

1 Mr. Hoch reported that the total requested Library budget for 2014 is \$202,680, which is a
2 \$4,781 increase over 2013.

3
4 Mr. Pascucci asked about the role of this Budget Committee in the budget process with regard to
5 the Library budget. He commented that the Board of Selectmen voted and approved the Library
6 budget before any representatives from the Library spoke about their budget. He asked if the
7 Board of Selectmen have any concern or authority with this budget.

8
9 Mr. Brunelle confirmed that the Board of Selectmen reviewed the Library budget and are aware
10 of the numbers. He noted that the Board of Selectmen only approve the bottom line and have no
11 real power to reduce anything in that budget.

12
13 Mr. Hoch mentioned had the Board of Selectmen opted to make an amendment, it would be to
14 our budget line (960) with a recommendation for a bookmark.

15
16 Mr. Spencer asked for the Library's year-end report. Ms. Varrick indicated that it has been
17 submitted in the town annual report.

18
19 Mr. Spencer requested that the Budget Committee receive an annual actual expenditure report.

20
21 Mr. Hoch commented any unspent funds are placed back into the general fund balance as the
22 Library cannot carry funds from year to year.

23
24 Mr. Spencer wanted to know the year-end total for the Library for last year. Ms. Varrick
25 indicated that less than \$100 was spent.

26
27 Mr. Cutter commented that there is no year-end expenditure report for the Library in the annual
28 report. Mr. Brunelle confirmed that the Library returned less than \$100 to the fund balance.

29
30 Mr. Brunelle noted that there is nothing new in the Library budget.

31
32 Ms. Varrick provided Budget Committee members with the average daily usage as well as the
33 number of new users. She noted that computer and Wi-Fi usage have increased as well. Ms.
34 Varrick reported that the Library has migrated to the KOHA system in July as part of the NH
35 KOHA Consortium. She explained it is a web based, 24/7 support system that allows for patron
36 renewals, tagging, commenting, rating an account management. She noted that it has the
37 capability of sending email reminders of due dates and overdue materials. Ms. Varrick reported
38 that community programming is thriving with a new Book Babies and Tiny Tales program that
39 began recently. She indicated that the Tween program is going well and there are new group
40 activities for Adult Programming.

41
42 Mr. Spencer indicated there is a note that states "Insert COLA" in the Salary lines in the budget
43 worksheet. He asked about its meaning. Ms. Varrick indicated that was a placeholder; however,
44 there are no COLA's this year.

45
46 **Action Item V Varrick:** Send yearly expenses to Budget Committee.

1 **Police Administration 4210.10**

2 Mr. Hoch reported that the total requested Police Administration budget for 2014 is \$1,390,394,
3 which is a \$72,030 increase over 2013. Mr. Hoch noted major notables:

- 4
- 5 • Line 111, Officers, reflects movement of existing officers through the wage scale. He
6 commented that the current contract expires in March and we are in negotiations for a
7 successor contract.
 - 8 • No changes to Line 125, Wages Administrative Assistant.
- 9

10 Mr. Spencer asked for explanation of the notes under Line 128, Special Officers. Mr. Hoch
11 explained there are four part time officers, of which two are retirees who cannot receive more
12 than 32 hours per week, but who are most available for the department. He noted that the other
13 officers are certified, but have less availability. Mr. Hoch indicated that this year he did not
14 break out detail by person in the budget line notes.

15

16 Mr. Spencer commented that when reviewing the expenditures, they do not seem to come close
17 to the number of hours budgeted. He believes more has been budgeted than will be spent. He
18 indicated that this line is overfunded.

19

20 Mr. Hoch noted that Line 140, Wages – Overtime – Officers, includes overtime budgeted for
21 sergeants, corporals, NPO and patrol officers. He commented that it is known that a certain
22 number of empty shifts must be covered during the year. Mr. Hoch indicated that we made our
23 best good faith estimate when budgeting for unknowns (emergencies, unavailability, etc.).

24

25 Mr. Cutter expressed concern with the overtime budget. Mr. Brunelle indicated that it is not
26 always known when an officer may or may not be available and we have to cover unexpected
27 occurrences. He noted the goal of the department is to keep two officers on the street.

28

29 Mr. Hoch conveyed that last evening there were three officers on duty with five hours overtime.
30 Lt. Donnelly explained that due to the incident, an officer had to go to the hospital, one had to go
31 to the morgue and the other had to stay at the scene.

32

33 Mr. Hoch noted that Line 149, Overtime-Training, reflects an adjustment for wages that occurred
34 to cover officers for the same number of hours; SOU related training remains at 16 hours per
35 month; professional training progression is new (includes crime processing, fingerprint, crash
36 investigation, domestic violence, etc.). Mr. Hoch explained that this is continuing training
37 beyond the mandatory training program we had in place. He noted that police officers will be
38 adding advance skills not covered in depth at the academy or provided as an additional specialty
39 in the department.

40

41 Mr. Spencer asked what we will be spending this year. Mr. Hoch indicated the total should be
42 spending \$23,178.

43

44 Mr. Spencer indicated that last year the number was \$18,000. He believes the training number is
45 higher than will be achieved.

46

1 Chief O’Brion commented that we are anticipating half the amount of classes and will not have a
2 problem attaining that goal. Lt. Donnelly commented those classes are to strengthen those skills.

3
4 Mr. Vaillancourt asked if officers can be sent to classes on regular time instead of overtime. Lt.
5 Donnelly commented if he sends an officer that works the midnight shift to a two week school,
6 he will have to have another officer fill in who may already be working another shift.

- 7
- 8 • Line 344, Clerical Services, was needed this year, but removed for next year.
- 9 • Line 620, Office Supplies: we began a records management program, which is a multi-
10 year program.
- 11 • Line 660, Vehicle Repairs/Maintenance, was unrealistically budgeted this year. Mr.
12 Hoch noted that we budgeted low this year because of the decision to purchase two
13 cruisers instead of four. Included in this line are consumable supplies, inspections, non-
14 warranty repairs and two detail vehicles that need repair.
- 15 • Line 680, Uniforms/Accessories: provision for a new officer was removed for next year.
- 16 • Line 740, Equipment Purchase: replacement of SOU rifle as the current one is mid-1990
17 vintage and has mechanical issues; replacement of duty firearms that are at the end of the
18 manufacturers recommended service life and the tritium sights are failing; replacement of
19 Tasers (half are at the end of life, no longer made or serviceable).
- 20 • Line 760, Cruiser Purchase: two cruisers were leased in 2013 and it is planned to lease
21 two cruisers for 2014.

22
23 Mr. Hoch commented that we chose a smaller first year payments on the current lease so we
24 could have some funds to repair the two older vehicles.

25
26 Mr. Cutter asked if we have 8 vehicles in total. Mr. Brunelle indicated that there are four front
27 line vehicles (two replaced this year and two will be replaced next year), two detail vehicles, the
28 Chief’s vehicle and the Lt.’s vehicle.

29
30 Mr. Pascucci asked if the town leases two new vehicles, what will become of the two older front
31 line vehicles. Mr. Brunelle indicated that the two older front line vehicles will become detail
32 cars and two of the older detail cars will be traded.

33
34 Mr. Pascucci asked for the mileage on the two vehicles being replaced. Mr. Brunelle noted that
35 Car 5 has 87,000 miles and Car 6 has 63,000 miles. He indicated that both cars were retrofitted,
36 but were not in service for a month. Mr. Brunelle commented that these cars are on the road all
37 day and there is much runtime on the engines.

38
39 Mr. Pascucci asked for the mileage on Cars 3 and 4. Mr. Brunelle will research that information.

40
41 Mr. Pascucci commented that there was a lengthy conversation on mileage last year. He
42 indicated that although the mileage seems low, the cars do idle much. Mr. Brunelle commented
43 that Cars 5 and 6 have been prone to have issues. He noted that two new cars are needed to keep
44 the fleet in working order. Mr. Brunelle indicated it is about maintenance, not mileage. He
45 commented that had the town replaced three vehicles this year, we would have avoided spending
46 funds to repair Car 5.

1 Chief O’Brion commented when a vehicle gets to 60,000 miles, we would assign it as a Lt.’s
2 vehicle. He mentioned that his vehicle has 100,000 miles.

3
4 Mr. Cutter asked why the Chief’s vehicle has not been addressed. Mr. Brunelle indicated that
5 the front line vehicles are the priority.

6
7 Mr. Cutter expressed concern about the body type of the new cruisers. He asked if the SUV style
8 is the right fit for our community. Mr. Brunelle commented that surrounding communities are
9 adopting the same type of vehicle. He noted that there is not much room in a regular sedan
10 cruiser for a police officer outfitted with equipment.

11
12 Mr. Hoch indicated that the advantage to having four vehicles of the same type and with the
13 same equipment allows for equipment to be swapped and more people rotated smoothly through
14 those vehicles.

15
16 Mr. Vaillancourt commented that many new weapons and four new vehicles in two years seems
17 like too much to ask. Mr. Brunelle invited members of the Committee to walk through the police
18 department and get in/out of cars.

19
20 **Police Support Services 4210.50**

21 Mr. Hoch reported that the total requested Police Support Services budget for 2014 is \$142,657,
22 which is a \$3,489 increase over 2013.

23
24 Mr. Hoch noted:

- 25 • Line 140, Overtime Dispatcher: increase of \$2,185 based on more realistic data.
- 26 • Line 345, Dispatch Service Contract: increase of \$1,304 due to increase in service
27 contract from Hillsborough County.

28
29 Mr. Hoch explained that we have two dispatchers and we try to use the part time dispatcher when
30 the other dispatch is unavailable. He noted that if they are not available, we have to hold one of
31 the dispatchers over. Mr. Hoch indicated that we are contracted to county for overnights and
32 weekends.

33
34 **Animal Control 4414.10**

35 Mr. Hoch reported that the total requested Animal Control budget for 2014 is \$15,122, which is a
36 \$1,685 decrease over 2013. He noted:

- 37 • Line 341, Telephone: decrease of \$600 as a phone was dropped.
- 38 • Line 353, Adoption/Euthanasia Service: decrease of \$575.

39
40 Referring to Line 811, Seminars, Mr. Spencer asked if funds have ever been spent on seminars.
41 Mr. Hoch indicated that funds were expended two years ago. He noted that the animal control
42 officer has day employment and it is difficult to attend a seminar.

43
44 Mr. Cutter asked about the procedure if animal control services are needed during the day.
45 Chief O’Brion indicated that a patrol officer is called to address the situation.

46

1 Mr. Spencer asked if there was an animal control officer on duty during the day in the past. Lt.
 2 Donnelly indicated that one was available during the day. Chief O’Brion noted that the current
 3 animal control officer is available at 2:30 p.m. and know the animal control laws.
 4

5 **Town Insurance 4196**

6 Deferred for further information.
 7

8 **Mosquito District 4411.2**

9 Mr. Hoch reported that the total requested Mosquito District budget for 2014 is \$29,950, which
 10 is as \$40 over 2013. Mr. Hoch noted that the increase is due to the cost of contracted services.
 11

12 **Health Agencies**

13 Mr. Hoch reported that the agency required to be retained is Child Advocacy. He noted the other
 14 agency requests will be included in a warrant article.
 15

16 • **VOTING**

17 **Assessing 4152.1**

18 **MOTION:** by Mr. Brunelle

19 *Move to approve account 4152.1, Assessing, for a bottom line of \$49,643 for 2014*

20 **SECOND:** by Mr. Pascucci

21 **VOTE: 7-0-0**

22 **The motion carried.**
 23
 24

25 **Road Agent 4311.1**

26 **MOTION:** by Mr. Brunelle

27 *Move to approve Account 4311.1, Road Agent, for a bottom line of \$31,691 for 2014*

28 **SECOND:** by Mr. Cutter

29 **VOTE: 7-0-0**

30 **The motion carried.**
 31

32 **Road Maintenance 4312.1**

33 **MOTION:** by Mr. Brunelle

34 *Move to approve Account 4312.1, Road Maintenance, for a bottom line of \$52,341 for 2014*

35 **SECOND:** by Mr. Spencer
 36

37 Mr. Vaillancourt asked for a better understanding of the Block Grant. Mr. Hoch commented that
 38 the Block Grant is passed to Litchfield from the State. He noted we receive \$175,500 that are
 39 allocated toward major road improvement projects. Mr. Brunelle commented that Mike Lane is
 40 the focus for this year. He indicated that a plan has been mapped for 25+ years.
 41

42 Mr. Cutter commented that the Road Maintenance and Improvement budgets are high.
 43

44 **VOTE: 7-0-0**

45 **The motion carried.**
 46

1 **Parks and Recreation 4520.1**

2 **MOTION:** by Mr. Brunelle

3 *Move to approve Account 4520.1, Parks and Recreation, for a bottom line of \$87,903 for 2014*

4 **SECOND:** by Mrs. Couture

5
6 **MOTION:** by Mr. Cutter

7 *Move to reduce Line 730, Field Improvement-Capital Outlay, by \$1,500*

8 **SECOND:** by Mr. Pascucci

9
10 Mr. Cutter commented that the reduction is based on information provided during the review at
11 the last meeting. He indicated based on the year to date totals, there are adequate funds to
12 provide for the project this year.

13
14 **VOTE: 6-1-0, with Mr. Brunelle opposing.**

15 **The motion carried.**

16
17 **MOTION:** by Mr. Pascucci

18 *Move to reduce Line 810, Mileage, to \$1*

19 **SECOND:** by Mr. Spencer

20
21 Mr. Pascucci commented that Line 810 was not used last year.

22
23 **VOTE: 6-1-0, with Mr. Brunelle opposing.**

24 **The motion carried.**

25
26 **MOTION:** by Mr. Cutter

27 *Move to reduce Line 750, Furniture/Fixture Purchases, by \$750*

28 **SECOND:** by Mr. Pascucci

29
30 Mr. Brunelle asked Committee members to keep in mind that a pavilion is being built. He noted
31 that reducing the line will not allow us to purchase benches.

32
33 Mr. Pascucci commented that the pavilion is now an asset of the town that was not brought to the
34 voters. He noted that assets need to be maintained.

35
36 Mr. Brunelle indicated that benches and tables would have been purchased regardless if the
37 pavilion was built. He noted that many events occur there and a pavilion will add cover for
38 patrons.

39
40 Mr. Pascucci asked if any purchases can be included in the warrant.

41
42 Mr. Cutter asked about reducing the line to zero and purchasing with this year's funds. Mr.
43 Hoch indicated that we have to transfer from other lines for repairs/maintenance this year. He
44 noted what has been proposed is based on increased use of the facility. He asked Committee
45 members to consider what has been spent this year in the lines that are being reduced.

46

1 Mr. Brunelle commented that the Recreation Commission is resetting priorities and holding back
2 on some lines to prioritize what is needed this year.

3
4 **VOTE: 4-3-0, with Mr. Brunelle, Mr. Bourque and Mr. Vaillancourt opposing.**
5 **The motion carried.**

6
7 Mr. Spencer asked when the Committee will receive the revenue forecast. Mr. Hoch indicated it
8 would be in mid-November.

9 10 **6. SCHOOL BUSINESS**

- 11 • General Updates

12 Mr. Bourque reported School Board reviewed the CHS and Technology budgets. He mentioned
13 that the School Board inquired about the town's decision not to publish the town report. He
14 noted that the RSA requires the annual report to be published.

15
16 Mr. Hoch indicated that a small number of paper copies of the annual report will be available.

17
18 Mr. Bourque commented that there was a question regarding the School District annual report.
19 Mr. Brunelle indicated the School District report can be included with the Town report.

20
21 Mr. Pascucci asked for copies of the invoices for power sweeping at each school. He wanted to
22 know how often it was done. Mr. Bourque indicated power sweeping is done twice each year.

23
24 Mr. Pascucci asked if any funds were unspent in that budget line.

- 25
26 • LSB Planning and Building Advisory Committee

27 Mrs. Couture confirmed she received email regarding information that tracking of building assets
28 will part of maintenance.

29 30 **7. MEMBER INPUT/NEW BUSINESS**

31 Mr. Cutter distributed a new budget review schedule with changes. He noted that several
32 members have conflicts with some meeting dates. He noted that in light of these conflicts, the
33 next meeting date would be November 14. Mr. Cutter indicated the Committee can vote on the
34 remaining town budgets and bottom line on November 21 as well as review the School Board
35 budgets scheduled for that night.

36
37 Mr. Spencer asked when the town warrant articles will be reviewed. Mr. Cutter indicated that
38 they will reviewed on November 14 pending availability.

39
40 Mr. Brunelle appeared concerned that the Budget Committee will not meet for three weeks. Mr.
41 Spencer indicated that he would rather have the whole Committee vote on the Police budget as it
42 is very big.

43
44 Mr. Brunelle was concerned that some town employees will be on vacation and may not be
45 available to respond to Committee members' questions. Mr. Spencer commented that questions
46 will be provided soon.

1
2 Committee members agreed on the revised budget review schedule.

3
4 **8. PUBLIC INPUT**

5
6 • **Upcoming meetings**

7 The next meeting of the Budget Committee will be held on November 14, 2013.

8
9 **MOTION:** by Mr. Spencer

10 ***Move to adjourn.***

11 **SECOND:** Mrs. Couture

12 **VOTE: 7-0-0.**

13 **The motion carried unanimously.**

14
15 There being no further business, the meeting adjourned at 9:17 p.m.

16
17 **Minutes by:** *Michele E. Flynn (Recording Secretary)*

18
19 **Date approved:**

DRAFT