



**BUDGET COMMITTEE**  
**Town of Hollis**  
Seven Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2209 FAX 465-3701

**Minutes of January 11, 2016**

Meeting was held in the Community Room, Hollis Town Hall. The Budget Committee was called to order by Tom Gehan at 7:04 PM.

**Members present:** Peter Band – Selectman, Tom Gehan, Mike Harris, Chris Hyde, Tom Jambard

**Others present:** Tom Bayrd – DPW Director, Dawn Desaulniers – IT Director, Kim Galipeau – Town Administrator, Mark LeDoux – Selectman, Vahrij Manoukian – Selectman, Deb Padykula – Finance Officer, David Petry – Selectman (via phone), Jay Sartell – Police Chief, Rick Towne – Fire Chief

Pledge of Allegiance was recited.

**Board of Selectmen:**

Selectman LeDoux called the selectmen's meeting to order at 7:05.

**Approval of minutes:**

Mike H. moved to accept the minutes of 12/7/15. Chris H. seconded. Motion passed unanimously. Vote was 4-0-1. Minutes were accepted.

Mike H. moved to accept the minutes of 12/8/15. Chris H. seconded. Motion passed unanimously. Vote was 4-0-1. Minutes were accepted.

**Upcoming Meetings:**

January 12, 2016: School Board and Budget Committee 2<sup>nd</sup> Review Hollis School District Budget

January 26, 2016: Town and School Collective Bargaining Agreements

February 2, 2016: Hollis Town Budget Public Hearing

February 3, 2016: Hollis School District Budget Public Hearing

March 12, 2016: Hollis Annual Town Meeting

**2<sup>nd</sup> Review of FY16 Budget**

Deb P. stated that there were two changes since the first review in December 2015. Vehicle fuel was reduced by \$16.6K and the police body cameras were moved from a separate warrant article back into the operating budget. The revised FY16 Operating Budget is now \$9,769,248, which is \$205.8K over guidance. Deb P. reviewed the health insurance increase and clarified that 6% of the increase was due to a surplus credit for FY14 that was recorded as revenue in 2015. The town did not receive a surplus credit for FY15 that would have helped to offset the FY16 health insurance costs.

Tom H. asked about health agencies. Mark L. replied that some organizations were removed while others were added. He spoke specifically about hospice organizations that assist many Hollis residents.

Tom G. asked why the fire department's budgeted overtime amount increased \$25K. Chief Towne explained that the department must pay overtime when an employee works in excess of 212 hours in a 28 day period as required by FLSA. In past years employees were compensated with compensation time and the shifts were filled with part time employees. With the economy's recovery many part time employees have found full time employment and are no longer available.

Chris H. asked if it would be possible to move off a 24 hour shift schedule. Chief Towne replied that most calls come in during the evening and it makes the most sense to have people available during that time.

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Chief Towne said that ideally he needs another full time employee but that would cost much more than the increase in overtime.

Chris H. asked about the impact the new CBA would have on benefit costs. Mark L. replied an aggregate increase of \$50K over two years.

Chris H. expressed concerns over the policies in place governing police body cameras. Chief Sartell replied that policies have been in place for six months that incorporate best practices from CLEA and IECF.

Chris H. asked about increased IT costs associated with uploading video data from the body cameras.

Chief Sartell replied that IT costs were minimal.

Mark L. stated that the Selectman approved the use \$205K from the unassigned fund balance to offset the amount that the operating budget exceeds guidance and will present it as separate warrant article. Mark L. stated that the approximate fund balance after relieving the \$205K would be ~\$2.8M. There was a discussion on the wording of the article.

### **Capital Improvement & Municipal Buildings:**

Mark L. stated that the three items are the new athletic field, a dump truck lease for \$169K, and a new loader for \$205K which will be amortized over 5 years.

Mark L. reviewed items from the municipal building and facilities expendable trust fund which include general repairs, new metal roof at fire station, alarm panel at police department, workstation upgrades in communications center, exterior repairs at town hall, library and Lawrence Barn, and a permanent standby generator for Lawrence Barn. These six items have an aggregate value of \$150K.

There was a discussion about the working conditions in the communications area.

Chris H. asked about the loader that was being replaced. Tom B. replied it was 10 years old with over 6,000 hours and is being repurposed for the stump dump.

### **Warrant Articles:**

Tom G. stated BudCom will go into nonpublic session later in the meeting regarding Article 2 land acquisitions.

Chris H. asked how the new athletic field proposed in Article 3 would be irrigated. Chief Towne replied that there is a nearby fire cistern that would be used.

Tom G. stated that funds requested for compensated absences in Article 8 increased \$10K.

Chris H. asked about the Farley Building. Mark L. stated that a citizen donated \$500K toward the rehabilitation of the building and that the best use of the structure was being evaluated and would be discussed at town meeting.

### **Collective Bargaining Agreement:**

Mark L. stated that if approved the agreement would cover April 1, 2016 – March 31, 2018. The increases in compensation for members of the bargaining unit are between 1% - 2.5%, resulting in a \$63.2K salary increase in year one and \$58.4K in year two. The aggregate benefit increase for two years is \$50K. The net change in tuition reimbursement, life insurance and health insurance is a decrease of \$6K.

Mark L. stated that salary increases are targeted to make each position's compensation competitive with surrounding towns.

Tom J. asked why the first steps are on the pay scale if hiring will commence at step 3. Mark L. stated that the pay scale will be revised to begin at step 3.

Chris H. asked about earned time. Mark L. stated that employees employed prior to 4/1/16 can accrue up to 500 hours of PTO and those hired after will be limited to 360 hours.

There was a discussion about holiday pay, sick time, and the difference in treatment between planned and unplanned time off.

Mike H. asked about the car seat coordinator position. Chief Towne replied that it is a required certification and that the town provides installation services to residents an average of 2-3 times per week.

Tom G. stated that further questions would be discussed during the January 26, 2016 meeting.

### **Public Input:**

No members of the public were present.

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### **Board of Selectman:**

Selectman business was conducted. Please refer to the Selectmen minutes for further details.

### **Non-Public Session:**

Moved by Chris Hyde, seconded by Mike Harris that the BudCom enter non-public session in accordance with RSA 91-A: 3-II (d) consideration of acquisition of real property. Voting in favor of the motion were Band, Harris, Hyde, Gehan, and Jambard. No one was opposed. The motion passed 5-0-0. The BudCom entered non-public session at 8:23 PM.

### **Conclusion of Non-Public Session:**

Moved by Mike H., seconded by Chris H. that the BudCom come out of non-public session in accordance with RSA 91-A: 3-II (d) consideration of acquisition of real property. Voting in favor of the motion were Band, Harris, Hyde, Gehan, and Jambard. No one was opposed. The motion passed 5-0-0.

Moved by Mike H., seconded by Chris H. that the BudCom seal the minutes of the non-public session in accordance with RSA 91-A: 3-II (d) consideration of acquisition of real property. Voting in favor of the motion were Band, Harris, Hyde, Gehan, and Jambard. No one was opposed. The motion passed 5-0-0.

BudCom came out of non-public session and entered into public session at 10:03 PM.

Motion to adjourn was made by Mike H. Tom J. seconded. Meeting was adjourned at 10:10 PM.

Respectfully submitted,

Christina Winsor, Tax Collector