copp to accept the minutes of Wednesday, November 9, 2011 as amended.

Seconded by Bruce Cleveland.

In Favor Mindy Salomone-Abood, Bruce Cleveland, Dawn Nicolaisen, Ralph Millard, Robert Millard, Selectwoman Copp and Cathy Gorman.

Motion passes unanimously

Motion by Mindy Salomone-Abood to put the Animal Control Account budget 4414.0 on the table for discussion.

Seconded by Selectwoman Copp.

This budget is being presented by Chief Gordon. Bruce Cleveland asks why there are 2 pagers and 1 phone budgeted and Chief Gordon said there is only one pager that is billed

31 twice a year and the phone. He explained that the pager is necessary because the cell
32 phone doesn't always work in the location of the Animal Control Officer. Robert Millard
33 asked about the Health line and Chief Gordon said that is for rabies exposure shots.
34 Bruce Cleveland also asked about the mileage line as it is about \$200.00 per month.
35 Chief Gordon said she used her own vehicle and she is out a lot during the week.
36 Sometimes the Animal Control Officer goes as far as Stratham. Robert Millard asked
37 about the holiday and vacation pay for this account as it appears it is not being used and
38 Chief Gordon said this is paid at the end of the year and it is on a prorated basis for the
39 hours worked.

40 **Motion by** Selectwoman Copp to accept the Animal Control Officer Account budget with
41 Gross Expenses of \$18,080.85, Revenue of \$500.00 and Net Expenses of \$17,580.85
42 pending further review.

43 **Seconded by** Mindy Salomone-Abood.

44 **In Favor** Mindy Salomone-Abood, Bruce Cleveland, Dawn Nicolaisen, Ralph Millard,
45 Robert Millard, Selectwoman Copp and Cathy Gorman.

46 **Motion passes unanimously.**

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49 **Motion by Mindy Salomone-Abood to put the Police Account budget 4210.0 on the**
50 **table for discussion.**

51 **Seconded by Selectwoman Copp.**

52 This budget is being presented by Chief Gordon. Mindy Salomone-Abood thanked Chief
53 Gordon for filling out the budget worksheet and said the budget will be discussed line by
54 line as the budget is so large. Robert Millard asked why the cost of the book line was
55 reduced so much. Chief Gordon explained that in previous years he required officers to
56 have their own handbooks and to save costs he has a few of them at the Police
57 Department with access for all officers. Bruce Cleveland asked about the Community
58 Service and do they offer a boat safety course. Chief Gordon said they do but they did
59 not do one last year as there was not a request for it. Chief said he is planning to do one
60 in April of 2012 along with a number of other community programs. Mindy Salomone-
61 Abood asked if the \$1.00 was kept in the budget in the Cruiser line in case it is needed

62 and Chief Gordon said yes. Bruce Cleveland asked how the cruiser is normally budgeted
63 and Chief explained that two years ago a Detail Revolving Fund was established and a
64 portion of the money paid for the details goes into this fund which is used to purchase
65 new cruisers. Dawn Nicolaisen asked if the amount paid to the officer is in the initial
66 budget and if so why is the money going into the Detail Revolving Fund. Selectwoman
67 Copp explained the original warrant article was started with \$5,000.00 and the budget
68 was decreased by the \$5,000.00 that year. The amount paid for the details is broken
69 down with \$33.00 paid to the officer, \$6.00 is charged for the cruiser and there are also
70 administrative costs of which are put into the Detail Revolving Fund. Selectwoman Copp
71 also said the only thing the money can be used for from this fund is for police related
72 items. Selectwoman Copp said this fund is self-funding at this point. Robert Millard
73 asked why the increase in the Dues line and Chief Gordon said it is an additional
74 contribution that hasn't been paid in the past. Under the Equipment Maintenance line
75 Bruce Cleveland asked about the computer tech support and if it is the same as the
76 Town's or separate and Chief Gordon said it is separate. Bruce also asked about the IMC
77 updates and support and Chief Gordon said it is the support for the police records. Bruce
78 asked about using the same company and system as the Town and Chief Gordon said it
79 would cost much more for the Police Department to use that system. He also said in
80 order to have the records software they are bound to a tech support contract whether they
81 use it or not. Chief Gordon also explained that for the tech support there is a resident in
82 Town that has worked on the system voluntarily. Bruce asked if the IMC is a law
83 enforcement program and Chief Gordon said that is solely what it is used for. In regards
84 to the Equipment Purchase line Bruce asks what this is for. Chief Gordon said this is for
85 things that need to be replaced such a new radar unit that isn't working properly any
86 longer. The cost of this is \$1,900.00. He also said he is looking for a grant through the
87 Highway Safety and this will cover 50% of the cost so if it comes through he will get two
88 for the price of one. Dawn Nicolaisen asked under the Health line why only 16% has
89 been expended so far this year. Chief Gordon said this is used for polygraphs for new
90 hires and they haven't had a lot of new hires lately. Bruce Cleveland asked about the
91 Overtime line and how that amount is determined. Chief Gordon said this is a contractual
92 amount and if someone is out the shift needs to be filled with a full time officer first

93 which is paid at an overtime rate. Ralph Millard asked in regards to the Payroll line if the
94 Administrative Sgt has supervisory duties and Chief Gordon said yes. Ralph asked if this
95 person ever goes out in the cruiser and Chief Gordon said no she is strictly
96 administration. Under the Supply line Robert Millard asked about the Poland Spring
97 Water and Chief Gordon said this is a water dispenser that is in the lobby of the Police
98 Station. He said the water situation has improved over the years but it still doesn't taste
99 very good. Under the Vehicle Maintenance line Robert Millard asked how often the
100 brakes are done in the cruisers and Chief Gordon said once a year and they are able to
101 save money by doing the rotors and pads locally and they have experimented with
102 different brands as well. Chief also said the brakes are done at about 75,000 miles.
103 Under the Bereavement line Cathy Gorman asks if this is in addition to the regular
104 payroll. Selectwoman Copp said this is a contractual item that has to be put in the budget
105 each year. She also stated that in the 2011 budget this line was not used so this is where
106 the Police Department is getting the money to paint and carpet the Police Station, instead
107 of asking for it in the 2012 budget. In regards to the Call Back hours it is the same as
108 overtime and if the money is not used it goes back into the fund for the Town's use.
109 Cathy Gorman asked what Grievance pay is for and Chief Gordon explained this is if the
110 union files a grievance against the Town and this covers the officer while he sits with an
111 attorney to dispute his/her case. Mindy Salomone-Abood explained that most of the line
112 items at the bottom of the budget are contractual obligations and need to stay in the
113 budget until the next union contract is agreed upon by the Police Union, BOS then voted
114 on by warrant article by the residents of the Town. Cathy Gorman asks about the
115 Incremental Sick Pay line and how many hours is an employee allowed to bank per year
116 and Chief Gordon says 80 hours maximum. Chief stated the Town allows them 6
117 personal days and the union contract allows an additional 6 sick days. Chief Gordon said
118 he spoke to the Finance Director today because he is concerned because an officer is
119 entitled to the sick days and personal days as of January 1st of the following year and if
120 the officer leaves on January 2nd the Town just paid benefits to someone that is leaving.
121 He feels that the disbursement should be accumulative and not given out right away.
122 Robert Millard asked about the Merit Pay line and Chief Gordon said he chooses at the
123 end of the year which officer receives it. He chooses one full time officer and one part

124 time officer. Cathy Gorman said that she noticed that a few officers received an increase
125 and others did not and asked why and Chief Gordon said they are in the process of
126 negotiations now. Selectman Copp said that all union members have not received a pay
127 increase in 3 year and the ones that have the increase in the budget are non union
128 employees. Ralph Millard asks what the difference is between the Educational Incentive
129 and Tuition Reimbursement. Chief Gordon said if an officer went to school then the
130 Town would reimburse him/her for their tuition and for the Educational Incentive as soon
131 as an officer receives an associates or bachelors degree they receive that incentive right
132 away. Cathy Gorman asked about the Shift Differential and Chief Gordon said second
133 shift pays .50 more per hour and 3rd shift pays \$1.00 per hour.

134 Motion by Selectwoman Copp to accept the Police Account budget with Gross Expenses
135 of \$517,695.36, Revenue of \$6,644.84 and Net Expenses of \$511,050.52 pending further
136 review.

137 Seconded by Robert Millard.

138 ***In Favor*** Bruce Cleveland, Dawn Nicolaisen, Ralph Millard, Robert Millard,
139 Selectwoman Copp and Cathy Gorman.

140 ***Opposed*** Mindy Salomone-Abood.

141 ***Motion passes 6-1-0***

142

143 Selectwoman Copp would like to correct a statement she made earlier in regards to the
144 police detail no longer being in the budget, she said it is no longer in the police budget
145 but it is in the Highway budget.

146

147 Dawn Nicolaisen asked how the Committee members and the residents know which
148 items are contractual and which ones are not in the Police budget. Mindy said it comes
149 with experience and being on the Budget Committee for a number of years. Selectman
150 Copp said a copy of the current contract is available in the Board of Selectmen's office .
151 Dawn asked how often a new contract is written and Selectwoman Copp said whenever a
152 new contract is accepted it is good for three years, but once the contract is up then a new
153 one is negotiated every year until it is accepted by the residents by warrant on Election

154 Day. Dawn asked if the Health benefits will be part of the union contract and
155 Selectwoman Copp said yes it is all in the contract.

156

157 Mindy Salomone-Abood asked Dawn if she let Deb Brown know about the meeting date
158 change and Dawn said Deb was going to email Mindy and let her know the date changes
159 were ok.

160

161 Mindy said there is no meeting next week due to the Thanksgiving Holiday and the next
162 meeting will be on November 30th.

163

164 Meeting adjourned at 7:15

165

166 Respectfully submitted,

167 Sue Reynolds