DRAFT 1 **Minutes** 2 **Budget Committee** 3 Town of Sandown, NH 4 5 6 7 Meeting Date: Wednesday, November 16, 2016 8 Type of Meeting: Regular Public Meeting Method of Notification: 9 Public Posting – Two locations at Town Hall Sandown Town Hall, Upper Hall 10 Meeting Location: Present: Stephen Brown-Chairman, Michael Costanzo – Vice-chair, Lee 11 Dube, Sue Reynolds, Fran Rosenau, Lorna Walker, Tom 12 13 Tombarello (Selectmen's Representative) 14 15 16 Recording Secretary: Cheryl Eastman 17 18 19 Steve called the meeting to order at 7:30. The pledge of allegiance was said. 20 21 The Committee reviewed the minutes of November 9, 2016. Steve read the following 22 corrections to those minutes. Lines 28-29 should read: "Kirsten learned from the Town Administrator at the meeting with 23 24 the Board of Selectmen that the Library had been included with the town's negotiation of a 25 lower rate for electricity. As a result, the Trustees and Kirsten decided to lower that line after 26 the meeting with the Board of Selectmen, but before meeting with the Budget Committee." 27 Lines 31-32 should read: "The \$500 by which the Trustees lowered the Electricity budget line was added to the Office Expenses line – a net zero change." 28 Line 37 should read: "The Library will be charged a new monthly fee, in addition to the pre-29 existing ACH charges, for a total of \$860 for the year." 30

## Animal Control #4414

favor. Motion carried.

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Chief Joe Gordon presented the budget. Steve asked why the Holiday Pay line has not been spent at all. Chief Gordon said there should be some expenses in that line and feels that they may have been charged to another line in error. Steve asked why the Vet Fees/Disposal Costs line has not historically been totally spent. The Chief said it is hard to estimate but last year they were dealing with a lot of stray cats. This year they are seeing an increase in the number of dogs running at large and potentially rabid foxes. The actual expenses so far this year are well below the average. Lee asked if the Chief would be comfortable reducing the Vet line.

Tom made a motion to accept the minutes as amended. Motion seconded by Lee. All voted in

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These Minutes are subject to approval at a regularly scheduled Budget Committee meeting at which time the above minutes are corrected or accepted and become permanent.

Chief said he would be OK with \$2,000. **Lee made a motion** to reduce the Vet Disposal line to \$2,000, which is a reduction of \$575 from the requested budget. **Motion seconded** by Sue. All voted in favor. **Motion carried**. Chief Gordon explained the Health line is to cover the costs of rabies boosters if the ACO should come in contact with rabid animals. Michael asked why the Seminars line is overspent by \$1,000 and did the Chief want to add to that line. Joe said that line needs to be corrected because \$600 of that should be coming from the Payroll line instead. The Seminar line is to cover the costs of the seminars themselves. The ACO's time spent at the seminar is covered under the payroll line. **Tom made a motion** to accept the ACO budget with gross expenses of \$15,764, revenue of \$500, and net expenses of \$15,264, pending further review. **Motion seconded** by Lee. All voted in favor. **Motion carried**.

# Police #4210

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Chief Gordon presented this budget. Lorna asked why the Health line has shown no expenses in the last three years. Joe said this line is to cover the costs of psychological exams and polygraph tests used in the hiring process. He has just started the hiring process, so there will be expenses charged to that line. Steve asked what the Grievance Pay line is for. Joe said that is in the event there is a grievance filed against the town that cannot be mediated by the Chief and it has to go to an outside mediator. That line is for the time an officer would have to go to a hearing regarding the grievance. Joe explained that Bereavement Pay is for the expense to have an officer substitute on shifts when someone has to be out due to a death in the family. Steve asked what Call Back Hours are. The Chief said if any officer should get called back to work after they have finished their scheduled shift, they would receive extra pay for that. He added that sometimes those events get charged to the regular payroll or overtime line instead. It depends on how the officer fills out his time sheet. Additional Duties is for when one officer needs to be the Field Training Officer with new employees. That officer gets a small bump in pay while performing those duties. Lorna asked about Incremental Sick Days. Joe explained that is a Collective Bargaining Agreement item. Union members get an additional 6 sick days and that is the cost for that benefit. Joe went on to say that brings up another issue regarding paying out of unused sick time. Each full time employee has 48 hours of sick time each calendar year and if any of that time is not used, it is paid out to the employee at the end of the year. That expense has not been budgeted for in the past. Joe advised that it should be included in the budgets in the future. Union members can roll over a certain amount of unused time and when that larger amount gets paid out it creates a substantial payroll liability. Other department's budget can absorb the cost of the unused sick time pay out, but the Police budget has much higher liability amounts than some others. Just between the Chief and the Sergeant there will be 80 hours of unused sick time paid out in December. Lee asked why the telephone line had increased. Joe said that at the new station they added more phones. There is one in each office. The cell phones increased as well because one more phone was added. Lee asked about the cruiser line. Chief Gordon said he is proposing taking \$26,000 from the Detail Revolving Fund to offset the price of the leases on two new cruisers, so that line was reduced after his meeting with the Board of Selectmen. He will be looking to lease an SUV and a car.

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They will be replacing two 2011 vehicles. He explained that leasing the vehicles is a much lower overall cost than purchasing them. Even after taking \$26,000 from the Details fund, there will still be around \$2,000 left in that fund. Lorna made a motion to change the cruiser line to \$25,070. Motion seconded by Fran. All voted in favor. Motion carried. Fran made a motion to change the Bereavement line from \$1,217 to \$1,547. Motion seconded by Lee. All voted in favor. Motion carried. Lee made a motion to accept the Police budget with gross expenses of \$648,465, revenue of \$4,075, and net expenses of \$644,390, pending further review. Motion seconded by Tom. All voted in favor. Motion carried.

Joe asked the Committee to look into budgeting for sick time pay outs. He also said that he had done a quick wage survey. Out of 21 towns in the area, ranging in population from 700 to 33,000, Sandown police personnel are the lowest paid. He would like to look at steps to get the wages up to the "average" level. To bring all non-union police employees up to the area average would cost approximately \$54,000. Joe added that the problem is across all the departments, not just the Police. Steve told Joe that this battle needs to be fought with the Board of Selectmen. Tom reported that the Board of Selectmen is looking at having a wages study done to look at this issue. He is concerned with the recent tax increase the town cannot afford to take a \$54,000 hit all in one year, but perhaps spread out over several years.

### **Rescue #4215**

Chief Bill Tapley, Jon Goldman, Dennis Giangregorio, and Michael Devine presented the budget. **Tom made a motion** to accept the Rescue budget with gross expenses of \$47,250, revenue of zero, and net expenses of \$47,250, pending further review. **Motion seconded** by Fran. All voted in favor. **Motion carried**.

#### Fire #4220

Chief Bill Tapley, Jon Goldman, Dennis Giangregorio, and Michael Devine presented the budget. The Chief explained that the payroll line appears to have been increased because he included the pay out of unused sick time at the end of the year. It was recently brought to his attention that was why the payroll line was historically overspent, because that payment was never budgeted. Tom asked why the Detail line has been overspent for two years now. Cheryl explained that the line has \$1 budgeted, and any details expenses are paid out of that line, but there is equal offsetting revenue for the details, so it is a net zero item. Tom said they should be applauded for getting a \$500,000 grant for the new fire truck. He asked if a new truck will affect the vehicle maintenance lines at all. Bill said that the maintenance costs may go down with the new truck, but the inspection costs will increase in the 2018 budget because it is more costly to inspect the hydraulics and ladder testing. Lorna commented that the entire Fire and Rescue Departments are phenomenal. Lorna made a motion to accept the Fire budget with gross expenses of \$148,035, revenue of \$100, and net expenses of \$147,935, pending further review. Motion seconded by Lee. All voted in favor. Motion carried.

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L24	The consensus of the Committee was to start any remaining meetings at 7:00 p.m. instead o
125	7:30. A new agenda with the corrected times will be posted.
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127	At 8:16, Steve adjourned the meeting.
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L40	Cheryl Eastman
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