

APPROVED

Budget Committee
Meeting Minutes
January 6, 2014

Present:

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

Absent:

Barbara Greenwood

Others Present:

Michael Capone- Town Administrator, Police Chief Michael Lewis, Select Board Member, Don Milbrand, Select Board Member, Shaun Lagueux, Select Board Member, Joe Denning.

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:02pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from December 30, 2013. Ron Preble made a motion to accept the minutes as written, seconded by Paul Manganiello. Motion passed with all in favor and one abstention by Mark Chevalier.

Correspondence:

Bristol Cemetery Association submitted a letter dated January 3, 2014 to the budget committee requesting \$6,000 in assistance from the town. The money is used to cover the cost of mowing and maintenance for the 2014 season.

Big Brothers/Big Sisters of Greater Manchester sent a letter to the budget committee requesting \$500 in assistance from the town.

Old Business:

Regarding late requests for funding, at any point a committee member can make a motion to go back to discuss and adjust funding to an organization or department. In the case of Bristol Cemetery Association, this would have to be reopened to discuss since it has already been voted on. Big Brothers/Big Sisters discussion would come at a later date.

New Business:

Ernie Richards made a motion to postpone the meeting until the committee receives an updated and accurate revenue summary provided to the budget committee to review whether there is any money available to fund any increases, seconded by Carol Huber. Town Administrator Capone is currently working on an updated revenue sheet. He is waiting for end of year numbers to be reconciled by mid-January. Revenues are always a dynamic situation and the numbers are estimates. Kerrin Rounds reminded committee members that even though sections of the budget have been approved already, sections can be reopened before a final vote at the end of January or beginning of February.

- **Vote: 4 In Favor 7 Opposed. Motion Fails.**

Regional Associations: Ron Preble made a motion to accept the Select Board's recommendation of

\$2,715, seconded by Tom Keegan.

- Betsy Schneider asked if Newfound Lakes Region Association was zeroed out at the last Select Board meeting. Members of the Select Board present confirmed that this budget line should be zero.
- Mark Chevalier made a motion to accept a new total for Regional Associations at \$1,215, seconded by Kerrin Rounds.

Vote: 10 In Favor 2 Opposed. Motion Passes.

- Paul Manganiello asked what made up the difference in the requested amount by the Pasquaney Garden Club. Joe Denning commented that the Garden Club put in 1000 hours this past year doing work on the downtown square project, the flower boxes along the bike path, and the Butterfly Garden at the library. It is a larger operation run by all volunteers and if the worked were to be hired out it would cost 3 to 4 times this amount.
- Kerrin Rounds commented that the town of Moultonborough is spending a lot of money to get rid of milfoil and it is important to give the NLRA money to support this work.
- Paul Manganiello brought up that this amount can be brought up at town meeting instead of being restored by the committee.

Contingency Fund: Carol Huber made a motion to accept this department budget at zero, seconded by Paul Manganiello.

- Town Administrator Capone confirmed with DRA that the town will have to vote the contingency fund as a warrant article.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Police Department: Mark Chevalier made a motion to accept the Budget Committee's department recommendation of \$989,143, seconded by Kevin MacCaffrie.

- Carol Huber made a motion to reduce the police department budget by \$100,000 for a new total of \$889,143, seconded by Ernie Richards.
- Carol Huber commented that the police department budget is 19% of the town budget and is extremely high. She feels that her job on the budget committee is to watch out for the taxpayers' money. She feels that if the two least amounts of salary police officers and the prosecutor were eliminated that this amount would take \$96,145 off the budget. She feels that reinstating the previous prosecutor model at \$26,000 will cost less.
- Paul Manganiello commented that adding up the police department salary and benefits that \$785,000 is locked in just in to these two categories. That leaves \$204,000 after salaries. If Dispatch is taken out that leaves only \$150,000. If the budget committee talks about overtime, fuel costs, and certified part-time officers these categories only amount to \$65,000.
- Ernie Richards commented that if Workers Comp were applied to the police department, \$24,584 would be in the budget that does not show up there now. The police also share the town offices building but there are not shared utility costs in the police department budget. Half the utilities costs would add around \$11,000 to the police budget.
- Tom Keegan asked Chief Lewis if a reduction in officers would eliminate 24 hour coverage. Chief Lewis answered that it would change patrol hours to 8am through 8pm. This would drastically affect public safety in Bristol. Labor laws mandate that the town has to pay any officers on call.
- Kevin MacCaffrie asked Chief Lewis how many officers are needed to cover the town 24 hours 7 days per week. Chief Lewis answered that it would take 7 full-time and 2 part-time officers with solely one person on duty.
- William Cote asked Chief Lewis how many officers are on each shift. Chief Lewis answered that

there are 3 officers on the day shift, 1 full-time and 1 part-time officer on the evening shift, and 1 officer on the midnight shift. No local towns provide back up after midnight.

- Dave Carr commented that the police department is growing faster than any other department and should be cut back so it's more in line with other departments. Over the last 4 years there has been a 20 % increase and cuts to personnel would have to be made to make any appreciable change.
- Ernie Richards asked how much did the town budget go up by. Dave Carr answered that the total town budget from 2010-2014 proposed budget has increased 3.8%.
- Kevin MacCaffrie commented that the bottom line is that a significant cut in the budget reduces services that the town has agreed upon and enjoyed for the last six years. The budget committee should not recommend a cut in services if the Select Board has not made that decision.
- Ernie Richards stated that he researched the 4 other towns that the Chief had mentioned in October and the percent of the police department budgets for those towns fell in the range of 10% to 16% of their respective town budgets.
- Ron Preble commented that the citizens of Bristol had previously voted to approve a 9th police officer.

Vote: 6 In Favor 6 Opposed. Motion Fails.

Police Department vehicles discussion:

- Dave Carr asked why there are expenses for three police vehicles and a town car and not five vehicles. Chief Lewis explained that there are 5 police vehicles and that the Town Car should not be there. Town Administrator Capone also added that the Town Vehicle is in the Police Department until the new cruiser comes in. Then the expenses for the Town Car are in the General Government department line 660. Chief Lewis stated that there should be at total of \$7,500 budgeted for the 5 police vehicles.
- Paul Manganiello asked which vehicle is the oldest. Chief Lewis explained that Car 4 is the oldest and Car 5 is the newest vehicle.
- Dave Carr requested that the Chief supply the budget committee with a spreadsheet showing the costs per car. Chief Lewis will supply this for the next meeting.
- William Cote asked if a new cruiser is not being purchased in 2014 will two be needed in 2015. Chief Lewis answered that he is hoping that a revolving fund set up to fund the cost of replacing the cruisers will be passed at Town Meeting in March.
- Ernie Richards made a motion to zero out line 664 Town Car, seconded by Paul Manganiello.

Vote: 12 In Favor 0 Opposed. Motion Passes.

- Mark Chevalier made a motion to put \$1,500 in line 665 Car 4, seconded by William Cote.

Vote: 12 In Favor 0 Opposed. Motion Passes.

- Ernie Richards made a motion to add \$1,500 to line 666 Car 5, seconded by William Cote.

Vote: 11 In Favor 0 Opposed 1 Abstention. Motion Passes.

Police Department New Equipment discussion:

- Dave Carr made a motion to zero out line 810 New Equipment which includes the motorcycle matching grant money, seconded by Carol Huber.
- Ron Preble asked what else was included in the New Equipment line. Chief Lewis answered that New Equipment includes two computers and a video/audio device for a police cruiser. The computers need to be replaced because of outdated software.
- Chief Lewis commented that the motorcycle lease is signed and paid through May Of 2014. If

line 810 is zeroed out, he would not seek out the 50/50 grant for the motorcycle in 2014. The cost of the matching grant is \$1,830.

- Mark Chevalier asked about fuel savings in connection with the motorcycle. Chief Lewis said that the motorcycle gets about 54 MPG and cost less to run than a cruiser. There are 3 patrol officers and the Chief who are qualified to use the motorcycle.

Vote: 5 In Favor 6 Opposed 1 Abstention. Motion Fails.

- Betsy Schneider made a motion to take \$1,800 out of line 810 New Equipment which will leave a balance of \$3,200 to be used for the computers and video/audio equipment, seconded by Paul Manganiello.

Vote 9 In Favor 2 Opposed 1 Abstention. Motion Passes.

Dave Carr made a motion to zero out line 292 Bike Patrol Equipment/Uniforms, seconded by Ernie Richards.

- Kerrin Rounds asked what this line was used for. Chief Lewis explained that this line pays for replacement parts for the pedal bikes such as brakes and batteries for the lights. It also pays for tune ups to the bikes.

Vote: 9 In Favor 2 Opposed 1 Abstention. Motion Passes.

Kevin MacCaffrie asked why the Chief's salary is listed the same as in the Select Board and Budget Committee columns and also how many hours the prosecutor spends in court. Kerrin Rounds made note of the fact that the Chiefs' is a contracted salary. The prosecutor is not scheduled for patrol work but can respond to calls and does fill in when another officer is out sick.

Carol Huber made a motion to zero out Line 113 Patrol Officer to lower the budget, seconded by Ernie Richards.

Vote: 5 In Favor 5 Opposed 2 Abstentions. Motion Fails.

Ernie Richards made a motion to zero out Line 192 Animal Control, Line 193 Part Time Secretary, Line 194 Dare Payroll, Line 396 Continuing Education, Line 347 PD Pagers, Line 390 Prosecutor Program, and Line 561 Special Operations Unit for a total reduction of \$7, seconded by Carol Huber.

Vote: 8 In Favor 3 Opposed 1 Abstention. Motion Passes.

Paul Manganiello made a motion to reduce Line 140 Overtime by \$3,546 for a total of \$20,000 in the line, seconded by Carol Huber.

Vote: 7 In Favor 4 Opposed 1 Abstention. Motion Passes.

Ashley Dolloff made a motion to accept the Police Department budget total at \$984,880 with amendments, seconded by Ron Preble.

Vote: 7 In Favor 5 Opposed. Motion Passes.

There was a vote to end discussion on the police department budget: **6 In Favor 4 Opposed 2 Abstentions. Motion Passes.**

Outside Details: Mark Chevalier made a motion to accept the Select Board's department recommendation of \$40,000, seconded by Ashley Dolloff.

- Paul Manganiello asked if there has been a policy change over time as this line was funded at \$10,000 years ago. Chief Lewis explained that the increase is due to an increased amount of contracts needing police details.

- Ernie Richards asked if funds have been encumbered from 2012. Town Administrator Capone commented that some of the \$118,000 from 2012 was encumbered. This is reviewed by the auditors. A report will be supplied the committee showing encumbrances.
- Paul Manganiello asked if the police officer working an outside detail is from another town does the revenue go to the other town. Chief Lewis explained that the revenue from that duty goes to the other town. Police Officers cannot be mandated to work an outside detail.

Vote: 10 In Favor 0 Opposed 2 Abstentions. Motion Passes.

Deliberations will resume with the Fire Department on January 13th.

Member Comments:

None

Administrator's Report:

None

Adjournment:

Mark Chevalier made a motion to adjourn, seconded by Ron Preble, passed with all in favor. The meeting was adjourned at 8:56 pm.

Respectfully submitted,
Wendy Costigan, Secretary