

1 **TOWN OF GILMANTON**

2 **BUDGET COMMITTEE MEETING**

3 **WEDNESDAY, November 8, 2017**

4 Budget Committee members present: Brian Forst, Chairman, Steven Bedard, Joanne Melle,  
5 Grace Sisti, Stephen McWhinnie-Alt-Selectmen Representative, Mark Sawyer; Heidi Duval-  
6 Town Administrator Following Budget Committee Members were **absent with notice**: Anne  
7 Kirby, Vice Chairperson, Michael Jean-Selectmen Representative and Robert Carpenter, School  
8 Board representative

9 Members of the public: NONE PRESENT

10 School Board members: NONE PRESENT

11 Department Heads: CHIEF HEMPEL-GILMANTON FIRE DEPARTMENT; CHIEF  
12 CURRIER-GILMANTON POLICE DEPARTMENT

13 Chairman Forst called the meeting to order at 6:14 p.m.

14 Chairman Forst welcomed new member Patrick Hackley-Sawyer Lake District Representative;  
15 Grace Sisti-newly elected board member and recognition to Brenda Paquette-Town of Gilmanton  
16 Finance Department Head for the budget book.

17 Brenda Paquette explained Budget Binder to Board. Noted that Selectmen have addressed some  
18 of the budget lines. Binder is a good-tool to see progression in the budget lines, also to show  
19 differences between recommendations.

20 Forst noted how this will help with notifying what is expected, from department heads, located  
21 before the executive section in the budget binder.

22 Brenda Paquette explained that in the Fire Department section there is a narrative attached.

23 Chief Hempel will note differences: Historically, touched on items that are either up or down and  
24 require an explanation.

25 Salary lines: 01-4220=110 employee evaluations were completed in august and were favorable  
26 so the step increases will be placed into budget this year. Chief salary step 15 to step 16; 40 hour  
27 work week \$78,957.

28 Heidi Duval Explained-Labor grade scale a new wage scale with a handful of changes:  
29 Narrative at back of binder. Board adopted a 1.5% COLA increase. Wage scale has previous  
30 steps as well as the new adjustment. Changes: EMT fire grade 7 to 8 ; Fire on call grade  
31 Lieutenant grade position 9 ;Solid Waste Manager grade 11 to 10; Change title to grade 13-  
32 Assistant Town Admin / Human Services; Town Clerk- labor grade 15 to 18.

33 Chief Hempel: Chiefs salaries are reflecting changes from grade 7 to 8.

34 (01-4220-114) Salary #1 most senior employee on step 6 labor grade 7 at \$17.94 per hour -  
35 moving to labor grade 8 step 4 at \$18.56 per hour projected to be for 6 month period half the  
36 year at labor grade 9 step 3 \$19.26 an hour for 6 months contingent-position need a  
37 lieutenant/administrative position supervisory bring a full time employee to work with call  
38 officers 19.20 an hour for salary

39 (01-4220-115and 116) #2 and #3 are mirrored grade 7 to grade 8 step 1 \$16.66 per hour to  
40 \$17.75 and hour salaries are lower purely due to turn over of employees largest adjustments is  
41 the additional funding for call personal for additional shifts.

42 (01-4220-120) has \$20,800 increase: looking to staff full time 7pm -7am calls are handled by call  
43 personnel. Always have to have 2 for ambulance. Coverage time looking to propose funding for  
44 a stipend for their on-call time \$50.00 stipend. Helps ensure someone is assigned. Per diem and  
45 then on call regular rate. It is a way to start to see if the FD can provide better service. The  
46 submittal is from Thursday through Sunday not for the entire week. Total of \$49,800. Would  
47 this allow you to reduce the on-call time and pay?-no, the savings may be seen in the overtime  
48 not the on-call account. Based on participation and availability; the full-time staff comes back  
49 for the Thursday through Sunday shifts. Up over 92 calls than last year. With that comes more  
50 expense but more revenue. Booked \$100,000 from October to October. Not a revenue  
51 generating business that the FD is in but want to provide the best services that they can for the  
52 Town of Gilmanton.

53 01-4220-140-Increase in overtime \$1,500.00 prior to adding the per diem funds. Funding supported on  
54 the part time side. Flexibility is seen as a possibility to help promote the on-call program. Back to  
55 \$18,500.00 with \$0.00 increase or possible decrease the \$18,500.00, further depending on how the first  
56 year of the part time funding goes. Not pushing to have the FD work overtime, but events can be extended  
57 for outside reasons.

58 01-4220-150- Holiday Pay-standard reflected how paying 88 hours of holidays FT employees.

59 01-4220-341-Telephone

60 01-4220-370: Computer contract dispatch services lakes region fire aid-on computer expense is in at  
61 \$5500.00 Last year default is \$5500.00 request is \$5370.00. CCS computer contract was finalized and  
62 will be submitted at the next budget meeting.

63 01-4220-190-Salaries on call remain same at \$37,500.00 -on call pay is monthly basis based on employee  
64 participating that they go on.

65 01-4220-210: Obligations to health-

66 01-4220-211: Dental-

67 01-4220-215: Life insurance remain constant

68 01-4220-230: Retirement

69 01-4220-270: Training same

70 01-4220-290: Pre-employment

71 01-4220-291: on call insurance for on call

72 01-4220-114: FF 6 month \$47,125 for 2018.

73 Brenda P.: New default budget column is currently in draft not set.

74 01-4220-410: Electricity

75 01-4220-11: Heating oil equip test same

76 014220-431: Building maintenance same

77 01-4220-440-Lease same

78 01-4220-560: Dues and subscriptions: dues are up working with grant writer and assists with grant  
79 support; this is the reason for increase. Have worked with him in the past and has proven to be valuable.  
80 Currently there is a grant being applied for a \$55,000.00 grant for a breathing apparatus.

81 The other funding was the software that calls are downloaded on.

82 01-4220-610: Ambulance supplies is increase due to use-consumables. At the \$15,500 now with another  
83 month to go so there is need for an increase. No longer receiving help from Lakes Region General.  
84 Consumables are expensive.

85 01-4220-620: Office supplies remain the same

86 01-4220-630 Maintenance Equip same

87 01-4220-635: Gas same

88 01-4220-636: Diesel fuel same

89 01-4220-640: Custodial and house same

90 01-4220-641: Protective clothes maintaining an adding additional gear.

91 01-4220-660: Vehicle main now at \$18,200 vehicle maintenance is hard to track and anticipate.

92 01-4220-690: Misc. same

93 01-4220-680: Uniforms same

94 01-4220-740-Capital outlay tools and equipment. This grant requires a 5% contribution air compressor  
95 system. \$3500.00 would be towns contributions. This alleviates a warrant article and lays out the budget,  
96 don't know if grant is approved or when but funding would be available to allocate the grant.

97 Forst: Is there still a non-capital reserve for fire equip apparatus? More comfortable with the \$3500.00  
98 coming out of this fund. If there isn't enough in there now then place money in there. So, it is there.  
99 This is a possibility and putting it into an operating budget on a possibility is not solid enough.

100 Chief Hempel: Is ok with what is decided. Either with Warrant Article or placed in non-capital taking out  
101 of operating budget bottom line works too.

102 Forst: If it is in **Non-capital** it is much more palatable to the tax payer. Chief will let budget decide  
103 where to appropriate the funds for this.

104 Paquette: Even though it would come from capital reserve but still needs to budget it for gross  
105 appropriations. Budget for the \$3500.00 to withdraw from capital reserve is money is there. It would  
106 have to be Non-capital. Application to fund would have to be on warrant. Under Capital tab latest copy  
107 of capital and non-capital reserve 0037 tools and equip FD- Receive document on quarterly basis from  
108 Trustee-Brenda has added the line year of warrant article created and whether supported or not-

109 Forst: Yes agents(BOS) to expend, in account put \$1200.00 in then that's a savings to tax payer gives  
110 you \$350.000 in account if award grant expend all \$3500.00 breakup impact from account and explain  
111 why depleted.

112 Paquette: Still need s to appropriate for it. If grant is not received the money goes back. Two different  
113 things warrant article to add monies to it. Adding \$1200.00 to non -cap salary for tools and equip. We  
114 must budget for it if that is the intent. Grant not received and expend monies elsewhere then it must go  
115 before BOS. Still needs to be budgeted will show up as line item-

116 Forst: No it won't because the request is there in the non-capital reserve fund. Expended from non-  
117 capital account-request in the Selectmen must have public hearing to accept the grant and selectmen can  
118 move to expend when grant is accepted.

119 01-4220-999: Ambulance collection fees a dynamic fluid number it is commission paid on revenue  
120 generated by ambulance-have no control over this line but it must be included in bottom line. Used to  
121 stand alone on line but prior finance officers, indicated it needed to be included in budget. This is an  
122 operating cost-billing service- bill us a % on what they collect. It's a fixed percentage 8% off top invoice  
123 every month, currently at \$4000.00 not losing money because it is part of revenue.

124 No revenue sheet available yet. FD Rev is roughly \$101,000.00 that's 12 months-\$101,304.00.this is  
125 above average. Average is 70-90- 100 is a larger number all from ambulance revenue. Out of the  
126 \$100,000 we have supplies personnel and equipment. Not making money. Look at the budget and know  
127 that the \$100,000 offsets budget. Show rev increase to show increase cost. The rev that are gen from  
128 ambulance calls there is no specific number that gets budgeted for any fund this is going into general  
129 fund, this absorbed by FD budget. Town has always funded the FD appropriately so setting funds aside  
130 from this rev is not needed.

131 JoAnne Melle: How effected is the town being affected by opioid crisis? Chief Hempel: on medial side  
132 overdoses have been addressed by FD-Narcan 6 or 8 times in the last year.

133 Chief Currier-PD notes that crystal meth is more prevalent, but opioid use is here in Gilmanton not on  
134 comparative scale.

135 Steve Bedard: Item #01-4220-210 -health insurance- increase seems that it is more that 3.3%?

136 2017-2018 the change is due to staffing change that has changed the 3.3% is referring to rates.

137 Paquette: In binder under the personnel tab you can find the cost by department. Spread sheet shows  
138 breakdown of insurance by department and costs of that department. Employee changes designate  
139 changes in insurances. Dental showed slight increase 2.3% but that is a calendar year but the employees  
140 change. The town pays 80% of the plan that is chosen. Single plan 80% 2 person plan 80% no change in  
141 % based on what people are choosing its 80-20.

142 Buyout is an annual stipend of \$2500.00 this is paid out weekly.

143 Stipend is taxable.

144 FD draft of warrant articles to give idea of what is going on.

145 **Three warrant articles: Breathing apparatus project** \$17,500.00 non -capital fund; then after ask the  
146 town to appropriate the funding \$125,000.00 on service life is 15 years old 2018 is year of replacement.  
147 To purchase the packs that they have been funding for the past years . 18-19 packs. Air packs is  
148 equipment used most frequently at the FD. Part of protective clothing and gear used. Once purchase is  
149 complete good for 15 years, later start to put money away again. Each pack is about \$6300.00 even.  
150 Grant is for an air compression fill station. Ties in with air bottles. Need to refill tanks after use. The  
151 system now used gets by, but is need to be replaced it is a 30 year old system. Have a self-standing  
152 system frag system enclosed in a case for refilling now. This self-contained unit manufactures air in a  
153 cascade system. When buying an air pack purchasing an additional bottle with it.

154 **Radio replacement**-savings account that monies have been put into-2003 was the last batch of portable  
155 radios. This was a gift from the gov. then but now they need to be switched out.

156 The last item is to **replace cardiac monitors**-replace at same time because of same model same use -total  
157 price is 65,000.00 for two defibrillators. Tool is the backbone of business and needs to be kept up to date-  
158 32500.00 each. This is priced out with vendors and bids are requested. Zol product is the current  
159 product. The next competitor is \$80,000.00. Leasing has been looked into but no program has been  
160 comparative to buying out right.

161 \$5000.00 on radio replacement.

162 Forst: What are the three warrant articles that raise cap?

163 Chief Hempel: Self -Contain breathing apparatus/radio replacement/ cardiac monitors/Spend \$125,000  
164 doesn't have to be capitalize it this year. Cardiac monitor it is time.

165 BOS and Dept. heads to think about tickets ahead of time.

166 FD is not pursue the replacement of Engine #2 this year not asking for \$500,000.00 Which will come off  
167 capital improvement plan. An effort is being made to pre-pay larger ticket items in budget.

168 Calendar year billed \$299,000.00 tied up in cash flow /insurance/ don't pursue residents' bills. There is no  
169 common ground on the issues of pay as we go, buy it when needed but then residents want to know why  
170 tax bills have gone up.

171 Heidi Duval: CIP is planning on being active in the budget season. Chair of CIP will be sending  
172 numbers.

173 Chief Hempel: Replacement engine could be over \$500,000-\$600,000 to finance-do we want to put  
174 money aside each year for it? Other options for cost savings are being explored. Bottom line is that it is  
175 money that is needed for replacements.

176 Because the CIP was not followed ambulances were not spread out in purchases so two are needed to be  
177 replaced within the same five-year spread.

178 Steve Bedard: Clarifies that residents are being billed for the ambulance services received.

179 Chief Hempel: Yes, that residents are being billed. If the insurance isn't paid then we do not pursue the  
180 change.

181 Heidi Duval: CIP was taken from Budget and given to Planning Board committee, and plan was not  
182 followed. Extenuating circumstances.

183 Chief Currier-Police Budget: 01-4210-110: salary chief-step 1 requested for lines 110-01-4210-116  
184 01-4210-119: ACO ages-up from last year \$1050.00 —\$1300.00  
185 01-4210-120: Part time put on pay scale hourly wage is included. Pt -same  
186 01-4210-125: Special detail- same  
187 01-4210-140: Overtime went up generally not to fill shifts officers getting called out more and more court  
188 time.  
189 01-4210-150: Holiday pay based on hourly wage  
190 01-4210-190: On Call pay at \$2.00 an hour.  
191 01-4210-210: Health insurance  
192 01-4210-211: Dental life insurance- provided by finance  
193 01-4210-220: FICA Medicare-finance  
194 01-4210-230: Retirement group one and group two moved up -discrepancy is that BOS moved \$8000.00  
195 not \$10,000.00 which impacts retirement line.  
196 01-4210-270: Training same  
197 01-4210-290: Pre-employment serves-blood work polygraphs-  
198 01-4210-341: Telephone utilize MDT -mobile Data Terminal- alleviates calls on the regular call line. Not  
199 being billed for dispatch from county so this telephone plan helps.  
200 01-4210-355: Photo lab -same

201 01-4210-370: Computer expenses added laptops to contract; up for three computer replacements at the  
202 office. Replacement computers are 5 years old.

203 01-4210-390: Prosecuting/services up for juvenile prosecution

204 01-4210-410: Electric- same

205 01-4210-411: Heat -same

206 01-4210-430: Communication- same

207 01-4210-440: Copier -same

208 01-4210-620: Dues-office supplies same-

209 01-4210-625: Postage up due to certified letters; discovery request

210 01-4210-630: Maintenance -same

211 01-4210-635-Gas -same

212 01-4210-637: Mileage- same

213 01-4210-640: Custodial- same

214 01-4210-650: Grounds -same

215 01-4210-660: Vehicle repair -same

216 01-4210-680: Uniforms- same

217 01-4210-681: Equipment -same

218 01-4210-800: Other- same.

219 In summary PD: Insurance/Retirement/Computers.

220 Steve McWhinnie: Does the evidence computer have to be separate or updated?

221 Chief Currier: No-two work station computers and Robin's computer are in need of replacement.

222 Calls are up this year.

223 The warrant article is a cruiser \$42,500.00. Ford SUV has promised to make same make and body style so  
224 that the updates are compatible. This will be the last one to replace so that all the SUVs are the same.

225 This is up for normal renewal in rotation. Goal is to get them to last 7 years. Watch mileage and upkeep  
226 to help sustain through the 7 years. Carbon monoxide testers in all vehicles.

227 Animal control will be discussed in Miscellaneous.

228 Scheduling changes discussed.

229 Deliberative Session is in the Multipurpose room this year.

230 **Approval of March 29<sup>th</sup> minutes-motion to approve minutes with correction to line #83 to**  
231 **read "may NOT" be enough money in the capital reserve fund. Motion to accept minutes**  
232 **as amended Joanne Melle seconded by Mark Sawyer. All in favor-unanimous. Two**  
233 **abstain from vote-Bedard and McWhinnie.**

234 **ADJOURNMENT**

235 **On a motion made by Steve McWhinnie, seconded by JoAnne Melle, the Budget**  
236 **Committee meeting adjourned at 7:58 p.m.**

237 Respectfully submitted,

238 Amy Russell, Recording Clerk

