

APPROVED

Budget Committee

Meeting Minutes

November 12,
2012

Present:

Shaun Lagueux- Chairman, Barbara Greenwood, Kerrin Rounds, Ron Preble, Dave Carr, Jon Thouin, Mark Chevalier Ashley Dolloff ,William Cote, Tom Keegan, Dorcas Gordon, Jeff Shackett-Selectman, Paul Manganiello.

Absent:

Others Present:

Michael Capone- Town Administrator; Chief Michael Lewis- Police Department

Call to Order:

Chairman Lagueux called the meeting to order at 7:00 pm.

Review of Minutes:

Chairman Lagueux asked the members to review the November 5th meeting minutes. Mark Chevalier made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor, with one abstention by Paul Manganiello.

Old Business:

None

New Business:

Chief Lewis presented the operating budget for the Police Department. The bottom line has changed to \$995,517.

- Lines 110-119 include a 3.5% pay increase.
- Line 230 (Retirement) has decreased to \$115,161.
- Line 140 (Overtime) has increased to \$36,800. There was no overtime money spent on sending the one officer to Quantico training. Chief Lewis covered his shifts.
- Line 190 (Cert. Special Police) has increased to \$16,000.
- Chief Lewis decreased these two lines (140 and 190) due to budget committee cuts. Historically they have been funded at \$40,000 for line 140 and \$20,000 for line 190.
- Line 210 (Health Insurance) was budgeted at a known bottom dollar. In 2012, one individual changed from a single to a family health plan. This line will be over budget because of this change.
- There are 9 full time police personnel, of which three do not take the health insurance benefit. There is a stipend for individuals who do not take health insurance and this amount is budgeted in.
- Line 346 (Cell Phone) shows an increased rate from the carrier.

- Line 390 (Prosecutor Program) has increased due to personnel change made by the Board of Selectmen. A retired chief of police has been hired as a part-time employee who can prosecute cases. This position is 32 hours per week and carries no retirement or health benefits.
- Line 395 (Franklin Dispatch) shows a percent contractual increase.
- Line 635 (Gas/Oil) shows an increased amount that is based on previous amounts. This line was reduced by cuts and will be over by about \$7000.
- Line 810 (New Equipment) amount includes video/audio devices, a new Taser, and a new computer.
- Dave Carr asked about the policy for taking home cruisers. The chief is assigned a cruiser. Other officers need to get approval from the chief when requesting to take home a cruiser.
- Dave Carr asked if there are any warrant articles being submitted. There is a request for \$365,000 for an addition that includes a sally port and Juvenile facility. There has been no discussion as to whether or not that will be a warrant article in this budget cycle.
- Kerrin Rounds asked about several line items. 290 (Travel) this money will be used for travel to trainings in December. Line 294 (Vest Replacement) will be used for 2 more vests that need to be replaced. The vests have a 5 year life time. Line 550 (Advertising/Printing) is used for advertising for job applicants. The money spent year to date is accurate. Line 630 (Tires) will have an additional invoice for \$2000. Line 690 (Chief's Expense) is generally used for plaques or other incidental expenses.
- Dare Program starts up again in mid- December. The money in line 890 is used for stickers and books.
- Line 810 (New Equipment) is for a new Taser. The life cycle depends on the individual unit. The units have to be cycled once a shift. The mechanism to do this doesn't cost anything. The cartridges have expiration dates.
- Line 190 (Certified Special Police) is used for part-time police officers. November and December has many shifts to cover for officers taking time off. Part-time officers are used as often as possible.
- Paul Manganiello asked about the scheduled use of the unmarked cruiser. This cruiser is utilized during every shift and not used solely for undercover work. It is always used when transporting juveniles.
- John Thouin asked about the SUV mileage. The SUV has 55,000 miles and is 3 ½ years old. It is utilized 1/3 of the time that other cruisers are used.
- Dave Carr asked about the need for 4 supervisory staff. Each shift requires 1 supervisor and 1 patrol officer.
- Kerrin Rounds asked about fines that the town receives. Any fine money received by the town goes in the general fund.

Outside Details: This line has been increased by \$88,000 due to the downtown enhancement project that will be completed in July 2013. Any unused amount in this line goes back to the General Fund. If the outside detail funding is part of the operating budget, the Board of Selectmen can use any surplus funds in that account to fund other parts of the budget.

Member Comments:

Dave Carr suggested that the title on the long term debts schedule should include the word payments.
Long Term Debt schedule discussion:

- Ladder truck and bridge debts are retiring in the next few years.
- The interest amounts on the 1st year of the library and central square projects depend on distributions during the first year.
- Two notes were refinanced with the NH Bond Bank for a savings of \$35,000.
- William Cote had a question regarding the water system bond. Mr. Capone will look into this.
- Shaun Lagueux asked about the downtown work. The work is being done mainly on Town roads right now. The State will allow work on Route 3A, but not Route 104. That will be okay as there are no plans presently to work on Route 104 this year.
- The library project is moving along and is still on schedule.
- William Cote asked about the total cost of the downtown projects. Mr. Capone will supply these amounts.
- New Traffic light: the town does not meet the criteria through DOT.

Town Administrator's Report:

Archie Auger will be at the next budget meeting with a presentation on the town cemeteries. The Town Administrator asked that the Lakes Region Planning Commission budget request be included as part of the membership line in the budget (01-4130-560) and not as part of the charitable organizations. The Committee had no objection to moving the LRPC to that line in the budget. There will be no need for the LRPC to appear before the Committee.

Adjournment:

Barbara Greenwood made a motion to adjourn, seconded by Paul Manganiello, passed with all in favor. The meeting was adjourned at 8:23pm.

Respectfully submitted,
Wendy Costigan
Secretary