

TOWN OF HAMPTON FALLS

**PRESENT:** M. J. Caruso, Chairman; P. G. Robart, F. J. Ferreira, Jr., Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**PERSONNEL POLICY WORKSHOP:** The Board conducted another review of the draft policy identifying areas needing research, additions/deletions or revision. Forms noted throughout the draft need to be created and job descriptions need to be obtained.

The Board requested L. A. Ruest contact Health Trust to determine the criteria for providing benefits to part-time employees. E. N. Small is to check to see if benefit criteria can be grandfathered for existing employees thus establishing new criteria for new employees.

**8:30 AM - PUBLIC HEARING - Anticipated Over Expenditure of the Town Budget:** Chairman Caruso opened the public hearing. He reviewed the criteria for the action needed to address this matter.

“As a result of a medical situation, the staffing for the daily police patrols has been reduced by twenty-five percent (25%). In order to maintain the level of patrols to 16 hours daily, there is a need to hire additional part time officers. The anticipated impact on the operating budget will be an over expenditure in the Police budget of \$20,000. We would use \$20,000 in surplus funds to pay for this additional expense. The total surplus funds set aside for 2004 is \$113,324. The chart represents approximately 1,250 hours of work by part-time patrol officers.”

**Account 4210: Police Department - Section 120: Part-time Positions**

| 2004<br>Approved<br>Budget | 2004<br>Anticipated<br>Expense | Balance<br>(Deficit) | Total<br>Used from<br>Surplus | OVERALL<br>BALANCE<br>(DEFICIT) |
|----------------------------|--------------------------------|----------------------|-------------------------------|---------------------------------|
| 57,745                     | 77,745                         | (20,000)             | 20,000                        | 0                               |

R. Dirsra was present. No members of the public were present. Hearing no comments, M. J. Caruso closed the public hearing.

**MOTION:** To approve the overdraft as noted above and request the Department of Revenue Administration to approve.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**

**PERSONNEL POLICY WORKSHOP:** Discussion continued at this time. Items to be addressed include:

- Revising the draft for review by the Board (corrections to be submitted to E. N. Small to prepare final draft for consideration at the Board’s October 6 meeting).
- Preparing forms, job descriptions and procedures for review.
- Creating a listing of outstanding issues.
- Submitting a final draft to counsel for review.
- Once the draft is received back from counsel, a copy will be provided to the Board for review, then Department Heads.

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**TOWN GARAGE ROOF:** E.N. Small reported that he has received one of two bids requested to re-shingle the town garage roof. A bid has been received from Jake's Carpentry and another is to be submitted by Wayne Berry.

**MOTION:** To authorize E. N. Small to award the bid to re-roof the town garage based on bids received from Jake's Carpentry and Wayne Berry.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**

**MOTION:** To adjourn the meeting at 9:10 a.m.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**