

Town of Haverhill
ADVISORY BUDGET COMMITTEE
MEETING MINUTES
Monday, January 6, 2020
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785

David Robinson announced that Robert Roudebush would not be at tonight's or tomorrow night's meeting

The meeting was **Called to Order** at 6:05 PM by Robinson, Chair. A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling
Financial Officer: Jennifer Boucher
Interim Police Chief: Derek Sullivan
Police Department Office Administrator: Lori Aldrich
Animal Control: Andrea Brissette
Animal Control Deputies: Michelle Reagan, Joseph Mitchell

Member of the Select Board Present: Darwin Clogston, Howard Hatch

Members of the Advisory Budget Committee Present: David Robinson, Chair; Donnie Hammond; Guy Mitchell; Dave Joslin; Wayne Fortier, Vice Chair

Visitors (online): Michelle Reagan, Paul Hayes

Agenda

Robinson stated that at this meeting the Police Department and Animal Control budgets will be discussed. Robinson stated that Administration will also be discussed.

Police Department Budget

Interim Chief Sullivan opened discussion stating that the Police budget increased by 1.005%. On-call numbers went up because of short staffing and incentives were put in place, such as a shift differential, to retain and attract officers. With new body cameras, new radios, and other technology, costs increased. A new copier is needed in the Administration office.

Discussion: Robinson asked about the Police Academy services. Sullivan stated that the Academy is providing certifications, such as for firearms, but their budget has been cut. Wayne Fortier asked about the number of full-time officers. Sullivan stated that soon there will be six full-time officers. Fortier asked about in-car patrol hours, and Sullivan stated that the department will be back to 24-hour patrols in a few weeks. Jennifer Boucher interjected that on-call pay is at minimum wage (\$7.25/hour). Fortier asked about salary raises, training requirements, and full staffing. Discussion continued. Fortier asked about the need for a new vehicle in the fleet. Discussion resumed. Robinson asked about COVID reimbursements, and Boucher and Codling discussed the grant funds received. Robinson asked about the drop in County Attorney fees, and

Aldrich noted that the department joined the Plymouth Area Prosecutors' Association, which reduced costs when using county attorneys.

MOTION #1: Robinson made the motion to accept the \$889,934 for the Police Department BUDGET proposed by the Town Manager. Fortier seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$889,934 budget proposed by the Town Manager.

Animal Control Budget

Aldrich opened the discussion on the Animal Control budget. Aldrich noted that Andrea Bisette is the officer and deputies are Michelle Reagan and Joseph Mitchell. Fortier asked about the increase in building maintenance. Aldrich noted that the current kennel at the Armory is in deplorable condition and a modular kennel is envisioned to be located near the Police Department. Discussion continued.

Andrea Bisette presented the Animal Control information from 2020:

- One dog during the summer was in the shelter for 7 days and was later taken to a rescue shelter.
- 20 dogs in were in custody in 2020.
- If overnight boarding is required, the fee is \$25.
- The Animal Control Officer can check if the dog is licensed in the Town of Haverhill, NH.

Discussion continued about alternatives, including using the services of a boarding kennel.

MOTION #2: Fortier made the motion to accept the \$12,545 for the Animal Control BUDGET proposed by the Town Manager. Joselin seconded the motion.

- Aldrich explained the need for animal control training, which is an addition to the budget.

MOTION #2a: Fortier amended the MOTION to include an additional \$600 for training: Fortier made the motion to accept \$13,145 for the Animal Control BUDGET proposed by the Town Manager. Joselin seconded the amended motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$13,145 budget proposed by the Town Manager.

Administration Budget

Executive—Select Board and Administrative

Robinson asked about the increase in salary for the Select Board, and Codling noted the number

of hours they spend on their job and their commitment to the Town of Haverhill. Codling discussed the duties of the Project Coordinator, including developing the Town Report and other special projects, and of the door monitor who monitors individuals coming into the Town Offices and records names and phone numbers for contact tracing. Discussion continued.

MOTION #3: Hammond made the MOTION to accept the Administrative/Executive—Select Board BUDGET of \$69,419 as proposed by the Town Manager. Robinson seconded the amended motion.

- Fortier asked if approval of salaries was delayed in the budget process last year.
- Robinson asked if there was a blanket increase in salaries over all departments this year.
- Codling noted that there was a 4%: 1% based on performance and 2% set aside for merit bonuses.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$69,419 budget proposed by the Town Manager.

Town Manager's / Assistant Town Manager's Offices

Robinson questioned the salaries and new positions within the Town Manager's Office. Discussion continued. Robinson asked if raises were justified if so many others in the community, including businesses, were not giving raises this year. Discussion ensued. Fortier asked about last year's item of Bookkeeper's and Financial Officer's positions. Discussion of salary levels and office reorganization resumed. Robinson requested for next year's Budget Committee a look at individual salaries of all Town employees' positions. There was discussion about the hard times during the year with Covid layoffs and salary and hours reductions in many businesses. Discussion resumed.

MOTION #4: Hammond made the MOTION to accept the Town Administration BUDGET of \$193,655 as proposed by the Town Manager. Joslin seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$193,655 budget proposed by the Town Manager.

Town Meeting

Robinson noted that the Town Meeting costs are reduced this upcoming year because of fewer elections.

MOTION #5: Joselin made the MOTION to accept the Town Meeting BUDGET of **\$XXX.XX** as proposed by the Town Manager. Robinson seconded the motion.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

*Robinson stated that the Board recommended the **\$XXX.XX** budget proposed by the Town Manager.*

Trustees Trust Funds

MOTION #6: Hammond made the MOTION to accept the Trustees' Trust Funds BUDGET of \$XXX.XX as proposed by the Town Manager. Joselin seconded the motion.

- Robinson asked about the Actual 2020 number was zero.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$XXX.XX budget proposed by the Town Manager.

Town Clerk

The Committee discussed the workload differences in the Town Clerk office with Covid protocols. Salaries, hours, and benefits of the Town Clerk and the Deputy Town Clerk were discussed.

MOTION #7: Robinson made the MOTION to accept the Town Clerk's BUDGET of \$79,834 as proposed by the Town Manager. Fortier seconded the motion.

- Fortier noted that voters may notice the percentage increase in salaries in the Town Clerk's Office.

Roll Call Vote: Donnie Hammond (Abstain), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion had four Yes votes and one Abstention. The Motion passed.

Robinson stated that the Board recommended the \$79,834 budget proposed by the Town Manager.

Elections

MOTION #8: Hammond made the MOTION to accept the Elections BUDGET of \$10,699 as proposed by the Town Manager. Joslin seconded the motion.

- Robinson asked what was the reason for the higher Actual. Codling and Boucher noted that there were more people registering to vote.

Roll Call Vote: Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Wayne Fortier (Yes), David Robinson (Yes). The motion passed unanimously.

Robinson stated that the Board recommended the \$10,699 budget proposed by the Town Manager.

ADJOURN

MOTION #9: Hammond made a motion and Robinson seconded the motion to adjourn the meeting at 8:36 PM.

Roll Call Vote: Donnie Hammond (Aye), Guy Mitchell (Aye), Dave Joslin (Aye), Robert Roudebush (Aye), Wayne Fortier (Aye), David Robinson (Aye). The motion passed unanimously.

The meeting was ADJOURNED at 8:36 PM.

NEXT MEETING: January 7, 2021, at 6:00 PM.

Transcribed by Joanna Bligh