**Budget Committee Meeting Minutes**

**Wednesday, December 17, 2014 Town Hall 7pm**

**Chr. Lamson called the meeting to order at 7:02pm.**

**Present:** Chairman John Lamson, Gail Pare, (G. Klanchesser absent), Sandra Sweeny, Leila Richardson, Brandon Arsenault, Katherine Latchaw, School Board Rep. David Mueller and Selectmen’s Rep. Rick Stern. Also present were Police Commissioners: Chair Steven Prefontaine, Douglas Ross and Jack Hoyt, Police Chief Jon Tretter, Library Trustees: Chair Melissa Prefontaine, Gup Knox, Jack O’Reilly, Steve Bush, Lee Lamson, Library Director, Scott Campbell, resident Alan Wilson as well as Town Administrator, Martha Roy,

J. Lamson recognized the new Budget Committee member, K. Latchaw. He introduced Alan Wilson to the Committee who is interested in serving. J. Lamson explained that one further appointment will bring the Committee to a full complement of 9 at large members as well as a member from the School Board and Selectmen.

**Police Department Budget Review: G. Pare moved to tentatively recommend $1,472,553, M. Marconi seconded. [This amount was later revised to $1,470,053.] Motion passed 8-0.** Before the vote, discussion ensued about the $2,500 for a health insurance buy out in the budget but not supported by the Board of Selectmen. R. Stern explained that this was not a benefit given to other employees of the Town and that the Board of Selectmen set the benefits for town employees. J. Lamson discussed the Police Commission’s authority to set compensation but that this payment did not fit into that category. G. Pare stated that she would only vote to remove this amount if the Selectmen were going to review the benefit for all town employees. R. Stern stated that he was willing to bring this matter before the Selectmen for discussion and analysis. Chief Tretter and the Commissioners stated that they were satisfied with removing the buyout amount from the total budget. B. Arsenault discussed the importance of this being a town-wide policy if it were to occur. He requested the figure be brought forward to amend the budget should this be reconsidered. L. Richardson moved to amend the budget to $1,470,553. G. Pare and M. Marconi had no objection to amending their original motion and second.

G. Pare asked if there was an expectation of further overtime being expended in 2015. The Chief discussed the difficulties of anticipating overtime costs as the work is so variable.

M. Marconi asked about the costs associated with cameras for the officers. The Chief affirmed that the body cameras now tie into the cruiser cameras and the department is exploring this. G. Pare asked about the status of Animal Control. It was explained that this falls under the State Fish & Game, Police Department or Highway Department depending on the type and condition of the animal. B. Arsenault asked that the Committee be provided with a list of total salaries and the placement of employees on the step scale to include the department secretary. J. Lamson asked that the staffing pattern be provided to the Committee as well as how many employees per shift and how many hours (on a gross basis). The Chief affirmed that there were no bonuses given to employees in 2014. D Ross explained that bonuses were given to employees for exemplary performance or when they had initiated a monetary savings for the department. G. Pare asked about firearms training line. Chief Tretter explained that this was used, in part, for ammunition which is purchased at the end of the year.

The department cruisers were discussed and the Chief stated that they will request two new cruisers for the department in 2015 and this will be followed in 2017 with one cruiser purchase per year. J. Lamson requested the department revenue report for 2014. All were in favor of the amended budget.

**Library Budget Review**: **G. Pare moved to tentatively recommend $181,290, M. Marconi seconded. Motion passed 8-0.** Before the vote,G. Knox discussed the changes proposed to the budget. Including realignment of staff to allow more hours of coverage and reduction to the health insurance line. The Library will have all part time personnel moving forward. Discussion was held regarding the Retirement line and overtime. (D. Mueller entered meeting) B. Arsenault noted that the utilities had increased substantially. J. Lamson asked for a staffing chart of weekly hours worked for both the current year and proposed budget, with no names listed. He asked for percent change in hours and hourly rates. This should be e-mailed to M. Roy. L. Richardson expressed concern with the increases. G. Knox stated that the Trustees had put $20,000 in the budget for construction budget. M. Prefontaine reviewed the history of the reinvestment of interest issue. $465,000 will be removed from the Trust funds to correct the matter. G. Knox explained this will result in less annual funding being available each year for the library. B. Arsenault asked for the details of the realignment. M. Prefontaine reviewed the savings expected and the realignment of duties. All were in favor of the budget as presented.

**Minutes Review: M. Marconi moved to accept the minutes of the December 10, 2014 meeting with changes noted. D. Mueller seconded the motion with all in favor.**

**Budget Committee Member Appointment: M. Marconi moved to appoint Alan Wilson to the position of Budget Committee member. G. Pare seconded the motion with all in favor.**

**Adjournment: M. Marconi moved to adjourn at 8:27pm. G. Pare seconded the motion with all in favor.**

Respectfully submitted,

Martha S. Roy

Town Administrator