

HAMPTON MUNICIPAL BUDGET COMMITTEE AGENDA

BUDGET WORK SESSION

Date: Tuesday, December 1, 2015

Time: 7 p.m.

Place: Selectmen's Meeting Room

Budget Committee Members Present

Eileen Latimer, Chairman

Brian Lapham, Vice Chairman

Nick Bridle

Scott Blair

Michael Pierce

Maureen Buckley

Sunny Kravitz

Jim O'Loughlin

Stephen LaBranche

Timothy "Citizen" Jones

Sandra Nickerson

Michael Plouffe

Jerry Znoj, School Board Representative

Phil Bean, Selectman Representative – Left at 9:46 p.m.

Absent (excused)

David Wood

- 1) Chairman Latimer Called to Order at 7:00 p.m.
- 2) Pledge of Allegiance
- 3) Introduction of members
- 4) Correspondence

Chairman Latimer said last night the Selectmen approved 3, 4 & 6 of the Consent Agenda of 11-17-15, and will we have it by Thursday or Friday, Fred?

Town Manager Welch: we are very busy at the moment, #3 will come from the Assessor.

Chairman Latimer said #3 comes from the Assessor, #4 has been answered, and #5 has to do with the undesignated fund balance.

Town Manager Welch: #5 will require the auditor and I cannot give you an exact figure, but the figure will be between \$400,000-\$500,000 but that is not exact.

Chairman Latimer said and that is on hand, that is the cash balance.

Town Manager Welch: that is the amount of surplus.

Mr. Jones asked cash?

Town Manager Welch said there is no such thing as cash in municipal government.

Mr. Jones asked if it was a liquid asset.

Town Manager Welch said it is an asset.

Mr. Jones said a liquid asset is defined by general accounting principles.

Town Manager Welch said the legislature makes the accounting principles for municipal governments, not general accounting systems.

Chairman Latimer said that leaves #1 and #6; I spoke with the Town Treasurer, she was unavailable for tonight's meeting. Forward questions for her and send to me and I will forward them to Ms. Lavin, then we can get together at a later date.

Chairman Latimer said that the Town Manager had exception to #1 on the Consent Agenda.

Town Manager Welch said yes, the Budget Committee is not an operational board, the Selectmen are; anything that is not operational we will provide, anything that is operational is outside your purview by statute.

Chairman Latimer said if that request was rewarded removing the word operational.

Town Manager Welch said to give it a try.

Chairman Latimer said our intent needs to be clear, we are not looking to interfere we are looking to have qualified people to have an open discussion and just review the needs.

5) Work Session 6

Presentation & Questions of following 2016 departmental requested budgets:

A. Police – Chief Sawyer and Deputy Chief Hobbs

Chief Sawyer said the goal was to come in as close to last year's budget. There are areas where there were very little changes. We are going up 1.64% in the in the administrative subtotal.

Mr. Blair asked if there was any holiday expense.

Chief Sawyer: said yes there are, but the numbers you have are through September 30, 2015 and per contract they get paid the end of November beginning of December and get paid in one lump.

Mr. Blair said the vehicle maintenance average went up.

Chief Sawyer said the vehicle maintenance actual in 2014 was \$1,572 and our actual to date this year is \$1,326 and anticipate it will go up by the end of the year.

Mr. Lapham asked if encumbrances were all used up yet.

Chief Sawyer said no.

Mr. Jones asked about supplies and expenses.

Chief Sawyer said it was going up 12.24% due to anticipated fee increases.

Mr. Znoj said the gasoline costs at the pump were less than buying from state. Mr. Znoj wants the Chief to comment on training.

Chief Sawyer said we attract the best in law enforcement, but cannot tell him what the mandatory training costs are going to be from the state, the federal government with what is going on in the country.

Chief Sawyer said the subtotal on crime control is \$491,011 and that is a 12.37% increase. I made some adjustments in assignments and highlighted earlier in the year for the first time the HPD has assigned a member of the department to a Federal Drug Enforcement Task force full time; due to this I shifted a patrolman into a detective position, so that is primarily what the increase is for.

Mr. Blair said the overtime was \$16,651 through October of this year and you are requesting \$34,000.

Chief Sawyer said because of having one detective who works part time with HSI (Homeland Security) task force, another detective that is full time with the DEA task force. The two task forces reimburse the Town of Hampton for overtime fees.

Mr. Blair asked if we would have this next year.

Chief Sawyer said he cannot guarantee that he gets the overtime reimbursement back from the Federal Government.

Mr. Blair asked why under rentals and leases there was an increase from \$475 to \$2,268.

Chief Sawyer said not all the detectives had phones, but we did that this year, plus we upgraded all the phones.

Mr. Znoj asked about the uniform pay for detectives, are they in plain clothes.

Chief Sawyer said yes.

Mr. Znoj asked if we were paying for their suits.

Chief Sawyer said it is a contractual obligation, and they need to have a uniform ready in case it is needed.

Mr. Znoj said supplies and expenses to date annualized is at \$4,800; the average has been \$4,000 and now you are asking \$6,972.

Chief Sawyer said the actual right now is \$4,032 and will exceed \$5,000 at end of year; we added professional memberships because of computer issues, National Crime Investigators Association Membership for each of the detectives, and the general specialized video enhancement duplication also the Crimeline paid a fee that was a one-time donation.

Chairman Latimer said last year it was recommended if there was money left out of the 2014 budget that a request would be put in and purchases would be made from that money rather than having them go into the undesignated fund in the reserves, so was that ever done?

Chief Sawyer: we were talking about the encumbrances for the uniforms, which covered the new officers coming in and we equipped a lot of that with the encumbrance money.

Chief Sawyer: said the traffic control we are down 1.46%.

Chairman Latimer asked how often and how many vehicles were changed out per year.

Chief Sawyer said they change out 3 cars per year, due to high mileage and the wear on the patrol cars. The administration cars are not changed out as often.

Mr. Znoj asked why there is an increase in vacation time from \$65,000 in to \$86,000.

Chief Sawyer said due to anticipated contractual increases.

Mr. Blair asked if there was any change in staffing.

Chief Sawyer said no there are 34 full time officers.

Mr. Blair said it is a big jump.

Chief Sawyer said I understand it is, but as you stay longer you earn more time, plus there are step raises.

Chief Sawyer said training is at \$30,274 and is up 21.62%. Some of the increases we are experiencing in that area is a less lethal option such as a bean bag gun, pepper gas and these options have a shelf life and need to be replaced.

Chairman Latimer said who we are talking about in this training?

Chief Sawyer said anyone in the department.

Chief Sawyer said Support Services are down 1.95%.

Mr. Blair asked why there is a large jump in uniform allowance; is it because this year it was covered by a warrant article?

Chief Sawyer said yes this year everybody is going to be covered by the budget.

Mr. Jones asked what a senior police custodian?

Chief Sawyer said he cleans the building, and has been with the town over 30 years.

Chairman Latimer asked why is there an expenditure under internal private detail.

Chief Sawyer said we had a number of town projects this year and I had to pay the officers at the private detail rate.

Mr. Jones asked if the police station had flood insurance.

Chief Sawyer said he did not know, would have to look into it.

Chairman Latimer asked about the line that states grants, you are showing an expenditure?

Chief Sawyer said that would be the highway safety grants.

B. Animal Control

Chief Sawyer said there were minimal increases.

Mr. Bridle asked about the increase in supplies and expense.

Chief Sawyer said it was due to the new truck upgrades.

C. Emergency Management

Chief Sawyer said it has not changed, but emergency management is growing and will need to increase this in the future.

Chairman Latimer added a new date January 8, 2016 to the schedule to discuss Warrant Articles. Everyone should be preparing their own excel spreadsheet for review. I am going to change the wording on the request as the words operation procedures was what they took exception too.

Ms. Nickerson asked what the intent on going down to Public Works?

Mr. Lapham said information.

Ms. Nickerson said did we do that to the police department, the fire department? What are we trying to glean out of Public Works that they cannot they come and sit here and give us the information?

Chairman Latimer said I think the magnitude is that they are asking for \$5,000,000 in warrant articles.

Mr. Bridle said does that mean we cannot offer up questions?

Mr. LaBranche said it means they want to buy a fleet of new trucks and if Mike goes down there. I remember last year they wanted to buy a couple of new trucks and then Mike went down there and said it is ridiculous.

Ms. Nickerson said we are out of our realm as a Budget Committee to be going down to Public Works or any other department crawling underneath the truck.

Chairman Latimer said we are not suggesting that.

Ms. Nickerson said that was done; I just think are we overstepping our bounds as a Budget committee to going down to the departments looking at automobiles, looking at trucks.

Mr. Bridle said I think you have an excellent point.

Mr. LaBranche said so you are saying we do not belong down there.

Ms. Nickerson said I absolutely do not think we should be micromanaging the departments.

Mr. Bridle said I agree, if we have specific questions we can put them in writing and if they do not want to answer those questions and they are going to come here and say I

want three new trucks, well then you better bring proof. The Town Clerk came and said I want to increase my part time staff and she brought proof by having a picture of all the files that did not get filed this year. If you have trucks that are in disrepair bring us evidence so that we can make a better informed decision.

Mr. Jones said we are not slaves or subordinates to the Town Manager or the Board of Selectmen, we are a separately elected body and if we cannot stand up for ourselves, we fall down quite definitely we have to stand up for our authority and our duty.

Chairman Latimer said we have two choices here; the first one is to revise it and send back and see if we get a different response; the second one is that we forget about all of it as we are so late into this, we forget about a visit to the DPW and move on. I would expect the DPW session would be lengthy.

Timothy "Citizen" Jones MOTIONED to change the wording Operational Services to Services Performed SECONDED by Stephen LaBranche.

Vote: 9 Yes, 4 No (Lapham, Bridle, Nickerson, O'Loughlin), 0 Abstentions

7) Review of Minutes

8) Adjournment

Stephen LaBranche MOTIONED to adjourn SECONDED by Nicholas Bridle at 10:19 p.m.

Vote: 13 Yes, 0 No, 0 Abstentions

Respectfully,

Eileen Latimer, Chair
T. Y., Secretary