

## Municipal Budget Committee

### Meeting Minutes

November 6, 2007

Corner Meeting House

Chairman Ron Mitchell opened the meeting at 6:30 p.m. Also present were Committee members Ken Knowlton, David Morse, Mark Roberts, Linda Frawley, Norma Patten, Albert Akerstrom and Ken Ellis. Others in attendance were Town Administrator Jeanne Beaudin, Selectman Ron Cormier, Town Planner Candace Daigle, Assistant Bookkeeper Denise Rollins, Police Chief Vincent Baiocchetti, Police Lieutenant Mark Lewandoski, Fire Chief Jim Davis, and Deputy Fire Chief Sean McCarty. Gary Flack and Rich Fournier were absent from the meeting.

#### Minutes

Chairman Mitchell moved to accept the minutes of the October 30, 2007 meeting as written. Mark Roberts made the motion, seconded by Ken Ellis and was passed.

Town Administrator Beaudin asked the Committee members if they would be meeting on Tuesday, November 20 since it is Thanksgiving week. Chairman Mitchell said they should meet so they can get as much done before the holidays and he will be gone the first two weeks in December. Linda Frawley feels that this is a busy time for everyone and should not meet that week. The members decided to make a decision at next week's meeting.

#### Police Department Budget

Chairman Mitchell asked Chief Baiocchetti to give an overview of the Police Department. Chief Baiocchetti said that 2007 has been an active year. Charles O'Connor retired after 18 years. Richard Mann was promoted to Sergeant. Adam Hawkins and Steven Akerstrom were both promoted to Corporals.

The Detective has been active with her cases. There was a large burglary that occurred in the middle of 2006. This year working with the Moultonborough Police Department they were able to recover \$98,000 worth of stolen jewelry.

The Department has continued to provide several community service programs to the residents. They host three lunches for the seniors. They also help out at other events such as Old Home Day, NASCAR racing and the Timberman Triathlon. They also are present at elections, and town meetings.

The Town gets reimbursed for the help that the Police Department gives to NASCAR and Timberman Triathlon events. The pay for this is taken out of the Special Duty line. Linda Frawley asked if the reimbursement money goes back into the general fund. Chief Baiocchetti said it does.

Chief Baiocchetti further explained that the special duty rate the officer gets is \$30 an hour. A \$5 an hour administrative fee and an \$8 an hour fee for the use of the cruiser is also billed out. The officers receive this rate when they work at the NASCAR and Timberman Triathlon and also on the Route 3 project. When they work at the other events such as Old Home Day they get time and a half but it also comes out of the Special Duty line. To date he said that \$86,000 has been billed for special duty and \$75,523 has been collected.

Chairman Mitchell noted that the statistics for calls for service for the last three years have been holding steady. It seems to have leveled off.

Linda Frawley asked what would be considered a call for service. Chief Baiocchetti said that it is something that the officer has to expend some time on. It takes about an hour for a call for service.

David Morse noted that criminal mischief has gone down significantly. Chief Baiocchetti said that they have been doing a lot of expanded patrols. The officers get out of their cruisers during their shift and patrol the village and park area so there is an increased police presence. They also have motorcycle and bicycle patrols.

Ken Knowlton asked if Chief Baiocchetti had an idea of what percentage of their motor vehicle summons are on local roads or state roads. Chief Baiocchetti told him he did not have that information with him but would see if he could get it.

Norma Patten moved budget items 01-4210-120 to 01-4210-125, seconded by Ken Ellis.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Knowlton moved budget items 01-4210-140 to 01-4210-240, seconded by Mark Roberts.

David Morse asked about the increase for part time dispatchers. Chief Baiocchetti said that he would like to expand the hours on Saturday coverage until 2 a.m. since it such a busy time. They get a lot of arrests at that time and Belknap County is extremely busy.

Chief Baiocchetti would like to increase line item 01-4210-239 to \$11,000. The Board of Selectmen approved it. Selectman Cormier said that this line needs to be amended.

David Morse made a motion to amend budget item 01-4210-239 to \$11,000. Norma Patten seconded it.

With no further discussion Chairman Mitchell called for a vote on the amended budget item; the vote was unanimous in favor, the motion passed.

With no further discussion Chairman Mitchell called for a vote on budget items 01-4210-140 to 01-4210-240 with the exception of 01-4210-239. The vote was unanimous in favor, the motion passed.

### Police Department Capital Requests

Ken Knowlton moved budget item 01-4903-303, seconded by Ken Ellis.

Chief Baiocchetti said he would like to upgrade their HVAC system by putting in some air returns. The evidence and booking rooms are cold while other rooms get hot. He would also like to purchase some new office furniture, replace office desks and chairs and provide cubicles for work space. He would also like to replace the flooring. The carpet is 12 years old. Lastly, he would like to replace the security cameras

David Morse thought the Police Department had just got their vents cleaned. Chief Baiocchetti said that they had but that's not the problem. It's the lack of circulation in the building. Chairman Mitchell said that it's basically a supply system. They need to put an air return in.

Linda Frawley asked if the work stations can be moved. Chief Baiocchetti said they can. David Morse asked why he needs 8 workstations when only two will be utilized at one time. He said the officers need a place for their paperwork and personal items.

David Morse asked why he wanted to replace the security cameras. Chief Baiocchetti would like to replace them with digital recorders. The ones presently there do not have audio.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Ellis moved budget item 01-4915-006, seconded by Mark Roberts.

Chairman Mitchell asked what the mileage is on the police vehicles that need to be replaced. Chief Baiocchetti said they will not be replacing them until next summer. They will have about 100,000 miles on them. Chairman Mitchell asked if they plan on staying with Crown Victoria's. Chief Baiocchetti said yes. He said he tries to replace them when they get 100,000 miles on them which are about every 3 or 4 years.

Linda Frawley asked if the vehicles are parked at the station or do they get taken home. Chief Baiocchetti told her that the Chief, Lieutenant, Sergeant and Detective take their vehicles home since they would be the ones called out.

### Executive Budget

Town Administrator noted that they are proposing to increase the Selectmen's wage line to an addition \$500 per Selectman. She said she looked at how much they participated in meetings and such. It average to about 15 hours a week so that would be about \$6.41 an hour.

Linda Frawley said that she thinks that every Selectman cares about their community. That's why they serve. Some towns pay their Selectmen more and some pay them less. She had results of a study comparing towns which she passed around to the other members. She recommended that the Selectmen's pay stay where they are right now.

Selectman Cormier told the members that Town Administrator Beaudin brought this increase to the Board. She showed them where there are smaller communities that pay their Selectmen more.

Fire Chief Davis and Deputy Fire Chief McCarty left at 7:45 p.m.

Town Administrator continued on with explaining changes in the other lines in the Executive Budget. She noted that line 01-4130-297 has been over expended because of the work they did with Local Government Center searching for a new fire chief. Also included in this line is the Wage and Salary study done by Local Government Center. The copier lease line and the general expense lines have also increased.

David Morse moved budget items 01-4130-101 to 01-4130-999, seconded by Mark Roberts.

David Morse moved to amend budget item 01-4130-101 back to \$13,500, seconded by Norm Patten.

With no further discussion Chairman Mitchell called for a vote on the amended budget item; the vote was passed. Albert Akerstrom opposed.

Linda Frawley questioned why the Town Administrator and Town Planner positions were included in the wage study since they are contract positions. Town Administrator Beaudin said they felt it was important to include them for comparison. Selectman Cormier said that including them gives them a baseline. Town Administrator Beaudin said that Belmont was compared to other towns based on population, salary, budgets and fulltime police and fire departments.

Chairman Mitchell called for a vote on budget items 01-4130-105 to 01-4130-999; the vote was unanimous in favor.

### Property Taxation

Town Administrator explained that there is a reduction in the appraisal fees. The only increase is in the service contract line. It has been increased to \$8100. This will include the fee for web service hosting.

Ken Ellis moved budget items 01-4152-101 to 01-4152-710, seconded by David Morse.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

### Legal Expenses

Ken Knowlton moved budget item 01-4153-275, seconded by Norma Patten.

Town Administrator Beaudin told the members that she had increased this line in 2007 in anticipation of code enforcement related issues and union negotiations.

Linda Frawley asked what law offices that the Town uses. Town Administrator told her that they use Mitchell & Bates for the Town's general legal matters and they use Devine, Millimet & Branch for personnel issues.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

### General Government Buildings

David Morse moved budget items 01-4194-201 to 01-4194-880, seconded by Ken Ellis.

David Morse inquired as to why there is a Ground Maintenance line since the Town employs a maintenance person. Town Administrator Beaudin explained that this line item is used more for materials needed like plants and other supplies used for ground maintenance.

Town Administrator Beaudin explained why line 01-4194-711 has decreased for 2008. She said that the \$3500 budget for 2007 was for the initial fill for the Propane Emergency Generator. She said she spoke with Public Works Director Jim Fortin and he said the \$2000 budgeted for 2008 should be enough to maintain it by running it once a week.

Linda Frawley thanked Town Administrator Beaudin for her initiative for doing the PSNH study. Town Administrator Beaudin said she was hesitant to reduce the electrical budget for 2008 since the changes that will be done from the study will not occur until after town meeting.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

Ken Ellis moved budget items 01-4194-910 to 01-4194-980, seconded by Norma Patten.

Town Administrator Beaudin told the members that the daycare has recently been sold to Lakes Region Daycare. She said the revenues to date from the mill are approximately \$72,990.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Insurance not Allocated Elsewhere

Albert Akerstrom moved budget items 01-4916-616 to 01-4916-626, seconded by Ken Ellis.

Town Administrator Beaudin told the members that Local Government Center gave them much lower rates than Primex for Worker's Compensation so they will be changing to them.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Street Lighting

David Morse moved the budget item 01-4316-220, seconded by Albert Akerstrom.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Tan Anticipation Debt

Ken Ellis moved budget item 01-4723-001, seconded by Albert Akerstrom.

Town Administrator Beaudin told the members that the Board of Selectmen voted to increase this line item to \$15,000. She explained that with the tax bills going out 6 weeks later this year the Town will need to borrow to pay the November & December monthly school payments and also the Belknap County tax due in December. This

increase will cover the expected interest to do this. David Morse asked how much they will need to borrow. She said they plan on borrowing 2.5 million dollars.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Principal Debt Service

Ken Knowlton moved budget items 01-4711-001 to 01-4711-003, seconded by Ken Ellis.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Interest Debt Service

David Morse moved budget items 01-4721-001 to 01-4721-003, seconded by Ken Ellis.

With no further discussion Chairman Mitchell called for a vote; the vote was unanimous in favor, the motion passed.

#### Next Meeting Date

The Committee will meet next Tuesday, November 13, at 6:30 p.m. at the Corner Meeting House.

Adjournment

Chairman Mitchell requested a motion to adjourn at 8:45 p.m. Albert Akerstrom made the motion, seconded by M. Roberts and passed unanimously.

Approved:

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Chairman Ronald Mitchell

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Gary Flack

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Ronald Cormier, Selectman

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Ken Ellis

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Kenneth Knowlton

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Albert Akerstrom

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Norma Patten

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Linda Frawley

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David Morse

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Mark Roberts

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Rich Fournier

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Submitted by:  
Denise Rollins

Date: \_\_\_\_\_