

**BOARD OF SELECTMEN  
DECEMBER 15, 2004**

**7:30 AM  
TOWN HALL**

**BUDGET WORKSHOP WITH DEPARTMENT HEADS  
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

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 7:35 AM TO DISCUSS PERSONNEL**

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

**MOTION TO SEAL THE MINUTES AND GO  
OUT OF NON-PUBLIC SESSION AND RESUME  
AT 7:40 AM**

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

**POLICE DEPARTMENT:** R. Dirsra reviewed a proposed budget for the Police Department line by line explaining increases and decreases as appropriate. He explained that the majority of the increase is reflected in the full-time salaries' line of the budget to address issues of manpower, staffing and training hours.

Discussion of the fact that the Board is looking to get all employees in line with respect to pay rate increases took place at this time. M. J. Caruso stated that a CPI percentage is being considered for 2006 rather than the flat 3% used over the past years.

R. Dirsra noted that his budget has been level funded for three to four years. Following discussion, the Board requested R. Dirsra review the proposed budget figures again to reduce the increase to 10%, if possible.

**HIGHWAY DEPARTMENT:** R. B. Merrill reviewed the proposed budget for the Highway Department. Discussion of budget lines 530 and 570 took place. A number of adjustments and reductions to budget lines were identified. E. N. Small will adjust. Avery Ridge Lane was added as a road to be obtained by the Town in 2005.

**FIRE, EMERGENCY MANAGEMENT AND AMBULANCE DEPARTMENTS:** J. M. Lord informed the Board that the costs relating to rescue have been moved to the Ambulance budget representing a decrease of \$10,700 to the Fire Department budget. E. N. Small reported that the salary figures have yet to be determined for the full-time salary position. J. M. Lord reported that he expects eight more volunteers to be paid in 2005 and that the pay lines have been level funded for 2005. The Board requested J. M. Lord to check into a three-year contract with Hampton for dispatching services as well as checking for the availability of dispatch service provided by other towns. It was noted that this budget has been level funded for two years now.

**HEALTH AND BUILDING INSPECTION:** R. B. Vigneau noted that the proposed Health budget for 2005 is down primarily due to the perc inspections budget line. The increase in the 2004 budget is a result of the Depot Road well. Salary figures have yet to be determined. He reviewed the Building Inspection budget noting changes. He also provided the Board with a report of 2004 objectives/status. He noted that he has been working for the Town for two years now and has taken on additional duties of Planning Board and Zoning Board projects. He also provided the Board with objectives for 2005. The Board discussed the matter of passing on additional responsibilities with respect to Planning Board and Zoning Board matters. Following discussion, it was agreed that now that R. B. Vigneau has acquired site plan agreements that site

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plan approval follow-up work will be his responsibility. L. A. Ruest will work with R. B. Vigneau during this transition. The Board thanked R. B. Vigneau for his efforts and acknowledged the objective reports as a good tool. It was also requested that job descriptions reflecting actual duties of the Town Administrator, Administrative Assistant and Building Inspector with respect to Planning Board and Zoning Board be identified in these job descriptions by the end of 2005.

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 9:35 AM TO DISCUSS PERSONNEL**

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

**MOTION TO SEAL THE MINUTES AND GO  
OUT OF NON-PUBLIC SESSION AND ADJOURN  
AT 10:00 AM**

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

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