

Budget Committee

Town Budget Workshop Meeting Minutes

Tuesday December 2nd 2014

The Chairman of the Budget Committee opened the meeting at 6:01pm

Roll Call: The Chair called the roll of the seating members Bruce Woodruff, Larry Brown, Eric Ohlenbusch, Bob Carrier, Devon Pageau, Ann Walsh (School Board), Jennifer Crone
Absent: (Water District representatives)

A quorum was present

Selectmen: Andrew Rawson, Mike Beaulieu (Selectmen rep. to the budget Committee) opened their meeting at 6:02 a quorum was present

Department Heads: Police Chief Richard Krauss Fire Chief Nick Marique HWY Dept Pat Smith

In attendance: Pam Smith, Michelle Beauchamp (Town Clerk)

Note: Chairman Woodruff let the record show this is the fourth meeting that we have not had a representative from the Water District present.

Review and approval of November 3rd, 2014 and November 18th, 2014 minutes.

The Chairman ask if everyone has had a chance to read the minutes would like a motion to accept the November 3rd 2014 minutes.

A.Walsh made the motion to approve the Nov. 3rd 2014 minutes second by E.Ohlenbusch

Chairman Woodruff: discussion on the motion. A.Walsh on page 2 where Larry ask is this learning for magistrate. where Mr.Tursi replies students can regain individual confidences should be competency and the course has a set number of confidence students should be competencies.

And on page 4 unless we develop a warrant around building and Maint. Should read unless we add to a warrant around building and Maint.

The Chair ask if there were further corrections or revisions hearing none called the question on the motion to approve with changes. Motion passed 6-0-2 Mike Beaulieu and Devon Pageau abstained.

Chairman Woodruff: would like a motion to approve the November 18th 2014 minutes.

A.Walsh made the motion to approve the minutes of November 18th 2014 second by J.Crone

Chairman Woodruff: discussion on the motion L.Brown on page 4 1st paragraph near the end Where did you find the areas that were reduced most intense? Should read were there any discussions on reductions that were particularly intense?

The Chair ask if there were further corrections or revisions hearing none called the question on the motion to approve with changes. Motion passed 7-0-1 Mike Beaulieu abstained.

Review of the Town:

Chairman Woodruff: addressed the Budget Committee and the audience Where here to fact find and were here to hear what the proposed budget is from the experts who have put it together. This is your chance to ask question ask for clarification, why is it needed ask if it needs to be increased or reduced.

The Chairman turned the meeting over to **Chief Krauss**

Police Department Budget: Chief Krauss gave a power point presentation of his budget

Increases: 4% raise and 1.7% COLA for FT. and PT. and Administrative Assist.

Full Time Salaries: Request \$436,854.40 this an increase of \$41,494.70

For 2 Supervisors the other 5 employees their wage scale falls into the wage scale that was created due to the warrant article that was passed earlier this year.

This increase also has the grant officer in it for the entire year.

Part Time Salary: 2014 Default \$14,469.00 Request \$15,000 Increase \$531.00

Administrative Salary: 2014 Default \$36,970.00 Request \$39,480.00 increase \$3,090.29

Chief Salary: 2014 Default \$77,955.00 Request \$79,197.30 increase \$1,202.30

This is a 2% step increase for 6 months and a 1.7% COLA.

Retirement: 2014 Default \$122,852.28 Request \$133,796.02 Retirement costs for full time

officers and Chief 6 mths @ 25.3% and 6 mths @ 26.3

Retention Line: 2014 default \$5,000 Request \$2,500

The warrant article that passed this year we are decreasing this

line by \$2,500.00. This line will be for the civilian employee which is my Administrative Assistance this will take her to the end of her career.

Total: 2014 Default Budget: \$811,672.98 2015 Request Budget \$873,701.50 increase \$ 62,028.52

Questions:

A.Walsh: If there were part time officers. **Chief:** We have a separate line for them. There are no more officers. **Chief:** We are fully staffed.

B.Woodruff: The Federal Grant for the Police Officer is done. **Chief:** The Grant for the Officer is Done. We are required to keep the Officer on the books for a year to complete the Grant requirements.

B.Woodruff: Contract Services Dispatch and records management changes are all the Police Dept doing this? **Chief:** In Strafford County we are changing over our record management system. This will be a more efficient way to communicate with other Police Depts.

B.Woodruff: Electricity is the amount you requested sufficient. **Chief:** We are the only agency in Town that's open 24hr a day. We have lights and computers on. We try to keep the use of lights

down as much as possible. We anticipate spending between \$6,500- \$6,800 this year. I have about \$7.00 left on that line and I have 2 months to go.

B.Woodruff: Did the BOS agree with the increase? **Chief:** They said it was adequate.

B.Woodruff: Who owns the radio tower and who pays for it? **Chief:** Police, Fire and Hwy all pay.

L.Brown: Do you have a smart switch and would that be advantage and do you have a way to put it in the budget. **Chief:** We don't have a smart switch. I believe it would be an advantage. I don't know the cost to install it and what the cost to put it in the budget.

Chief: Vehicle Fuel I increased this line and I'm aware that prices are coming down. This year were going to be close to \$17,000. We need to remember we were down 3 Officers.

Chief: The lease line decreased by \$3,000 because of the 3 new cruisers and this will be the lease payment.

B.Woodruff: How much of the total increase due to uncontrollable costs? **Chief:** Salaries, Retirement, FICA, Medicare and also the Grant Officer that the Town has to pay for.

Devon: The leasing of 3 new cruisers do you expect the maintenance line to go down?

Chief: I don't expect the maintenance to go down because of buying tires for those vehicles. You can't just buy 1 or 2 you have to buy 4 tires for each vehicle most of the budget is spent on tires.

There will be 8 tires for each vehicle summer and winter tires.

Devon: When the vehicles are on a detail do you charge extra for the use of the vehicle and do you take any of that money out of that detail line for fuel or maint?

Chief: All the money goes in the detail line revolving account.

Devon: I feel that some of that money should go toward the vehicle fuel line in the budget.

Chief: When the vehicles are on a detail they are not running while they sit there. There's a system built in the vehicles so that they don't have run. On an 8hr detail the vehicle may run for 1hr.

The lights in all our vehicles are LED so the drain on the battery is minimal.

Devon: what is the plan for the detail revolving fund? **Chief:** To purchase a vehicle in 2018 and hopefully in 2019 replace the pickup truck and the Chiefs car.

B.Woodruff: Are the rules of how you use that revolving account dictated by warrant language?

Chief: They are dictated by State statute. The money can only be used for items that are going to be used on that detail. Example if they need a stop sign they can take money out of that line. They can't use it maint.

If the Selectmen decide that they want to use some of that money to offset the fuel cost they can do that.

A.Walsh: On the Full Time Salary line I have \$41,000 how much is the Grant Officer?

Chief: I don't know how much it will cost. The \$90,000 increase of this year that's offsetting some of the cost.

Chief: The detail Officer Salary is \$49,495.44

B.Woodruff: This \$49,000 out the \$62,000 increase. Chief some of that is offset by the warrant article that passed this year.

Fire Department: The Fire Chief presented his power point budget

Increases: 4% merit raise and 1.7% COLA for FT, PT employees and Fire Chief.

Salary FT: 2014 Default \$106,587 2015 Request \$111,332.09 2 FT employees

Salary PT: 2014 Default \$52,000 2015 Request \$62,000 for firefighters who respond to calls

Fire Chief: 2014 Default \$34,694 2015 Request \$36,286 based on 24 hrs. a week

Total Salary increases \$16,337

NHRS Retirement: 2014 Default \$29,556.99 2015 Request \$31,673.98 Full Time

Firefighter/EMT in Group II 27.74% until July 1st increase 29.16%

for the remainder of the year.

Total: Fire Dept Budget: 2014 Default \$ 396,636.14 2015 Request \$429,862.57 inc. \$33,226.43

Questions:

A.Rawson: Would you elaborate on the Part Time Salary line.

Nick: I went to the Selectmen meeting and told them what I wanted to do. We have part time people that work with full time people during the day. The full time people provide consistency but part time people fill in without having to hire additional full time staff.

A full time firefighter would be making \$18.00 an hr. and somebody with more or equal qualification because they were part time were making \$12.00 an hr. Since they work side by side doing the same job same qualification they should be paid the same across the board. I created a scale. I based it around the existing full time salary my salary because when we transferred into an elected salary position you put it under proper rate and I put everything else in and created an across the board scale no matter what they did. There's several steps Captain, Lieutenant, firefighter senior and firefighter and they get additional compensation depending on the level of EMS. That is what we wanted to do compensate those that had EMS. This goes in effect January 1st.

This rate affects only the part time and call firefighters.

B.Woodruff: Uniforms what has happen in the last 2 default budget years have you been able to buy any?

Nick: We overspend this line every year. We try to get 5 sets of gear a year. We seem to get approved but we end up in default. Currently we have bought 4 sets and were trying to get the 5th set. Every year the cost go up. We should get 10 years out of them. Sometimes they last only 5 years depends on the work the firefighter is doing.

B.Woodruff: Chief are you prepared to talk about Capital Reserve Funds and Revolving Fund.

N.Marique: As of Dec.2 we brought in over \$98,000 and we still have a month to go.

We average \$8,000 a month, we should be bringing in \$106,000 a year. We spent \$96,000 were almost breaking even. We need to find a way to increase revenue or reduce spending, so we can save for that next ambulance. There were a few things we needed out of that \$96,000. We needed to buy pieces of equipment mandated through the State. We spent \$4,500 in training for EMS classes.

This helps cover our calls. All the Part Time people that work the day shift are paid out of the revolving fund fuel, supplies, oxygen, contract billing service all come out of that fund.

The goal is to buy an ambulance out of that fund. Currently we have \$126,000. The Town owes the Revolving Fund \$100,000. We have the money now to purchase the next ambulance 3 or 4 yrs from now. We need the Town to come up with the money or it will be tight the next 4 yrs.

N.Marigue: The Equipment Purchase line budgeted for \$16,500. We need to look at this line in the future to get it closer to \$20,000. There's equipment that will need to replace in the next 3 years

N.Marigue: Per Diem Line In 2014 we budgeted \$26,000 year to date we spent \$29,000 and I'm predicting we will spend \$32,000. We were way under budget last year. The reason were utilizing this line and actually overspent it. We have several EMTs signing up for shifts. The night shift coverage is mandated and the monthly schedule that goes out at the beginning of the month and every night is filled if someone cannot make their shift they have to find a replacement.

July 2014 was first year the full time people are on the new schedule 6 to 6 with 2 people.

Devon: the per diem line what are you asking for? Nick \$26,000

B.Woodruff: I saw \$35,000 in the booklet you gave us.

N.Marigue: It would cost \$35,000 if every shift was covered every night, but because 2hrs like 4 to 6 is not always covered. Some nights there maybe 1 person signed up. I want to prove we can do it 2 years in a row before I ask for the rest of the money. If we go over the \$26,000 we could tap in the Revolving Fund. This year I managed to keep within the operating budget.

Emergency Management: Stipend 4,000 Training \$1.00 Training is mostly through Homeland Security.

Highway Department: Pat Smith presented his Budget.

Increases: 4% merit raise 1.7% COLA

Salaries Full Time: 2014 Default \$ 242,641 2015 Request \$258,694

Average storm events per year, 25(\$1,800 X 25 = \$45,000) cost for OT is \$1,800 per storm \$213,694 + \$45,000 = 258,694.

Salary Part Time: 2014 Default \$14,066 2015 Request \$16,721 for 25 hours per week

Salary Elected: 2014 Default \$57,225 2015 Request \$58,856

P.Smith: How I come up with the overtime money is I keep track of every storm from January 1st

till December 31st. Every event we have to out whether it be sand, salt, plowing whatever the case may be through the winter storm that requires overtime.

I keep track of fuel, sand, salt, overtime and everything else, so I can tell you what it cost on an average per storm what it cost average per inch how much fuel we spend.

The average storms for the last 2 years is 25. Currently were at 31 storms for 2014.

P.Smith: Most of the increases are the Raises, Maintenance and Fuel Lines

Questions:

B.Woodruff: Contract Services Maint. Line can you tell what the work order software programs lifetime maintenance cost are on any vehicle? P.Smith yes.

B.Woodruff: This would be very useful if you get a CIP Program.

B.Woodruff: is this part of the reason for needing the additional hrs. for data entry?

P.Smith: Yes. She takes care of the purchase orders, deals with vendors and many other duties.

Eric: What is the newest truck you have? P.Smith: the newest one 2011 were not replacing it.

P.Smith: If the warrant article passes for the dump trucks, we could probably cut the Equipment Maint. Line by \$20,000. The new trucks will have bumper to bumper warranties.

The trucks that need to be replace 2001, 2004, and 2006. The first 2 trucks clutches were replace this year at a cost of \$1,200 apiece.

Total Highway Department 2014 Default \$594,891 2015 Request \$625,793 increase \$30,902

Solid Waste/Recycling: 4% merit raise 1.7% COLA

Salary Full Time: 2014 Default \$36,939 2015 Request \$37,947 OT \$1,000 training class to keep the operators license up to date also in the winter to get the area cleaned out before the public comes in.

Salary Part Time: 2014 Default \$ 28,005 2015 Request \$42,826 this for 3 employees with a total of 46 hours a week for attendants and 20 hours for driver. The requested extra person is because of the volume on weekends.

Total Solid Waste/Recycling 2014 Default \$190,242 2015 Request \$ 185,209 decrease \$5,033

Questions:

B.Woodruff: How many extra hrs. are in your budget?

P.Smith: 22 hrs. The Selectmen increased the hrs. to 30 for the attendants because we need it now.

This would be in the default budget if the default budget passes.

The added 16 hrs. for the third attendant that we don't have at this time, but is something we desperately need.

P.Smith: Any line that you see with a \$1.00 in it comes out of the revolving fund.

The fuel line is an issue the default is \$10,000 request 16,000. We have already spent \$11,220. I still have 2 months to go. We're going to be close to the \$15-16,000 mark.

Devon: Can the fuel come out of the revolving fund? P.Smith No.

The Revolving Fund was set up to build the transfer station, to purchase equipment and to repair the equipment. The account has approximately \$136,000. We paid \$143,000 for the roll off truck.

When the time comes that we need to buy a new truck (10 yrs) we need to have enough money.

We purchase our own containers and we use grant when available. We need that money to be available to handle these costs.

What we have done is purchased a scale for bulky and C+D. The purpose of the scale is to reduce the budget.

If you look at the disposal fees to date we've spent \$72,000 out of the budgeted \$93,000. We still have \$21,000 remaining. Next year's budget for disposal is \$66,000.

E.Ohlenbusch: The fee schedule for bulky how's that working?

P.Smith: its 5 cents a lb. to dispose the stuff and were charging 3 cents a lb. to haul it.

The 3 cents a lb. covers the maintenance on the truck.

Government Building: 4% merit raise 1.7% COLA

Salary Full Time 2014 Default \$67,375 2015 Request \$69,384 OT \$6,500

Salary Part Time 2014 Default \$7,625 2015 Request \$8,787

Laborer- 40hrs/week for 18 weeks helps weed whacking, clean the beach bathrooms and grounds and mowing cemeteries and Town lawn.

Total Government Building 2014 Default \$159,114 2015 Request \$171,699 increase \$12,585

P.Smith: The OT in the Full Time Salary line is based the same way I figure the HWY dept OT.

Not as many hrs. They maintain Fire Station, Town Hall parking lot and the short streets that a dump truck can't get through.

Questions:

B.Carrier: On the expense report you spent \$2,482.50 and you're asking for more money.

P.Smith: I laid him off early this year. He worked about 5 weeks. The reason was we were going over on our fuel line. We were holding back.

B.Carrier: You're going to hire want to hire a full time person?

P.Smith: This is a seasonal position not full time with benefits.

B.Woodruff: Contract Services on the cleaning buildings the \$13,170 is this the contract amount or is that the increase?

P.Smith: This is the contract amount. It was 12,000 last year.

There is a new line in the contract services Cameron sod Farm in Farmington there going to do maintenance to the ball field. Cameron and Public Works will be working together to rejuvenate the ball fields. cost \$6,500.

Devon: on the cleaning buildings did this go out to bid?

P.Smith: We did a couple years ago. We had 3 people who bid on it and she was the lowest.

P.Smith: The Fuel Line the default was \$5,000 requesting \$7,000. This line is for plowing, mowing, pickup truck weed whackers etc.

E.Ohlenbusch: are you locked in on price? Whatever the State is paying were paying the same.

The State is guaranteed a certain price for 6 months. After the 6 months it will be adjusted and the price will be set and whether it goes up or down. We will be paying what the State does.

B.Carrier: Cemetery Maint. Line that line never comes close to being spent is there's something I'm missing?

P.Smith: This money is coming out of the budget out of different lines. It's hard to break down the cost when the same equipment is used for the Town and cemetery.

There's about \$3,500 in that line this helps offset the cost of the fuel line. It will not be touched.

The next meeting is December 9 at 6:00pm Town Hall

B.Woodruff: are there any more questions if not I would like a motion to adjourn.

E.Ohlenbusch: motion to adjourn second by M. Beaulieu (Motion passed.) 8:12pm

Submitted by Bob Carrier

Chairman: _____

