

APPROVED

Budget Committee
Meeting Minutes
October 21, 2013

Present:

Kerrin Rounds, Chair; Ron Preble, Dave Carr, William Cote, Paul Manganiello, Kevin MacCaffrie, Tom Keegan, Barbara Greenwood, Ernie Richards, Carol Huber, Betsy Schneider, Mark Chevalier, and Ashley Dolloff.

Absent:

Others Present:

Michael Capone- Town Administrator, Police Chief Michael Lewis

Call to Order:

Committee Chair, Kerrin Rounds called the meeting to order at 7:00pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from October 14, 2013. Paul Manganiello made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor with one abstention by Ashley Dolloff.

Correspondence:

Old Business:

New Business:

Several questions were sent to Police Chief Lewis.

1) How does the Bristol Police department budget compare to similar town's police department budgets? It appears that Bristol's police department operational costs are 5% greater than other towns.

- Chief Lewis explained that it is difficult to compare different police departments due to differences in population, area served, levels of service, and other factors. Chief Lewis looked at and compared the budgets of Bristol and five comparable towns. These towns are Lincoln, Plymouth, Tilton, Newington, and Moultonborough. Bristol actually falls below these town's police budgets. The statistics that Chief Lewis used for comparison will be emailed to the committee.

2) Should the purchase of a police cruiser be handled with a warrant article?

- Chief Lewis is not recommending the purchase of a new police cruiser for 2014. The Chief will recommend to the Select Board that a revolving fund be established for the purchase of future vehicles. This would be a self-funded line item using fees generated by the police department and by eliminating the Outside Detail line item and having the money from details included in the revolving fund also. The revolving fund usually starts with some seed money and is then funded through police department revenues. The Select Board would be named as agents to expend. The revolving fund makes it possible to purchase a cruiser anytime during the year, not

just in March after Town Meeting.

- Paul Manganiello asked whether one fund could be used for both the purchase of police cruisers and the ambulance. Administrator Capone will need to look at the RSAs but there may need to be a degree of separation between the two.

3) How is overtime determined?

- The amount requested for Overtime is the same every year. Some years the amount has been decreased by the budget committee. The amount being spent each year is fairly consistent. Overtime is not regularly scheduled. The prosecutor is not entitled to overtime as he is scheduled to work 32 hours/week. The Prosecutor has been setting pre-trial meetings in Bristol. The prosecutor has offset \$2,800 in the budget (witness fees are lower) because of the pre-trial meetings. It is hopeful that the Witness Fees line will stay low.

4) What New Equipment needs to be purchased?

- \$3,400 for the continued upgrade of the security/camera system.
- \$2,200 to replace two computers due to the XP operating system upgrades.
- \$2,600 for a video/audio system for one of the vehicles.
- \$1,800 for the matching grant portion of the motorcycle lease. The grant is applied for every 12 months. This will be the fourth budget cycle that included the motorcycle lease. The motorcycle stays on the road until the first major road salting. The \$1,800 is reported as a net amount.

5) How many calls for service have been made? What makes up a call for service?

- 2013- estimated to be over 16,000 calls
2012- 16,176
2011- 15,213
2010- 15,018
2009-15,688
2008-15,966
2007-11,255
- A call for service includes 911 calls, calls to any of the three emergency lines at the station, an officer who engages in an incident without a call being placed, or a motor vehicle stop. A call for service does not include regular business phone calls to the station or safety checks (vacant house, elderly checks). The day to day needs of Bristol citizens make up most of the service calls. Bristol makes up 73% of service calls from Franklin Dispatch (out of 6 towns not including Franklin). Franklin Dispatch cost much less than Plymouth Dispatch.

6) What is the cost breakdown of a new cruiser?

- \$28,750- payment to Ford for the vehicle
- \$2,600- video/audio system
- \$7,000- equipment
- \$600- decals
- \$38,950- Total

7) How many grants has the police department applied for?

- The department received 100% approval for all grants applied for. The total in grant money is \$39,649. The grant money has been used for the motorcycle, DWI program, portable radios, and vehicle camera and radar units.

8) How many man hours were billed out for the town projects?

- 0 hours for the library project. The police did help with the grand opening event.
- 1,265 hours for the Downtown project. The total billed Lyman is \$75,925.73.

9) What would be the effect of having 8 full-time officers instead of 9?

- The request for a 9th full-time officer was made in 2006. Since then crime has increased. Without

the 9th officer, overtime would increase and there would not be 24 hour coverage. There was a separate warrant article for a school resource officer. That article was not approved. The state police do not monitor calls in Bristol because the population is over 3,000. Paul Manganiello commented that Article 14 (9th police officer) was a result of Article 13 (school resource officer) being tabled. Mr. Manganiello wants to make the budget committee aware, from what he has read in town minutes, that it seems the 9th police officer is the school resource officer that did not get approved. Chief Lewis stated that the two articles are completely separate and not related at all.

Budget committee member questions for Chief Lewis:

Barbara Greenwood asked about the possibility of a canine unit. A canine unit is an asset to have for drug enforcement and other police activities. There is grant money available for expenses related to the canine unit, with the main expense being equipment needed in the vehicle. The car goes home with the officer assigned to the canine. There is no room in the station to house a canine during the day.

Dave Carr asked about the DARE program. A Bristol officer teaches the program as part of his duties. There is no money in the budget to bring in an outside instructor.

Kevin MacCaffrie asked what the total court hours that the prosecutor has logged. There is no time clock in court to specifically total the hours. The prosecutor has a specific court schedule each day. He attends court everyday he is scheduled to work.

Kerrin Rounds asked about the status of the Citizens Program. It has been disappointing. No one has applied.

Kerrin Rounds asked what the Computer Maintenance line covers. The amount allocated is for both hardware and software maintenance. Some contracted, some billed hourly.

Carol Huber asked about the Holiday Pay. Holiday Pay is paid out twice a year by the Select Board. The first payment includes 5 paid holidays. The second payment includes 6 paid holidays. Several employees did not receive the first payment.

Paul Manganiello asked about the \$900 increase in the Cell Phone line. Some vehicles did not have phones in them. They are being added to the vehicles now.

Ernie Richards asked about Overtime not having FICA taken from it. It was noted by both the Chief and the Town Administrator that Police Personnel, who are not members of the State Retirement will have FICA taken from their wages. Officers eligible for the State Retirement system do not have FICA taken from their wages.

Kerrin Rounds asked if the Radio/Radio repairs money is needed since a new cruiser is not being purchased. The Chief noted that there will still be expenses for the other vehicles.

Kerrin Rounds asked if the police department will come in under or over budget. There is roughly 19% of the budget left this year. The police department is right at 19%.

Carol Huber asked if gas is at a negotiated rate. Fuel is purchased through the state bid. The price is

\$3.06 per gallon.

Dave Carr asked why there is no heat or electricity expense line. The police station shares space with the town offices. The bills are not broken up.

Member Comments:

Ernie Richards asked why Workers Comp was only under the Executive operating budget and whether is more accurate to split it up into the individual department budgets. Administrator Capone explained that Workers Comp is carried as a single line in the personnel administration section of the budget. He would prefer not to break it out by department as it would create additional need for data entry which he feels is not necessary. The auditors are good with how it is being accounted for presently. It would be up to the Select Board to change how it is reported in the budget.

Kerrin Rounds reminded the committee that the next meeting includes the Town Clerk/Tax Collector, TTCC, Kelley Park, and the Minot-Sleeper Library. Any questions for these presenters should be submitted to her by Wednesday evening.

Administrator's Report:

Town Administrator Capone asked the committee if an end of the month update of the budget soft copy is acceptable. The committee agreed to receive by email a monthly update of the budget.

Adjournment:

Carol Huber made a motion to adjourn, seconded by Kevin MacCaffrie, passed with all in favor. The meeting was adjourned at 8:24 pm.

Respectfully submitted,
Wendy Costigan, Secretary