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**MINUTES OF THE
BUDGET COMMITTEE**

**MEETING OF
October 08, 2009**

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01) OPEN MEETING

9 The Municipal Budget Committee Meeting of Tuesday, October 08, 2009 was called to order at
10 7:00 p.m. at Knightly Meeting Room, 33 Geremonty Drive, Salem, New Hampshire.

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02) PLEDGE OF ALLEGIANCE

14 Chairman Rayno opened the meeting with the pledge of allegiance and introduction of members.

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03) INTRODUCTION OF MEMBERS

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MEMBERS PRESENT:

20 Peter Rayno, Chairman
21 Michael Carney, Jr., Vice-Chairman
22 Russell Frydryck, Secretary
23 James Randazzo
24 Jim Ribaud
25 Stephen Campbell

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27
28

MEMBERS ABSENT:

29 Ann Marie David

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OTHER MEMBERS PRESENT:

32 Attorney Bernard Campbell, Salem School Board Representative, arrived at 8:50 PM
33 Arthur Barnes, Board of Selectmen Representative
34 Jonathan Sistare, Town Manager
35 Jane Savastano, Director of Finance
36 Melanie Murray, Budget and Accounting Manage

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04) RECEIPT OF CORRESPONDENCE & MINUTES/APPROVAL OF MINUTES:

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MOTION by Mr. Frydryck to receive the following items:

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46
- Receive a memo dated October 8, 2009 form Melanie Murray in regards to questions raised at the previous nights meeting.

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2 **SECOND: Mr. Carney**
3 **VOTE: 7-0-0**

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6 **05) 2010 TOWN BUDGET REVIEW:**

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8 Chief Donovan noted that the budget had increased by 3% or \$227,514.00, stating that
9 \$128,554.00 of that increase was the COPS Grant, which was 100% reimbursable. He added that
10 of the remaining \$99,462.00; \$53,160.00 of that was contractual and based on step increases and
11 the remainder \$46,302.00 was mainly due to the increases in health insurance, retirement and
12 worker's compensation. Chief he noted that the increases over the past two years had been three
13 tenths of one percent.

14
15
16 ***Police Administration, Page 106***

17 Chief Donovan highlighted the changes in the budget: noting that were two openings and the
18 possibility of two retirements, as well as two not coming off of workers compensation. He also
19 commented that line item 4200, office supplies had been merged with the line in Police Support
20 Services.

21
22 **Questions:**

23 Mr. S. Campbell referenced regular pay and asked if this was step carryover. Ms. Murray stated
24 that this was a carryover for the administrative assistant. Mr. S. Campbell requested the salary
25 and benefit information for the Assistant Deputy Chief's position. Mr. S. Campbell asked if the
26 Holiday Pay was just for the Chief and Deputy Chief. Ms. Murray stated that it was.

27
28 Chairman Rayno asked for backup for the salary changes.

29
30 ***Police Support Service, Page 109***

31
32 Chief Donovan highlighted the changes in the budget noting the increase in ammunition price
33 and noting that they were only requesting half of what they though they would use in academic
34 reimbursement.

35
36 **Questions:**

37 Mr. Carney referenced line 4113, court time and asked of the change in the state law regarding
38 misdemeanors would affect court time Captain Patton explained the difference between Class A
39 and Class B charges and stated that this would minimize the cost of public defenders, as Call B
40 violators would not be entitled to counsel.

41
42 Mr. S. Campbell referenced line 4092, temporary pay, and asked if we had a police officer at the
43 school. Chief Donovan replied that we did. Mr. S. Campbell questioned where the increase of
44 \$3,600.00 in this line was coming form. Chief Donovan stated that the crossing guard was
45 working a traffic post.

1 Mr. S. Campbell referenced overtime pay and questioned the amount budgeted. Chief Donovan
2 responded that they put more officers out on the street during the Holiday season, and added that
3 he used a three-month average.

4
5 Mr. S. Campbell referenced Holiday Pay line 4110, and thinks it may be high as this is only paid
6 twice a year.

7
8 Mr. S. Campbell referenced canines, line 4213 and questioned if the budgeted amount was
9 accurate based in prior years. Chief Donovan replied that they have a second dog, adding that
10 there was \$500.00 in the donation account, which was lower than the balance the previous years.

11
12 Mr. S. Campbell referenced ammunition, line 4221, and questioned the actual. Chief Donovan
13 stated that they had not done night fire yet.

14
15 Mr. S. Campbell referenced academic reimbursement, line 4223, and stated that it was not being
16 used. Chairman Rayno also commented that in 2008 this line was at \$1000.00. Chief Donovan
17 explained that he had polled the officers and it was estimated that approximately ten officers
18 would be taking advantage of this, and noted he only budgeted half. After some discussion as to
19 if this would be used and whether it was budgeted appropriately the discussion ended.

20
21 Mr. S. Campbell referenced gas and oil, line 4237 and asked how many vehicles the department
22 had. Captain Patton responded that they had thirty-nine vehicles, not including trailers. Mr. S.
23 Campbell asked how many vehicles the department had in 2004. Captain Patton stated that he
24 was not sure, but added that now we also have the motorcycles and the under-cover fleet. Mr. S.
25 Campbell asked how many policemen we had. Captain Patton replied that we had 60 officers.
26 Mr, S. Campbell asked if we had considered how the leasing program would affect vehicle
27 maintenance and all other relative items. Ms. Savastano indicated that the information had been
28 included in the leasing package.

29
30 Mr. S. Campbell referenced memberships and publications and questioned if they all were
31 needed. Mr. Sistare commented that the Police Chiefs contract included membership. Mr. S.
32 Campbell requested a copy of any individual contracts that had been executed.

33
34 Mr. S. Campbell referenced line 4458, vehicle maintenance and stated that this should not be put
35 in maintenance and leasing.

36
37 Mr. S. Campbell asked if there was a new estimate for line 4606, emergency equipment. John
38 Lasowsky stated that this line was for Body Armour, and noted that we had received a grant and
39 50% would be reimbursed to the town. He also stated that we needed five pieces with a cost of
40 approximately \$600.00-\$700.00 a piece.

41
42 Mr. Carney referenced the motorcycles and asked if they were supplemental to the shifts already
43 deployed. Captain Patton commented that the shifts were deployed form 10:00 PM to 2:00 AM
44 to cover peak times. Chief Donovan added that it was a priority for the department to keep these
45 peak times covered. They further explained how the shifts were deployed and what was
46 contractual

1
2 Mr. Carney asked if we paid a ¼ hour on every shift to every person. Chief Donovan stated that
3 this was contractual added that all personnel attend roll call to exchange information. After some
4 discussion as to how and what this was done the discussion ended.

5
6 Mr. Ribaldo referenced ammunition and asked how much was built up in inventory. Chief
7 Donovan explained that there was a mandated course of fire, officers shoot twice a year but if
8 they want to shoot more the department provides the ammunition. He added that he was an
9 advocate of shooting more than twice a year.

10
11 Mr. Randazzo requested the expended amount in radio maintenance, line 4456. Ms. Murray
12 stated it was \$2,106.00. Chief Donovan added that this was used to clean and repair current
13 radios. He stated that next year they would be looking to start replacing mobiles and portables
14 which would be approximately \$3,500.00 a piece. Mr. Randazzo asked how much it cost to
15 repair a typical unit. Chief Donovan responded that it could be a couple hundred dollars or more.

16
17 Chairman Rayno asked if line 4101, Training, was officers training and if line 4412, training
18 expense, was for internal training. Ms. Murray indicated that there was a breakdown of these
19 costs in the book on page 114.

20
21 Chairman Rayno referenced line item 4601, police equipment and stated that \$1,200.00 had been
22 budgeted and he requested the expended amount. Ms. Murray replied that to date this was
23 \$367.00. Captain Patton stated that this was for flares, chalk, hand sanitizer, etc adding that this
24 amount would be expended.

25
26
27 ***Police Patrol, Page 115***

28
29 Chief Donovan highlighted increases and decrease in the budget.

30
31 ***Questions:***

32 Mr. S. Campbell requested a breakdown line item by line item of the COPS Grant positions.

33
34 Mr. S. Campbell referenced emergency equipment; line 4207 and asked what had changed. Chief
35 Donovan stated it was at zero last year as this was not allocated correctly. Captain Patton added
36 that there was only \$812.00 left in this account to date.

37
38 Mr. Frydryck asked if we were adding two officers per the COPS Grant. Captain Patton
39 responded that we had an active application, the status was currently pending, adding that the
40 earliest they would be notified would be March/April 2010. Mr. Sistare added that we had not
41 received the grant yet, but we could possibly need it.

42 Mr. S. Campbell stated that he thought that if this was in the budget legally it must stay there,
43 adding that if this was a separate article it could be voted on in town meeting.

44 Mr. Carney commented that if this was put on as a warrant article, he would have a hard time
45 keeping this in the operating budget.

1 Mr. Frydryck stated that he would like to see this in the budget. Mr. Sistare commented that this
2 grant was approved at town meeting, adding that this was a three-year grant. After much
3 discussion surrounding the COPS Grant Chairman Rayno closed the discussion.
4

5 ***Police Community Services, Page 118***

6
7 Chief Donovan highlighted the changes to the budget and encouraged any questions.
8

9 ***Questions:***

10 Mr. Carney referenced OT Pay, line 4098 and asked if the quarter hour was contractual for all
11 officers and asked if they come to the station to report. Captain Patton stated that they may attend
12 roll call, adding that the shift starts at the school at 6:45AM.
13

14 Mr. S. Campbell referenced overtime pay also and commented that this line seemed to be
15 declining year after year and suggested reducing it a bit. Chief Donovan replied that there were
16 vacancies that had not been filled; adding that if they were at full strength this would be used.
17 Captain Patton also noted that this line was driven by caseload of the detectives, etc.
18

19 ***Investigative Services, page 121***

20
21 Chief Donovan commented that the overtime was based on a three-year average, adding that
22 these officers are the ones that bring in the revenue with the asset forfeiture cases.
23

24 ***Questions***

25 Mr. S. Campbell referenced OT and asked if this 2009 estimate was still valid. Chief Donovan
26 stated that this was valid. Captain Patton added that there were spikes in certain crimes. Chief
27 Donovan stated that this unit brought in over \$750,000.00 in revenue over the past three years. .
28

29 Chairman Rayno asked when shift differential was paid. Captain Patton replied that this was paid
30 weekly, adding that the bulk of work was occurring overnight.
31

32 ***The Station, page 124***

33
34 Chief Donovan highlighted the increases and decreases to the budget.
35

36 ***Questions:***

37 Mr. Carney referenced line 4400, contracted services and asked what the safety inspection was.
38 Chief Ganley stated that this was an inspection of the facility done by a private company.
39

40 Mr. Carney referenced line 4498; building repairs and asked what the \$25,000.00 budgeted
41 amount would cover. Chief Donovan stated that this would cover electrician work.
42

43 Mr. S. Campbell referenced postage, line 4451 and stated that this line had consistently been
44 declining. Chief Donovan responded that this was based on an estimate of what might be needed.
45

1 Mr. S. Campbell requested that the response to building repairs be more specific and requested a
2 written estimate. Chief Ganley stated that he had a facilities maintenance report that could be
3 helpful. Chief Donovan stated that this money would be specifically used for electrical work.
4 Chairman Rayno after some discussion suggested that this answer be more specific. After the
5 board members weighed in, a more detailed explanation of this work was requested.

6
7 ***Chairman Rayno called for a short recess at 8:20 PM, returning at 8:30 PM***

8
9 Chief Breen introduced the members who accompanied him to the Budget Committee meeting,
10 Deputy Chief Wallace, Assistant Chief Parisi and Fire Marshall Emmanuelson. He further
11 commented they were making every effort to stay on Budget, and re- iterated the Departments
12 commitment to the community. He also stated that there were four vacancies, and that there were
13 fewer personnel on duty than twenty years ago. Chief Breen commented that they had 73 FT and
14 1 PT employee. Chief Breen stated that they had changed their collection policies regarding
15 ambulance fees, as well as adding an alarm-monitoring fee, which brings in an excess of
16 \$80,000.00 per year. He also stated that other governmental revenue had brought in more than
17 \$825,000.00, which was awarded through Homeland Security.

18
19 ***Fire Administration, Page 127***

20
21 ***Questions:***

22 Mr. S. Campbell asked when the SAFER Grants expired. Chief Breen replied that these were
23 five-year grants and in the fifth year, 2012, Salem would assume all costs.

24
25 Mr. S. Campbell requested all the costs associated with the revised administrative secretary's
26 position.

27
28 Mr S. Campbell referenced line item 4182, clothing allowance and asked if all personnel
29 received an allowance. Chief Breen replied that everyone except the administrative assistant and
30 the records (fire) clerk. Mr. S. Campbell asked if this was contractual. Chief Breen indicated that
31 it was.

32
33 Mr. S. Campbell referenced ambulance supplies and questioned the expended amount. Chief
34 Breen commented that this was 63 % expended, supplies not being ordered as frequently; and
35 Ms. Murray added it was currently at \$33,505.00. Mr. S. Campbell requested that a list be
36 provided as to what might be expended so a year-end number could be obtained.

37
38 Mr. S. Campbell referenced printing and binding, line 4406, and asked for justification. Chief
39 Breen commented that this was for stationary and added that he would concede this amount.

40
41 Mr. S. Campbell referenced line 4603, emergency management, and asked if there was an
42 expense amount for the reverse 911, and asked where the decrease was. Chief Breen commented
43 that this was in IT. Mr. Carney requested the exact line in the IT budget where the cut would
44 show up.

1 Mr. S. Campbell referenced the Code Red community wide message system and asked how this
2 contract worked relative to minutes, etc. Jeff Emmanuelson explained that this system was
3 implemented in August 2009, the price of \$15,000.00 a year was fixed for the life of the contract,
4 the contract itself was renewable every year, the maintenance of the system was the
5 responsibility of the Town, and updating the system was the duty of the participants, stating that
6 there was a link on the town website for residents to do so.

7
8 Mr. S. Campbell asked if we had an option to re-negotiate or reduce minutes in the current plan.
9 Mr. Emmanuelson stated that the minutes were fixed provided that there were no changes, and
10 added that any cost over \$15,000.00 that was incurred would be reimbursable.

11
12 Mr. Ribaldo asked what the cost per minute was, if it was not a federal emergency. Mr.
13 Emmanuelson stated that the cost was six cents per minute, adding that calls for initially setting
14 up the network and calls that do not connect are not charged.

15
16 Mr. Carney referenced line 4090, regular pay and asked is we were bringing in the administrative
17 secretary at the highest level. Chief Breen stated that this was still being worked out with the
18 Town Manger.

19
20 Mr. Carney referenced copier maintenance, and asked why there was such a big drop. Chief
21 Breen commented that they had eliminated a copier and purchased one form Staples.

22
23 Mr. Carney referenced line 4412, training expenses, and stated that it seemed like these were the
24 exact same classes as the previous year. Chief Breen commented that these were different
25 subjects, and added that they were based on the needs of the department.

26
27 Mr. Carney referenced dues and subscriptions and requested a copy of the breakdown for all of
28 the members.

29
30 ***Fire Suppression, Page 131***

31
32 Chief Breen commented that there was in increase inline 4090, regular pay of \$39,824.00 due to
33 the step increases.

34
35 ***Questions:***

36 Mr. Carney asked if all position were union. Chief Breen indicated that they were.

37
38 Mr. Carney referenced line 4223, academic reimbursement, and asked if anyone was using this.
39 Chief Breen commented that individuals were interested and stated that each member was
40 entitled to \$1,500.00. Mr. S. Campbell asked what the contract stated if this amount was not
41 funded in the budget. Chief Breen indicated that this states that the Town's expense should not
42 exceed \$7,500.00. He added that the reimbursement is provided after December 1, and that a cap
43 was instituted, unlike in the past.

44
45 Mr. Carney referenced line 4230, fire fighting supplies and asked if we would expend the
46 amount budgeted. Chief Breen commented that this line covered clothing, which was \$2,400.00

1 per set, and the replacement program was 12-15 sets per year. Ms. Murray stated that this
2 expenditure was at \$23,623.00 currently.

3
4 Mr. S. Campbell referenced line item 4602, fire equipment, and asked how many \$12,000.00
5 thermal-imaging units we had currently. Chief Breen commented that we had three and this was
6 an additional one. Chief Parisi commented that two were from the year 2000, and the company
7 that serviced them was no longer in business. He further explained that two out of the three
8 imaging units we had were experiencing issues and explained how they were used. Chief Breen
9 indicated that this was an essential piece of equipment. Mr. S. Campbell suggested that the
10 Police and Fire departments split the cost as the police also used these items in search and rescue
11 missions.

12
13 Mr. S. Campbell asked what the expended amount was in the EMS certification line, and asked
14 when these monies were due. Chief Breen commented that these were paid quarterly, that re-
15 certification took place in December and the split was fifty-fifty. Chief Breen commented that
16 they have picked up the entire cost of keeping the EMT's certified as Parkland charges now.

17
18 ***Fire Communications, Page 137***

19
20 Chief Breen commented that there was an increase in replacement pay, as there were vacancies
21 and attendance caused changes.

22
23 ***Questions:***

24 Mr. S. Campbell referenced temporary and replacement pay and asked if the numbers reflected
25 any pay raises as it was up approximately \$11,000.00, noting the unusual personnel
26 circumstances. Mr. Emmanuelson replied that he had used a three-year average, the years 2006-
27 2008 adding that they were over budget last year and he was attempting to use actual numbers.

28
29 Mr. S. Campbell referenced training expense and noted the expended amount to date was zero.
30 Chief Breen commented that his officers were informed that they use it or lose it. Ms. Murray
31 indicated that this dollar amount was at \$1,959.00. Mr. Emmanuelson stated that they took a
32 suicide intervention course.

33
34 Chairman Rayno asked how often there were training opportunities. Mr. Emmanuelson stated
35 that these opportunities were hard to find for dispatchers.

36
37 Mr. Frydryck referenced telephones, line 4450 and asked if they had three T1 lines. Mr
38 Emmanuelson commented that they had one, and this represented a full year of funding for three
39 stations. Mr. Frydryck asked if they would be part of the fiber loop. Mr. Emmanuelson stated
40 that there would be fiber from the Main Street station to the Town Hall. After some discussion
41 relative to cost of dsl lines and if they could be used, Chief Breen commented that dsl lines could
42 not be used. Mr. S. Campbell asked if vpn lines could be used and the Mr. Emmanuelson stated
43 that the IT Director informed him that the vpn would pose a security issue. Mr. S. Campbell
44 asked that a comparison be performed between a vpn and a T1 line. The Town Manger stated
45 that the long-range plan was to get fiber to all of the buildings.

1 Chairman Rayno referenced radio maintenance, line 4456 and asked why the budgeted amount
2 was the same when this line has historically been under spent. Chief Breen commented that this
3 line takes a back seat to more important priorities, adding that a new install will occur on
4 October 23, 2009

5
6 ***Fire Station, Page 141***

7
8 Chief Breen commented that there were no cleaning contracts in any station and also added that
9 the sewer and water charges were now being paid back to the town.

10
11 ***Questions:***

12 Mr. Ribauda referenced the hydrant annual inspection and asked why the department paid for an
13 inspection. Chief Breen replied that there were private hydrant regulations. Mr. Ribauda asked if
14 the fire department was certified to do an inspection. Chief Breen stated that DPW was
15 responsible for maintaining the integrity of the hydrant.

16
17 Mr. S. Campbell referenced Central Station and asked if there were any large expenditures for
18 the rear parking lot and if we had fixed any of the issues. Chief Breen commented that they had
19 done some temporary patching.

20
21 Mr. S. Campbell stated that he felt that Old North Station should be closed and will make a
22 motion to cut it out of the budget. Chief Breen provided a background to the newer members of
23 the board and closed by stating that this was an asset to the community, and was awarded to the
24 town via a federal grant.

25
26
27 **06) TOWN BUDGETARY MATTERS:**

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29 None

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31
32 **07) SCHOOL BUDGETARY MATTERS:**

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34 Mr. S. Campbell informed Mr. B. Campbell that he could not open the email related to the
35 school facilities plan. Mr. B. Campbell stated that he would put this power point presentation on
36 disc for the board members.

37
38
39 **08) UNSCHEDULED MATTERS:**

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41 None

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43 **09) ADJOURN 9:55 PM**

44
45 **Mr. Rayno asked the Board to entertain a motion to recess until Wednesday October 14,**
46 **2009 at 7:00 PM.**

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FIRST: Mr. Frydryck
SECOND: Selectman Barnes
VOTE: 8-0-0
MOTION PASSED

Minutes recorded by: Catherine Kupa, Recording Secretary

Approved: _____

Date: _____

DRAFT