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**MINUTES OF THE
BOARD OF SELECTMEN**

**MEETING OF
September 4, 2007**

7 The Board of Selectmen held a meeting on Tuesday September 4, 2007, in the Media Center of
8 Salem High School, 44 Geremonty Drive, Salem, NH.

9
10 **PRESENT:** Chairman Everett P. McBride, Vice-Chairman, Elizabeth A. Roth, Secretary Arthur
11 E. Barnes, Selectman Michael J. Lyons, Selectman Patrick Hargreaves, and Town Manager Dr.
12 Henry E. LaBranche.

13
14 **CALL TO ORDER**

15 Chairman McBride called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. He
16 introduced the Board members, Dr. LaBranche and department heads who were in attendance.

17
18 **1. 2008 Operating Budget Review**

19
20 • **Fire Department (pages 127 – 148)**

21 Chief Kevin Breen presented the budget for the Fire Department, introducing his staff who
22 where present to assist him. He provided figures for the overall budget request of \$8.09
23 million – a 7.86% increase, drawing the attention of the Board to offsetting revenue due to
24 grant awards received this year which resulted in a reduction in the increase to 5.93%.

25
26 *Fire Administration a/c 40100 (pages 128 – 132):*

27 Chief Breen pointed out the following:

28 *Line item 4090 (Regular Pay):* There is a decrease in this item due to a Deputy Fire Chief
29 position being taken out. Part of the saving has been reallocated to Communications which
30 the Chief stated he would point out at a later point.

31
32 *Line item 4182(Clothing allowance):* there is an increase of \$50/person and an increase
33 required for four additional fire fighters.

34
35 *Line item 4224 (Hazardous Response):* There is a 52.46% increase in membership fee for
36 the SE New Hampshire Hazardous Materials Mutual Aid District due to a change in the fee
37 structure. Chief Breen explained that there has been a decision to charge a \$5,000 basic rate
38 plus a per capita amount, based on US Census data.

39
40 *Line item 4406 (Printing and Binding):* The increase in this line is due to actual expenditure
41 over the last two years.

42
43 *Line item 4409 (Test services):* Chief Breen pointed out this line item is used for costs
44 associated with new hires and exams and the figure requested is consistent with expenditures.
45

1 Chairman McBride opened the meeting for questions from the Board. He asked if the
2 Hazardous Response Mutual Aid District is effective and whether the Chief was comfortable
3 with the way it was working. Chief Breen explained that grant money is running out. He
4 stated he felt the Town is getting its money's worth as they could not put a team together for
5 the amount charged by the District. Selectman Barnes confirmed that the cost of operating
6 the District is becoming more than what the dues could support and that a per capita increase
7 is appropriate.
8

9 Selectman Roth asked for an update on how equipment has been used since the discussion
10 which took place last year. Chief Breen provided background on the hazmat district and why
11 it had been set up, pointing out that it currently has \$0.5million in assets and is ready to
12 respond at a moments notice. He pointed out that labor; technical support etc and
13 emergencies can be mitigated with the assistance of all communities who are members of the
14 District. Selectman Roth stated that the propane leak recently is a good example of how it is
15 being put to good use in the community. Chief Breen spoke about monies which could be
16 recovered.
17

18 Selectman Hargreaves asked whether the Town could have collected from insurance
19 companies for reimbursement of the propane leak and Chief Breen confirmed that it could.
20 Chairman McBride clarified that the District lobbied to obtain legislation for recovery and
21 without this the Town would not be able to obtain reimbursement.
22

23 Chief Breen pointed out that an additional benefit of being a member of the Hazardous
24 Response Mutual Aid District is that the State has authorized this district to operate as one
25 LEPC which fulfills the Town's obligation to have a local emergency planning committee.
26 *Line item 4208 (Equipment Repairs):* Selectman Hargreaves asked for clarification on why
27 this is increasing by 10%, and Chief Breen spoke about copier maintenance which is cheaper
28 than buying a new copier. Chairman McBride clarified that there are two copiers and that
29 maintenance calls are as required.
30

31 *Line item 4406 (Printing and Binding):* Chief Breen explained what this covers for
32 Selectman Hargreaves, and that they are now using a patient care drop off form which has to
33 be printed and this enables the EMT's to spend less time dropping patients at the hospital. He
34 confirmed that they do not anticipate having to print those reports – this was an unanticipated
35 expense for this year.
36

37 *Line item 4412 (Training):* Selectman Hargreaves asked for expenditure to date and what
38 they would be using the rest of the money for which was encumbered for this year. The
39 Chief clarified they have not encumbered a paramedic program which was authorized last
40 year as the course does not begin until later in the year and probably has yet to be processed.
41 Selectman Hargreaves asked for clarification of whether everything encumbered for this year
42 will be used. Deputy Chief Mike Wallace explained they are looking at bringing someone
43 from New York City to do the training plus rapid intervention training will be done. He
44 explained what training is coming up in October and stated they would use all monies.
45

1 *Line item 4409 (Test Services):* Chairman McBride asked what additional testing there would
2 be for next year and the Chief explained there are six retirees plus the SAFER positions
3 which had been authorized, plus internal promotions.
4

5 *Line item 4232(Ambulance Supplies):* Selectman Roth stated this line was lower by 15% and
6 they are only requesting one defibrillator. She asked whether that meant they would be
7 requesting more next year. The Chief explained that there is a four year plan to replace
8 defibrillators, but felt it was prudent to replace one instead of two as scheduled. He clarified
9 for Selectman Roth that their evaluation would allow for them to change the plan to five or
10 six years.
11

12 *Line item 4412 (Training Expenses):* In response to a query from Selectman Hargreaves,
13 Chief Breen explained they benefit from membership to associations as they save on tuition
14 when participating in classes run by the associations. Selectman Hargreaves asked for a
15 breakdown, and Chairman McBride confirmed it would be useful to have information on the
16 savings obtained.
17

18 *Suppression/Prevention (a/c 40220, Page 133):*

19 *Line item 4096 (Longevity):* Chief Breen explained this line item has decreased due to a
20 number of retirees this year.
21

22 *Line item 4097 (Incentive Pay):* This line item has increased by 15.55% due to four more
23 firefighters gaining certification. He stated there were several more firefighters who
24 completed an intermediate program which would make them eligible for an increase in their
25 incentive payment. Chief Breen explained for Chairman McBride what the Town and State
26 requirements are for EMT and firefighter certification.
27

28 *Line item 4090 (Regular Pay):* There was a discussion regarding changes in number of
29 firefighters and whether they were on last year's budget. Ms. Murray from Finance offered
30 to make a note on the budget backup to clarify the situation.
31

32 *Line item 4093 (Replacement Pay):* Selectman Barnes asked for confirmation that 38.5 shifts
33 would be enough coverage considering the number of new staff. The Chief stated in his
34 experience on average 38.5 shifts would work out. In response to a query from Chairman
35 McBride, the Chief explained he uses actual pay/hourly wages, providing some examples to
36 confirm his calculations.
37

38 *Line item 4223 (Academic Reimbursement):* Selectman Hargreaves was informed that there
39 was no change in the figure quoted to date, but that there would be one more person making
40 use of this line item which would expend all of the appropriation for this year.
41

42 *Line item 4228 (Fire Hoses):* The Chief informed Selectman Hargreaves that almost the
43 entire amount encumbered for this item has been spent. He also explained they usually test
44 the hoses annually, in September, and place a replacement order at that time.
45

1 *Line item 4229 (Water Supply Maintenance):* Selectman Hargreaves was informed that \$735
2 has been spent in this line item to date.

3
4 *Line item 4230 (Firefighting Supplies):* The Chief explained for Selectman Hargreaves that
5 10 new hires would receive new clothing, and provided a cost breakdown per person.

6
7 ***Communications (a/c 40220, page 139 – 142):***

8 *Line item 4090 (Regular Pay):* Chief Breen pointed out the increase in this line reflects a
9 reclassification of a position to Supervisor and for a new Dispatcher position. He explained
10 that this is where the savings he spoke about earlier due to the reduction in a Deputy Chief
11 would be reallocated.

12
13 Chairman McBride clarified with the Chief they have moved savings from one position to
14 use in other positions. The Chief also spoke about now being able to use Lieutenants
15 paramedics who have maintained their paramedic certifications.

16
17 *Line item 4451 (Postage):* At the request of Selectman Hargreaves an up to date expenditure
18 for the year of \$1,756 was provided.

19
20 *Fire stations (a/c's 40230 – 40234, pages 143 -148):*

21 The Chief handed over to Assistant Chief Paul Parisi to present this part of the budget.

22
23 Assistant Chief Parisi outlined the increases and decreases in the account.

24
25 *Line item 40230-4458 (Vehicle Maintenance):* It was explained that the increase of 63.10% is
26 based on the past four years' expenditures and that 78% of the current encumbrance has been
27 spent to date. Chairman McBride confirmed that the age of the fleet has gone down, but it
28 was pointed out that things cost more and there are fairly significant repairs. Details of the
29 repairs were provided.

30
31 *Line item 40230-4600 (Office Furniture):* It was explained that the increase of 170% in this
32 item is due to replacement of chairs in the Dispatchers office, and that everything for three
33 stations comes out of this line item. At the request of Selectman Roth it was explained that
34 the Dispatchers' chairs are special heavy duty chairs which are used 24/7. A brief discussion
35 about the necessity for heavy duty chairs followed and it was confirmed that the warranty on
36 the current model used is five years.

37
38 It was pointed out that there were no major projects planned for any of the stations.

39
40 *Line item 40232-4495 (Station 2, Heat):* This item has decreased as they are now able to
41 predict more accurately, based on experience, what they are likely to expend on heat.

42
43 Selectman Hargreaves enquired as to whether the communications equipment was still
44 located there and was told the equipment was being moved the following week. It was
45 pointed out that the mass casualty and state logistics trailer is still housed in the building. It
46 was confirmed for Selectman Hargreaves that current expenditure is still \$3,384. Selectman

1 Lyons stated he would like at some point to discuss how to get out of the building
2 completely. It was pointed out for the viewing public that there is an overall decrease in heat
3 for this station of 49.16%.

4
5 *A/c 40233 (South station # 3):* At the request of Selectman Hargreaves to justify the proposed
6 increase in this account, it was pointed out that they had converted an oil burner to gas and
7 had saved on HVAC this year. Information was provided on all the maintenance which was
8 done this year.

9
10 ***Supplemental Items, page 2***

11 *Line item 40200-4412 (Fire Training Expense):* An explanation was provided of what the
12 request of \$13,993 covered and the Chief spoke about the difficulty in obtaining staff at the
13 level of certification required.

14
15 In response to a query by Selectman Roth about whether Lieutenant paramedics can be used
16 in the same way as new paramedics, Chief Breen explained what happens when firefighters
17 are promoted to Lieutenants and they maintain their paramedic certification even though do
18 not have to. He spoke about what this means to the community and the fact that they can
19 now recognize them by giving them a boost in pay.

20
21 ***Capital Improvements, page 210***

22 *Line item 4727 (Fire Department Vehicles):* Chief Breen spoke about replacement of an
23 ambulance and a fire engine and provided details of the vehicle to be replaced. He also
24 mentioned they had cut the forestry vehicle for the second year in a row, He explained they
25 have pre ordered the ambulance which has secured a price and has given them a head start on
26 the eight month build for the vehicle. He stated there would be a warrant article for the fire
27 engine. In response to a query from Selectman Roth, Assistant Chief Parisi stated the
28 determination had not yet been made as to whether the 1996 ambulance would be traded in or
29 sold, but they would obtain a figure for a trade in. He pointed out that the other option would
30 be to go to the State auction. A discussion took place regarding the ambulances and which
31 would be replaced.

32
33 Selectman Barnes queried ambulance revenues which are down 16% and a discussion
34 followed on changes which have affected the revenues. Selectman Hargreaves suggested
35 going to bid with a new company and it was explained that Comstar is the only company
36 available for billing. It was also pointed out that some revenues would not show up until
37 2008 and the department has to accept what Medicare will pay, which may be the difference
38 between projected and actual revenue.

39
40 Chairman McBride called a 10 minute recess, calling the meeting to order again at 8:45 p.m.

41
42 • **Police Department (a/c 40100, pages 105 – 126)**

43 Chief Donovan and his deputy presented the Police budget.
44
45
46

1 **Administration (a/c 40100, pages 106 – 109)**

2 *Line item 4182 (Clothing Allowance):* An explanation was provided of what the requested
3 money was for (see backup worksheet).

4
5 It was pointed out that most items remained at level funding.

6
7 In response to a query from Chairman McBride it was explained that there were seven
8 retirees so far and there may be another three by the end of the year.

9
10 *Line item 4410 (Advertising):* A discussion took place with Selectman Hargreaves regarding
11 why money was required for next year when nothing has been expended so far this year.

12
13 **Support Services (a/c 40110):**

14 *Line item 4092 (Temporary pay):* It was pointed out that over the last two years the figures
15 had been off by almost \$20,000 and they were now able to provide more accurate budgeting
16 of part time clerical hours.

17
18 *Line item 4093 (Dispatcher Replacement Pay):* It was pointed out that this item has increased
19 due to replacing staff. Chairman McBride asked what was being done to retain staff, and the
20 Chief explained they were using part time staff. He also explained there had been some loss
21 due to retirements.

22
23 In response to a query from Selectman Hargreaves about whether there should be offsets in
24 overtime and clothing allowance due to use of part time staff, it was explained that the offsets
25 were used in other areas and there was not a great deal of savings, with the Chief asking the
26 Board to be cautious as there was no straight offset.

27
28 *Line item 4098 (Overtime pay):* It was pointed out that there was an increase in this line due
29 to paperwork.

30
31 *Line item 4113 (Court Time):* This item is reduced due to less time spent in court.

32
33 *Line item 4213 (K-9):* It was explained that the department again have two full time K-9's,
34 with the second being obtained a few months ago when an opportunity arose, which has
35 resulted in savings.

36
37 *Line item 4221 (Ammunition):* It was pointed out that lead free ammunition is more
38 expensive

39
40 *Line item 4223 (Academic Reimbursement):* This item is showing a 50% reduction as not
41 many officers are requesting this.

42
43 *Line item 4437 (Gas and Oil):* This is based on the last delivery price.

1 *Line item 4405 (Memberships and Publications):* It was pointed out that there has been an
2 increase in dues. At the request of Selectman Hargreaves, Chief Donovan explained the
3 benefits gained from membership to the associations listed in the backup.
4

5 *Line item 4412 (Training Expense):* It was pointed out that the increase of almost 49% in this
6 item is due to training of new staff and salary increases. Selectman Hargreaves – queried a
7 number of items which were listed and an explanation was given of why each item was
8 necessary and why some could not be combined. The Chief stated the department was on the
9 cutting edge of training in munitions and it is important to be well prepared when officers
10 have to use firearms. He also clarified for Selectman Hargreaves that the training is done in
11 house, and would cost much more to go outside. It was explained for Chairman McBride
12 that training was done on overtime, and an example was provided. It was pointed out the
13 figure does not include step increases and the rate is down from last year due to the number
14 of new staff who are paid at a lower rate.
15

16 *Line item 4421 (Car Wash):* It was explained this has increased due to no longer having
17 custodians wash the cars.
18

19 *Line item 4601 (Police Equipment):* It was explained for Selectman Hargreaves that total
20 expended for this year still remains at \$215, and the Chief stated that emergency equipment
21 is not replaced until later in the year.
22

23 ***Police Patrol (a/c 40120):***

24 *Line item 4093 (Replacement Pay):* The Chief stated it costs time and half to replace an
25 officer, and they are trying to bring it to a more workable level. He also explained for
26 Selectman Hargreaves that not all officers who are retiring have been replaced. It was
27 confirmed for Chairman McBride that when officers come in from other agencies they start
28 at the base rate. It was also confirmed that Dispatchers also started on the base rate.
29

30 ***Community Services (a/c 40125):***

31 *Line item 4260 (Crime Prevention):* It was explained that this item has increased
32 substantially due to trying to provide more information to juveniles and seniors, and they
33 have reduced travel to offset the increase.
34

35 ***Investigative services (a/c 40130):***

36 *Line item 4110 (Holiday Pay):* This item has been reduced by almost 26% as it has not been
37 used in prior years.
38

39 *Line item 4460 (Travel Expense):* This item has also been reduced as it has not been used in
40 prior years.
41

42 ***Police Station (a/c 40140):***

43 *Line item 4450 (Telephone):* There are less pagers being used, therefore this item was
44 reduced by \$540.
45

1 *Line item 4498 (Building Repairs):* This item has been increased 100% due to experiencing
2 problems with the electricity in the building as it was not designed for current usage.

3
4 *Line item 4234 (Building Supplies):* In response to a query from Selectman Hargreaves, it
5 was confirmed that \$2,040 has been expended so far.

6
7 *Line item 4401 (Cleaning Services):* In response to a query on expenditure from Selectman
8 Hargreaves, Ms. Savastano said she would check the service contract cost for this item.

9
10 *Line item 4400 (Contracted Services):* The Chief pointed out that the Salem Visitation Center
11 is still being used for runaways as they cannot put them in a cell. In response to a query from
12 Selectman Hargreaves, the Chief agreed to check whether there are any grants available for
13 family and juveniles which would pay for the services.

14
15 Capital Improvements, page 210:

16 *Line item 4724 (Police Vehicles):* Chief Donovan pointed out that there were five cruisers in
17 this line item. In response to Selectman Hargreaves' query about why the lowest quote had
18 not been accepted, the Chief explained that the extended warranty would go to the dealership
19 who offered the best price on this item, and it might be different from the dealership who
20 offers the best quote on the cars. He then explained there are costs involved in changing
21 equipment over from old to new vehicles. He also informed Selectman Hargreaves that the
22 Department of Homeland Security is recommending black and white for the vehicles, and
23 that the police vehicles in the parking lot at present are not new vehicles. The Chief agreed
24 to provide the Board with a breakdown of costs for the next meeting.

25
26 This concluded the budget presentations for the evening.

27
28 • **UPCOMING MEETINGS**

- 29 ○ September 5, 2007
30 ○ September 10, 2007
31 ○ September 13, 2007

32
33 **MOTION:** by Selectman Lyons

34 ***Motion to adjourn the meeting***

35 **SECOND:** Selectman Roth

36 **VOTE:** 5-0-0

37
38 Without further business, Chairman McBride adjourned the meeting at 9:37 p.m.

39
40 Notes/Minutes Taken by: Sandra Maxwell

41
42 Approved: Board of Selectmen

43
44 Date: September 17, 2007