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**BUDGET COMMITTEE MEETING MINUTES**  
**December 3, 2015**

Members Present: Virginia Doerpholz, Martin Nolan, Natasha Michelson, Ben Thomas, Fred Wilkinson, Win Wright and Selectmen, Susan Silverman

Members Absent: Carl Hagstrom, Selectmen's Representative, Nancy Carney.

Vice Chairman Wright convened the meeting at 7:00 p.m.

7:10 – Police Department Budget:

Chief Leonard DiSalvo presented the Police Department budget.

Line 440 – Rental/Leases –Chief DiSalvo reported that he had allotted \$12,000 for a new cruiser but this should come up as a Warrant Article, so the \$12,000 should be taken out of the budget.

Line 120 – Salaries – Part-Time – this reflected 3 part-time officers at 216 hours but an extra shift at a cost of \$5,000 was mistakenly added in. The request should be reduced to \$80,267.44.

Ms. Silverman stated these two adjustments took \$17,000 off of the bottom line and asked Chief DiSalvo to resubmit his budget with the changes.

Line 110 – Salaries – Full-Time – was based on 3 full-time officers. Mr. Wilkinson asked how many part-time employees there were and Chief DiSalvo stated that there were 5. Mr. Nolan asked about the \$2,500 that it was more than the cost of living adjustment. Chief DiSalvo stated there was a step increase for two employees. Mr. Nolan asked if the new wage scale affected any employees and Chief DiSalvo reported that it affected part-time employees but didn't affect full-time employees.

Mr. Nolan asked about Line 140 – Overtime - \$10,000. Chief DiSalvo stated he lost a part-time officer and hired 2 part-time officers and that he was keeping the budget the same. Chief DiSalvo reported the 2 new part-time officers would be going to the academy and one employee was going last year but due to complications didn't go, so 3 would attend the academy in February, which accounts for the increase in part-time.

Ms. Silverman asked if they were paid their regular salary plus time at the academy and Chief DiSalvo stated it was 216 hours plus their 8 hours for the 3 months. Same number of shifts – difficult with part-time employees working other jobs.

Chief DiSalvo talked about the difficulty of scheduling part-time officers. Ms. Silverman asked about sending the part-time officers to the academy and if there was an agreement. Chief DiSalvo shared that a 3 year contract was done and discussion was held on whether it was enforceable in court. Chief DiSalvo shared that previously full-time officers signed a contract. Mr. Nolan stated the contract should be legally binding and Mr. Wright shared that it was true but then you had to look at your legal expenses to enforce.

Line 315 – Consultant Services - \$2,000 - for licensing – additional money for computer services. Mr. Nolan asked why the \$300 increase when he only spent \$360 this year. Ms. Silverman stated expenses were through October and not a full year. Chief DiSalvo shared that the department switched from Crime Star to IMC, which was far superior. Chief DiSalvo talked about the advantages of the new system.

Ms. Silverman asked about Line 342 – Data Processing – increase of \$200. Chief DiSalvo stated it was their email accounts. Ms. Favreau shared it was \$70 per month through WiValley. Mr. Nolan asked why it couldn't be on the same system and Ms. Favreau shared that WiValley was the internet service for everyone.

Mr. Wright asked about Line 560 – Dues/Subscriptions - \$600. Chief DiSalvo shared that it was RSA updates manual.

Ms. Silverman asked about Line 629 – Equipment Purchase - \$2,500. Chief DiSalvo shared that it was ammunition and equipment for the entire department – guns, tasers.

Line 635 – Gasoline - \$14,000 – with prices being low, Chief DiSalvo thought that \$10,000 could work, with fluctuations in pricing – there could be some flexibility in that line. Mr. Nolan stated it looked like pricing would be down for a while.

Chief DiSalvo reported that he had talked with the Board of Selectmen about losing a part-time officer and the funding allocated for that position for the year. The Board of Selectmen suggested prebuying gasoline to offset that figure. Ms. Silverman asked if Chief DiSalvo could reduce that figure any further and Chief DiSalvo stated if he prebought \$5,000 worth of gasoline it would drop his 2016 funding request to \$9,000.

Mr. Nolan stated \$14,000 was still what Chief DiSalvo wanted and that \$5,000 would be surplus from this year and drop \$5,000 from next year's request. Mr. Nolan shared that pricing through this year should stay down and he didn't think there would be any wholesale increases as there was pressure for it to go down. Chief DiSalvo asked if the Board of Selectmen could talk about this on Monday and authorize \$5,000 for prebuying gasoline. Mr. Wilkinson stated there would be approximately \$4,000 remaining in this year's budget and that Chief DiSalvo should be able to reduce his 2016 budget request.

Ms. Silverman shared that any unexpended funds would go into the general fund and that it would be okay. Mr. Wilkinson asked where gas was purchased from and Chief DiSalvo stated gasoline was purchased from the State and that he had a credit card for Exxon in case it was needed. Ms. Favreau shared that it wasn't necessarily a prebuy – it would be a credit as we have an account with the State.

Ms. Silverman stated prebuying would be looked at in the next couple of weeks and an amount determined. Chief DiSalvo stated he would pull the exact number after discussion with the Board of Selectmen.

Line 684 – Uniform Purchase/Clean - \$2,500 – this included dry cleaning. Mr. Wilkinson stated this year the budget was at \$3,916.48 and Chief DiSalvo shared it was due to losing an officer and outfitting the 2 new part-time officers.

Line 830 – Training – most classes are free but due to budget constraints – would now cost the Town for officers to attend. Private people are being brought in to do the classes and Chief DiSalvo stated the academy might run out of money in June and he didn't know how they would fix it.

Ms. Doerpholz asked about gasoline and why do it if the price wasn't locked in. Ms. Silverman shared that prebuying wasn't the correct term and that the money had been raised for 2015 and by using that money to work up a credit, the 2016 budget could be reduced. Mr. Nolan stated they could offset the taxes by that amount – it is cleaner that way.

Ms. Silverman shared that the bottom line looked great and that there was only a \$3,000 increase in the budget.

Mr. Wright asked if there were any questions.

7:40 – Animal Control Officer Budget:

Chief DiSalvo presented the Animal Control Officer budget.

Chief DiSalvo shared that he had talked with the Board of Selectmen about Line 830 – Training - \$800. Previous ACO's have attended this training in the past and Chief DiSalvo shared that Warren Hall was interested in attending the extensive training at UNH. Chief DiSalvo discussed what the training would consist of.

Mr. Nolan stated that Line 825 – Mileage/Travel Expense - \$1,500 was also for local travel and that Mr. Hall used his own vehicle. Ms. Silverman asked if the issues had been resolved with how the Humane Society was charging the Town. Chief DiSalvo stated he would talk with Mr. Hall, as he wasn't sure. Ms. Silverman talked about how the Town was being charged and Ms. Favreau shared that we were told that we need to pay or else.

Mr. Wright asked if there were any questions.

Mr. Wright thanked Chief DiSalvo for meeting with them.

Mr. Wright asked members to review the minutes of last week's meeting.

Mr. Nolan made a motion to approve the November 19, 2015 Minutes. Mr. Wilkinson seconded. Ms. Doerpholz and Mr. Thomas abstained. The motion passed.

Members reviewed the Conservation Commission budget and Mr. Nolan stated the final figures from CIP were not ready.

Ms. Silverman shared that Capital Outlay was included in their bottom line and that it would be helpful to separate out into Operating and Capital Outlay and the \$3,335 was their operating request.

Mr. Wright asked about Line 710 – Land - \$5,000 – want to build the fund up again – nothing specific. Ms. Doerpholz stated they needed to put it in.

Mr. Wright stated it was a very conservative budget. Mr. Nolan asked if Line 120 – Salaries – Part-Time - \$1,100 was for the Secretary and Ms. Favreau confirmed that it was. Mr. Wright asked if the cost of living adjustment was included in the budget as it only increased \$100.

Mr. Wright asked if there were any questions and that the budget was pretty basic. Mr. Wright also asked if they would revise the budget. Ms. Silverman stated she mentioned it in general and Mr. Nolan stated they didn't need to revise their budget. Discussion continued about revising the form for next year.

There being no further business, Mr. Wright adjourned the meeting at 7:50 p.m.

Submitted by;

Sheryl White  
Secretary