

Town of Atkinson
Budget Committee Meeting Minutes
November 7, 2012

Members Present:

Harold Morse – Chairman
Bill Smith Vice Chairman
Craig Schuster
Sue Carroll
Wendy Barker

Others Present:

Bill Innes, Town Administrator
Fred Childs, Board of Selectmen
Dave Williams, Atkinson Cable Television
Chief Consentino, SGT Caggiano Police Department
Director Consentino - Elderly Affairs

Chairman Harold Morse called the Budget Committee Meeting of November 7, 2012 to order at 7:00 PM in the Atkinson Town Hall.

Police Administration- Chief Consentino and SGT Caggiano

Discussion on Sergeant's line - Chief Consentino addressed issues with sergeant's line and overtime line: He explained that the Sergeant's line was over expended by \$2,453 and \$4,000 was left in overtime line due to the fact that the Sergeant's overtime comes out of his line and not out of overtime line. The Committee discussed whether there should be a separate line for Sergeant's overtime or if it should be part of the overtime line for all full time police officers. It was agreed that the 2013 budget should have a separate line for Sergeant's overtime.

Next the Committee discussed the lines for the dispatchers, school crossing guard, training, clerical, juvenile officer, and explained that full time retirement is \$30,000 over because when the budget was put together FICA was not applied to any of those lines, so FICA, Medicare, and retirement are off.

Chief also remarked that if a full time officer works over 40 hours for training, crossing guard and the juvenile program then the money should come out of the training, crossing guard and juvenile lines and not out of overtime line. Mr. Childs asked if a part time officer could work as the juvenile officer. Chief Consentino explained that he was told by the State Policed that the juvenile officer has to be a full time officer with 3 years experience, has to go to special training and be tested. Mr. Innes stated that he will tell the town accountant that any overtime spent for juvenile work should come out of the juvenile line. Harold Morse requested that Mr. Innes write an email and copy the committee.

The Committee discussed the Asset Forfeiture Program

SGT Caggiano stated that the department is expecting revenue from the asset forfeiture program, paid \$20K, got DAG form will get about \$60K in revenue, has set up accounts and audits to fulfill for federal agencies. Mr. Fred Childs requested a copy. SGT Caggiano briefly explained the asset forfeiture program and the process, explaining that it normally takes about 6 months for the department to receive the money, depending on whether for example if the seizure is contested or tied up in litigation, or if it has to go to a confidential informant. The police department will let the budget committee know when money is deposited in the account. Bill Innes requested a list of how much money is coming in and when. Craig Schuster asked if the money is used for police

department expenses. SGT Caggiano explained that the money can be used to cover expense of employees, and that there are 10 items it can be used for, like computer upgrades.

The Committee returned to the full time officer line and discussed administrative and clerical expenses for the department. Chief Consentino explains that Donny Roberts is certified to be a Naibrus reporter SGT Caggiano explained that clerical work is handled by the dispatchers, Donnie Roberts and Donnelly and consists of IT, accident reports and requests among other things.

Insurance increase of 11.82% for the new full time officer, in 2011 there were more full time officers in family plan, now full time officers are on single or 2 person plan, figures do not include anticipated increases for health insurance for 2013.

SGT Caggiano briefly went over the rest of the lines in the Police Department budget for the Budget Committee.

Education/Training – Chief Consentino went through the Education and Training portion of the Police Department Budget SGT Caggiano informed the Committee that the biggest increase was retirement because 19.5% was not applied to that line.

Support Services – nearly everything in those lines are the same, there is a slight increase in special details, decrease in FICA is due to fact full time officers do not pay FICA, pay into retirement system

Special Details – Chief Consentino explained that the department is required to pay a fixed amount to officers on special detail due to the union contract but he has not raised the amount he charges to parties who request a special detail.

Police Building Maintenance – The amount for the cleaning service has decreased, the department is still using a trustee, and other lines have not changed.

Juvenile Officers – expenses for FICA and Medicare have been adjusted to reflect payment for a full time officer

Cruiser Maintenance - repairs are the same, there is a slight increase in cruiser gas. Chief –moved the cruiser lease agreement to the cruiser maintenance budget instead of having a warrant for a new cruiser. Chief also explained that the new equipment increase is due to purchase of equipment for cruisers, the department had \$3,000 left from last year because he got a hold over Crown Vic cruiser rather than the Taurus which would have required new equipment, so he is requesting to keep the \$3,000 for the police department for this year to purchase new equipment. Harold Morse asked what the department will do with the old cruiser and Chief explained that all used cruisers will be disposed of through trade sale or auction, and he does not anticipate holding any cars this year.

Harold Morse asked about the policeman's fund and Chief replied that the outside detail fund is less because the union has raised the amount paid to officers but the department has not increased the outside detail rate next year. The department will need to buy 2 cruisers next year, it has been replacing 1 car every year, but the SGTs car has been in the department 4-5 years and will need to be replaced, the SUV is a 2003 and is already rotted out, money in the outside detail acct will help to purchase a 2nd cruiser

SGT Caggiano stated that the preliminary total for the police department budget is \$929,489.

Bill Innes asked about the budget process and Mr. Morse informed him that once the committee gets through all the budgets there will be one or two meetings to decide who to bring back in

SGT Caggiano handed out sheets with all the information he had presented to the Committee. Chief Consentino again explained discrepancies in FICA Medicare and overtime.

Next the Committee discussed revenue and Chief Consentino explained that the police department does not generate much revenue, fines go to the State to operate the Courts, and the Town gets the money only if there is a violation of a Town ordinance.

SGT Caggiano pointed out that the Town now has 6 full time officers, an \$80,000 increase that was warrant the first year and now is part of the operating budget. Chief Consentino explained that the first time is a capital expense, after that it is budget item, a recurring expense.

Elderly Affairs – Director Consentino explained the Elderly Affairs Budget to the Budget Committee. He explained that he does not have figures for FICA, but he left FICA, Medicare and postage the same. Vehicle maintenance is also the same. Tires and motor problems were paid for through the donation account the \$2,000 is for other problems, He requested that \$6,000 for vehicle gas stay in the budget. The donation account paid \$1,400, and if the price of gas goes up he will obtain additional from donation account Payroll was computed by multiplying the hourly rate of \$10.64 for the drivers by 3228 hours spent. Director Consentino also has figures for the number of transportations and rides provided. Director Consentino also explained that Elderly Affairs also offers many other services to seniors among them sends birthday cards to all seniors, flu shot clinic, data on supplies, assistance for visually impaired seniors, a wheel chair van, resolves financial issues such as telephone bills and doctor bills, delivers thanksgiving dinners, all services over and above transportation. Director Consentino handed out a sheet detailing transportation expenses. In 2011 there were 993 trips, in 2012 there were 1,235 trips, 19% increase in transports.

That concluded presentation of Police Department and Elderly Affairs budgets

Atkinson Cable Television - Dave Williams presented the budget and explained that differences were due to an increase in the salary line. Other increases are due to a small increase in purchases. Mileage will be going into its own line item and money will be taken from supplies and from education and conferences, is easier to have one line item for mileage, will make accounting clearer. The Budget committee agreed. Dave Williams asked for questions. There were none.

The committee discussed whether line items were changed and it was agreed that Bill Smith and Bill Innes would email changes to master budget to the other members of the budget committee. Bill Innes will mail out copies of changes from tonight's meeting

Next the committee discussed the default budget, the last 2 columns of the budget – the proposed column is what departments are asking, the default column is what budget committee creates, figures currently in that column are 2012 numbers from Bill Innes. Bill Smith said he will note any changes to default numbers and will email copy with notes and changes

Harold Morse asked about the Selectmen's column. Bill Innes explained that line items with Selectmen's numbers are accurate and up to date; the numbers you have seen tonight are numbers selectmen have seen but have not had a chance to change. Bill Smith remarked that the percent changes are a percent of the default column and proposed column and later will change between proposed column and Selectmen's column. Bill Innes explained that the budget committee fills in the default column and the budget committee column, one time expenses are taken out for the default column, for example roof at the police station, because it was not a warrant article. Bill Smith reiterated that the budget committee column and the default column should be the same except for items that include one time expenses in the budget committee column. The budget committee is responsible for both the default column and the budget committee column.

Bill Innes explained that the town is responsible for MS1 and MS4, and the budget committee responsible for others. The DRA website has instructions and forms.

Harold Morse requested a motion to adjourn. Sue Carroll made a motion to adjourn. Bill Smith seconded the motion. All members present voted in favor to adjourn. Vote: 5/0 in favor with John Feuer absent. The November 7, 2012 meeting of the budget committee was adjourned at 9:00 PM.