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3 **Minutes of the**
4 **Litchfield Budget Committee**
5 **Meeting**

6 **Held on October 6, 2011**

7
8 The Litchfield Budget Committee held a meeting on Thursday, October 6, 2011 at
9 Litchfield Town Hall, 1 Liberty Way, Litchfield, NH 03052.

10
11 **PRESENT:** J Harte (Chairman), M Falzone (Vice Chairman), B Spencer, C Pascucci,
12 J York (School Board Representative), B Lemire (Board of Selectmen Representative)

13
14 **ABSENT:** R Peeples (with excuse), E Miller (resigned)

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16 Mr. Harte called the meeting to order at 7:00 p.m.

17
18 **1. PUBLIC INPUT**

19 There was no input from members of the public.

20
21 **2. MINUTES**

22 **MOTION:** by Mr. Falzone

23 *Move to approve the minutes of the September 22, 2011 Litchfield Budget*
24 *Committee meeting as written*

25 **SECOND:** Mr. Lemire

26 **VOTE:** 6-0-0

27 **The motion carried.**

28
29 **3. TOWN BUSINESS**

30 **a) Presentation of Town Budgets**

31 Mr. Hoch reported on Town budgets as follows:

32
33 **4210.10 - Police Administration**

34 *Line item 110 (Salary – Police Chief):* This reflects the current contract between
35 the Chief and the Board of Selectmen

36
37 *Line item 111 (Wages – Lieutenant):* This reflects the incumbent's position on the
38 wage scale.

39
40 *Line item (Wages – Lieutenant Court Overtime):* Court overtime has dropped with
41 the change to Lt. Donnelly.

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43 *Line item 145 (Witness Fees):* The offsetting revenues are quarterly, are based
44 upon the previous year's experience and may need to be changed. Mr. Harte
45 clarified the figure has to be shown in both revenue and expenditure.

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Line item 149 (Overtime Training): Lt. Donnelly reported they have been trying to incorporate more in house training this year. In response to a query from Mr. Spencer, it was confirmed the new officer is going to the academy. Mr. Hoch clarified that there is a full 12 month training program this year. Chief O'Brien explained the types of training which needs to be done each year as it is state mandated.

Line item 212 (Short-term Disability Insurance): Mr. Hoch stated this line should be at zero and has been aggregated into the Personnel Administration budget for accounting reasons.

Line item 213 (Long term Disability Insurance): This has been aggregated into the Personnel Administration budget for accounting reasons.

Line item 350 (Pre-employment Screening): Accredited testing materials from a third party were purchased and never included in the budget but are now being added as new items. Responding to a query from Mr. Spencer, Mr. Hoch explained why he needs to keep money in budget for this. He reported they charge for the tests which usually brings in sufficient in offsetting revenue. Mr. Hoch also reported there is new random drug screening which is being budgeted at one per month.

Line item 390 (Prosecutor Contracted Services): This reflects an increase in the contract cost. Responding to a query from Mr. Pascucci, it was confirmed that this amount is the guaranteed amount to go out as they budget a specific number of hours per year.

Mr. Lemire reported he had attended a meeting at which the LGC indicated the Town may possibly obtain less than a 5% increase through LGC for its insurance rates for next year, stating the rate will be set at the end of October.

Mr. Harte asked whether Mr. Hoch needed to take a revised bottom line figure to the Board of Selectmen and Mr. Hoch agreed he would accept the Budget Committee figure to the Board.

Account 4210.20 – Crime Control

Line item 120 (Wages – Sergeant): There is a vacant Sergeant position which the department is hoping to fill next year.

Line item 191 (Uniform Allowance): This figure reflects the contract.

Line item 342 (Software Support): This is increasing due to the need for additional licenses, and includes renewal of licenses and maintenance cost. Mr. Hoch reported Selectman Brunelle is now doing the Police Department IT also.

1 There was a discussion regarding the benefits of the crime monitoring software
2 which is an electronic police log.

3
4 *Line item 355 (Photo Laboratory Service) and line item 624 (Film and Photo
5 Supplies):* These have been put into the Office Supplies line in the Administration
6 account and they are doing a lot less of this.

7
8 *Line item 430 (Equipment Maintenance Contracts):* These are for third party
9 support as needed.

10
11 **Account 4210.30 – Police Traffic Control**

12 Mr. Hoch explained the 2011 budget had 4 positions as patrol officers and two as
13 master patrol officers and in 2012 this will be reversed. He went on to report the
14 pay increase is approximately 2%.

15
16 *Line item 125 (Wages – Special Officers):* The bulk of the hours are for SRO and
17 DARE. There was a discussion between Messrs. Spencer and Hoch regarding the
18 fact that they are trending lower this year, and that they have used some part-time
19 officers for dispatch and have therefore not used in this line.

20
21 *Line items 140, 141 142 (Overtime):* Mr. Hoch explained it is difficult to split
22 hours between these accurately. He handed out projection figures and explained
23 them, and there was a discussion with Mr. Spencer in which Mr. Hoch confirmed
24 there will be a small reduction in the hours the figures are based upon.

25
26 *Line item 635 (Vehicle Fuel):* Averaged out, the gallons per year amount to
27 10,400 gallons.

28
29 *Line item 291 (Uniforms & Accessories):* The Chief explained he had to replace
30 all the bulletproof vests in one year.

31
32 It was confirmed that court time has been reduced due to the prosecutor doing
33 pleas, motions etc. In response to a query from Mr. Spencer relative to the
34 number of court hours for patrolmen and master patrolmen, Mr. Lemire attempted
35 to explain the figures.

36
37 *Line item 210 (Health Insurance):* It was reported two people took advantage of
38 the buyout. Mr. York asked if employees get to reconsider their options and there
39 followed a discussion in which the Chief explained he already knows for next
40 year what everyone's selection will be.

41
42 *Line item 144 (Wages – Patrol, Court):* In response to a query from Mr. Spencer
43 on how the hours are calculated for MPO, Lt. Donnelly and the Chief explained
44 that the officers who were at the academy did not do those hours.

45

1 *Line item 635 (Vehicle Fuel):* Mr. Hoch reported he will revisit this line as they
 2 are trending a little lower this year. Mr. Lemire clarified that the number quoted
 3 is the full price and does not include the excise tax refund.

4

5 *Line item 811(Seminars & Conventions):* It was reported they will be spending
 6 the rest of this year's budgeted amount next month.

7

8 **Account 4210.40 - Police Training**

9 This account is level funded for 2012.

10

11 **Account 4210.50 - Police Support**

12 *Line item 120 (Wages – Secretary/Dispatcher):* This is a part-time position, and
 13 the change reflects two years of increase by the Board of Selectmen.

14

15 *Line item 122(Wages – Dispatch coverage):* There has been nothing budgeted but
 16 the current year was using part-time officers for Dispatch.

17

18 *Line item 345 (Dispatch Service Contract):* The figure reflects an increase in the
 19 contract and the department is looking at alternatives before renewal in July. Mr.
 20 Hoch pointed out it is unlikely there will be a dramatic change in the amount.

21

22 **Account 4210.70 - Station**

23 This account is being level funded.

24

25 **Account 4414.10 - Animal Control**

26 *Line item 630 (Building Repairs & Maintenance):* Mr. Hoch reported the heat is
 27 currently electric which is expensive and they would like to add a waste oil
 28 furnace which will be partly offset by a DES grant.

29

30 **b) Voting on Town Budgets**

31 **Account 4321.10 - Solid Waste Administration**

32 **MOTION:** by Mr. Lemire

33 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 34 *of \$94,979 for account 4321.10, Solid Waste Administration in the 2012*

35 *Operating Budget*

36 **SECOND:** Mr. Falzone

37 **VOTE:** 6-0-0

38 **The motion carried unanimously.**

39

40 **Account 4324 – Waste Disposal/Incineration**

41 **MOTION:** by Mr. Lemire

42 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 43 *of \$282,343 for account 4324, Waste Disposal/Incineration in the 2012*

44 *Operating Budget*

45 **SECOND:** Mr. Falzone

1 Mr. Hoch provided updated YTD spending figures for C&D through September
2 as well as figures for construction demolition and Freon.

3
4 **MOTION:** by Mr. Spencer

5 *Move to reduce line 684, Solid Waste Disposal to \$103,378 in the 2012*
6 *Operating Budget for account 4324, Waste Disposal/Incineration*

7 **SECOND:** Mr. Falzone

8 Mr. Spencer clarified his motion changes tonnage but not the number of hauls.

9 **VOTE:** 5-1-0 (Mr. Lemire opposed the motion)

10 **The motion carried.**

11
12 **MOTION:** by Mr. Spencer

13 *Move to reduce line 683, Demolition Material Disposal to \$94,375 in the 2012*
14 *Operating Budget for account 4324, Waste Disposal/Incineration*

15 **SECOND:** Mr. Falzone

16 Mr. Spencer clarified they are currently running at 60/month so his reduction
17 allows for 67. Selectman Brunelle voiced his concern that this was too low as they
18 historically overrun the account. There was a discussion regarding factors which
19 could affect the line and Mr. Spencer clarified he had not touched the number of
20 hauls.

21 **VOTE:** 5-1-0 (Mr. Lemire opposed the motion)

22 **The motion carried.**

23
24 **MOTION:** by Mr. Harte

25 *Move to reduce line 120, Wages – Laborers to \$27,000 in the 2012 Operating*
26 *Budget for account 4324, Waste Disposal/Incineration*

27 **SECOND:** Mr. Pascucci

28 Mr. Harte clarified his reduction is based on historical trends.

29 **VOTE:** 5-1-0 (Mr. Lemire opposed the motion)

30 **The motion carried.**

31
32 **VOTE on a new bottom line of \$259,834 for account 4324, Waste**
33 **Disposal/Incineration:** 5-1-0 (Mr. Lemire opposed the motion)

34 **The motion carried.**

35
36 **Account 4324.40 - Recycling**

37 **MOTION:** by Mr. Lemire

38 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
39 *of \$15,088 for account 4324.40, Recycling in the 2012 Operating Budget*

40 **SECOND:** Mr. Falzone

41 **VOTE:** 6-0-0

42 **The motion carried unanimously.**

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1 **Account 4324.50 - Hazardous Waste**

2 **MOTION:** by Mr. Lemire

3 *Move that the Litchfield Budget Committee does hereby approve a bottom line*
 4 *of \$6,229 for account 4324.50, Hazardous Waste in the 2012 Operating Budget*

5 **SECOND:** Mr. Falzone

6 **VOTE:** 6-0-0

7 **The motion carried unanimously.**

8
 9 The Committee agreed to defer the other accounts they had intended voting on
 10 this evening until the next meeting.

11
 12 Mr. Hoch raised the subject of the budget schedule for the Town. Following
 13 discussion with the Committee, Mr. Hoch reported it was too early on the Board
 14 of Selectmen's schedule for warrant articles. He reported the Budget Committee
 15 is ahead of schedule and the consensus of the Committee was that it would
 16 continue with the original schedule.

17
 18 Mr. Harte confirmed the Committee would vote at its next meeting on the Police
 19 and Highway Departments. Mr. Hoch confirmed the target date for the
 20 Committee to receive revenue figures is November 3rd, and Mr. Spencer requested
 21 an anticipated valuation with those figures.

22
 23 **4. SCHOOL BUSINESS**

24 Mr. York reported as follows:

- 25 • The School Board is expecting enrolment projections from the state in
 26 approximately three weeks
- 27 • The Board has begun the process to replace the Superintendent.
- 28 • The School Board is laying negotiations for the teachers' contract within the next
 29 month or two.

30
 31 **5. MEMBER INPUT**

32 Mr. Harte read a letter of resignation he had received from Ms. Miller for the record
 33 and recognized and thanked her for her service. He then put out a call for candidates
 34 to fill the vacancy created by Ms. Miller's resignation.

35
 36 Mr. Lemire reported Mr. Byron would fill in for him at the next meeting.

37
 38 **6. PUBLIC INPUT**

39 There was none.

- 40
 41 • **Upcoming meetings**
- 42 ○ October 13, 2010

43
 44 **MOTION:** by Mr. Lemire

45 *Move to adjourn.*

46 **SECOND:** Mr. Falzone

1 **VOTE: 6-0-0**

2 **The motion carried unanimously.**

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5 There being no further business, the meeting adjourned at 9:15 p.m.

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8 **Minutes by:** *Sandra Maxwell (Recording Secretary)*

9 **Date approved:** *October 20, 2011*

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