

**Ashland Budget Committee  
Draft Minutes  
October 17, 2013**

**Budget Committee Members -- Present**

<i>David Ruell</i>	<i>Sandra Coleman</i>	<i>Fran Newton</i>
<i>Christine Cilley</i>	<i>David Toth</i>	<i>Ingrid Heidenreich</i>
<i>Mardean Badger</i>	<i>Renee Liebert, Alternate</i>	
<i>Jeanette Stewart</i>	<i>Normand DeWolfe, Alternate</i>	

**Budget Committee Members – Absent**

*Mark Scarano, excused*

**Board of Selectmen -- Present**

<i>Jeanette Stewart</i>	<i>Normand DeWolfe</i>	<i>Phil Preston</i>
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**Town Employees -- Present**

*Paul Branscombe, Town Administrator*  
*Tony Randall, Police Chief*  
*Susan MacLeod, Planning Board Chair*

**Members of the Public -- Present**

*Eli Badger, Alan Cilley, Ann Abear*

The Budget Committee meeting was called to order by David Ruell, Vice Chair, at 6:00 pm.  
*[Jeanette Stewart also called the Selectboard Meeting to order at 6:00 pm.]*

**Review of Planning Board Proposed Budget (page 10), with Susan MacLeod**

Susan MacLeod, Planning Board Chair, first commented on the statement made at the Financial Forum regarding the Planning/Zoning Boards overspending their budget by about \$7,290, as listed in the audit. She disagreed with that statement, because it included the separate warrant article for the Master Plan and should not be considered an over-expenditure of the Planning Board's actual budget.

**#4191-10-625 PB Postage**

- \$200 postage may not be sufficient relative to ongoing projects, so **it was suggested to increase the Dept Head request to \$375.**
- Applicants pay postage up-front; money goes into the general fund before it comes out of the PB budget. The figure should represent gross budget, rather than net budget.

**#4191-10-330 PB Legal**

- \$200 increase is based on ongoing projects

**#4191-10-540 PB Advertising**

- \$250 should be sufficient, as the higher amount in previous years also included the advertising for Master Plan chapter hearings.

**Review of Police Department Proposed Budget (pages 15ff.), with Tony Randall**

Chief Randall's [TR] general comments about his department's budget are in his narrative overview. The following comments are in addition to his overview.

#4210-10-110 PD Salaries: chief, lieutenant, 3 union employees, up \$6957

- TR said \$65,000-\$70,000 is the usual pay for a full-time police chief and that he is grossly underpaid at \$56,000. He has a pay proposal to present to the Selectboard for negotiation of his contract, which expires in March. He hopes to have his salary settled before the budget is finalized, and stated he will leave his position if he does not get the salary he wants. Jeanette Stewart [JS] said that this issue would be discussed in non-public session at the November 4 Selectboard meeting.
- On explanation line, **delete: “1 employee @3% increase.”** The line should read: “3 union employees as per contract; \$70,000 for Chief Randall/5% for Marren”
- Why is selectmen’s figure lower than last year’s figure? JS: it includes Marren, 3 union (Cote, Beausoleil, Hamilton) and Chief at 10%
- Gaps in shifts are covered with over-time pay
- Currently have 1 part-time in academy (Carter) and 1 full-time in academy. Was going to hire 1 additional full-time, but background check was not clear.

#4210-10-120 PD Part-time Officers:

- TR increased budget for *part-time* to cut down need to use *over-time* pay.
- \$38, 272 as totaled below
  - 145 minimum days to cover = 1160 hours x \$16 = \$18,560
    - Vacation days – 85 days/year
    - Sick days – 25 days/year (5/person)
    - Personal days – 10 days/year (2/person)
    - Training days – 25 days/year (5/person)
  - Cooper, admin - \$13,312 (832 hrs x \$16)
  - Want an additional administrative day in office or another part-time - \$6,400 (additional day, 400 hrs x \$16)
- From the \$38, 272 above, TR requested \$45,000. He rounded it up some for different circumstances -- would not bank on any less than \$40,000.
- BOS: retained last year’s part-time figure. “Since we [BOS] added 1 full-time this year, there is less need for part-time.”

#4210-10-115 PD Salaries OT

- Dropped this line by \$2,000; 416 hours is an average per year
- Paid at time-and-a-half; hourly rate ranges from \$16 to \$25

#4210-10-230 PD Retirement

- Increased, based on salaries

#4210-50-393 PD Plymouth Prosecutor

- Association costs are not finalized yet for our share.
- Fee includes 30% to participate and remainder determined by usage.
- Anticipate that cost might be slightly lower.

#4210-10-432 PD Computer System Maintenance

- \$4495 -- IMC software updates and support
- \$4005 -- includes cloud, service, hosting, 1 workstation (\$1,435)

#4210-10-445 PD Cable

- \$630 – cable for TV in conference room, for state news/events/emergency management tracking (and for breaks)
- Why is there also \$650 in Finance budget? – PB: “we have Time Warner in our section (internet)”

#### #4210-10-452 PD Equipment purchase

- \$700 -- New radios (thru Homeland Security) came with only 1 battery; need 5 backup batteries @\$140 each
- \$750 -- tactical lights and setup for rifles (holder, switch, flashlight, remote sensor)
- \$1834 -- 2 tasers

#### #4210-10-620 PD Supplies

- Includes crime scene tape, rubber gloves, fingerprinting supplies, complaint books, ink cartridges, etc.
- Why did BOS reduce supplies? -- BOS looked at \$1311 spent so far this year. TR thinks \$2200 too low, could maybe do with \$3000
- TR wants new complaint books that correspond with all other Ashland-specific ordinances (have state complaints and parking ordinances)

#### #4210-10-635 PD Gasoline

- Down slightly
- SUV should get better gas mileage than the Crown Vic
- Have not figured gas mileage for the new vehicle yet

#### #4210-10-742 PD Police Cruiser Purchase }

#### #4210-10-741 PD Cruisers Lease Purchase }

- Crown Vic (2011) should have been swapped out in 2014. Because a new vehicle was purchased this year, CIP has shifted next new vehicle to 2015.
- New vehicle, outfitted, cost about \$44,554 (car, radio, outfitting, camera, decals, radar unit)
- Equipment bought through highway safety grant – outdated equipment cannot be used toward trade-in, but must be destroyed
- Still some money (about \$500) left in the capital reserve fund. Legal has said that the wording limits it to repair/purchase vehicle only and cannot cover outfitting costs.
- Discussion about how to expand purpose of current capital reserve wording to cover outfitting costs or to create new capital reserve to include outfitting

#### #4210-40-800 PD Matching Grants

- Can any money be spent from this line this year?
- Jamie Lyford takes care of grants; has made list from 2011 of grants received
- Marren retires March 2015 -- Investigating 2014 grant (to start in 2015) -- 25%town/75% federal grant split to fund a new regular officer for 3 years = Town \$13,503 x 3 (\$40,509), federal \$54,012 x 3 (\$162,036)
- This year – pending highway safety grant for radar unit (\$2500 town/\$2500 grant)
- Grant received -- Replacement ballistic vests – 2 years to use the grant (Cote & Marren just received their new vests, Randall waiting until contract finalized)

#### #4210-50-392 PD Police Dispatch

- Cost is user-based -- Includes a usage fee for each time you call/use dispatch
- Our percentage of usage is relatively low
- Looking into iPads to decrease dispatch usage. But iPads are officer-specific rather than cruiser-specific. Not sure that there would be much cost savings because of all the additional fees for iPad service, software, airtime cards, etc.
- Jamie has submitted grant to MVSBS for 6 iPads, \$10,194

#### #4210-50-394 PD Special Operations Unit

- Have pulled out of it, but have left \$1 in the line in case we need to get back into the Special Operations unit
- **Corrected the figure to carry \$1 across to the Selectmen's column**

#### #4211-10-125 Detail Wages

- Just an estimate -- needed more this year (Electric Dept, for example)
- Offset by revenue (town makes a small amount)
- Need to review the rate we charge in comparison to other towns' rates

Tony Randall and Paul Branscombe left at about 7:10.

#### **Additional Business**

#### #4583-10-691 Patriotic Purposes: Memorial Day Supplies (p. 36)

- Christine Cilley reported back with information from the American Legion. Have not bought all that they needed this year, so probably will not spend all of \$1,000 this year.
- Therefore, **change Dept Head request to \$1,000 in next year's budget.**

David Ruell relayed a message from Mark Scarano, indicating that *Petition Warrant Articles* are due Tuesday, January 14.

The last set of minutes that the Committee approved was for the July 25 meeting. **Minutes need to be approved for the meeting dates of July 31, August 8, September 12, October 3, October 10 and today's meeting, October 17.** We will do all at our next meeting.

- **Fran Newton and Mardean Badger will gather all the minutes from those dates and re-send them via email (or print) before the next meeting.**
- Members were reminded to read all the minutes prior to the next meeting to facilitate the approval process.
- David Ruell reminded members that anyone who does minutes must also turn in a paper copy to the Town Office.
- **Fran and Mardean will also check that past minutes are updated at the Town Office.**

In response to a comment made at an earlier meeting indicating that the Town Trustees are too busy with Water/Sewer and Electric transactions to attend meetings, Sandra Coleman distributed a report that showed during 2013 there have been only 6 transactions for the Electric Department and only 3 transactions for the Sewer Department to date.

**The next meeting is October 24, 6:00 pm, at the Elementary School Library.**

A motion was made (Fran Newton) and seconded (Sandra Coleman) to adjourn the Budget Committee meeting at 7:19 pm. [*The Board of Selectmen adjourned their meeting at the same time.*]

*Minutes taken by Mardean Badger*