

DRAFT

PRESENT: J. E. Ziolkowski, Chairman; L. M. Smith, Vice Chairman; E. B. Beattie, Selectman; L. A. Ruest, Town Administrator

CONTINUED REVIEW OF 2019 BUDGET PROPOSALS:

POLICE: The Police Chief was present to re-review the proposal of a fifth full-time officer and answer questions of the Board. R. Dirsa explained the issues relating to retaining part-time and full-time personnel and the problems associated with filling scheduled shifts. A review of the coverage hours in conjunction with available personnel took place. It was noted that some of the Chairman's questions relating to scheduled hours and personnel may relate to the position of Chief, as well as a portion of the position of Lieutenant, not being included in patrol shift hours. Chairman Ziolkowski proposed using part-time officers and adding night shift coverage. R. Dirsa stated that the request would not result in set overnight coverage, however, may allow opportunity for additional night-time hours.

R. Dirsa stated it is difficult to get a part-time employee to have consistent hours due, in part, to scheduling and requirements of the NH Retirement System. He explained the responsibilities of the Department to include patrol, investigation, reporting, court appearances and general office and administrative duties in conjunction with budget funds. It was noted that there is significant administrative work associated with various crimes greater than that in years past.

R. Dirsa reviewed the proposed 2019 budget noting that part-time salaries have been reduced to fund a half year of a fifth full-time officer maintaining coverage for vacations, sick and personal time, drills, training, etc. Discussion continued with suggestions of additional night time coverage, sacrificing day time coverage for night time coverage, secretarial assistance and other prosecutor support.

The Board also reviewed various Police Department budget lines asking questions and seeking input (IT services, gasoline pricing, vehicle maintenance, uniforms). It was noted that the requested 2019 Police Department budget is 1.78% higher than the previous year. R. Dirsa stated he would understand if the Board decided not to purchase a portable electronic speed sign in 2019.

R. Dirsa was asked to prepare information outlining the detail of the overall cost of hiring a fifth full-time officer. Budget funds also need to be added to Line 4155-Employee Benefits anticipating a half-year hire of a full-time employee.

HERITAGE: Heritage Commission Chairwoman B. Mutrie asked if 2018 Heritage budget funds could be encumbered to 2019. She was told that a request could be made if a project is underway that would not be completed until the first of 2019. Question was raised as to whether there may be a specific RSA that might allow the transfer of the balance of this budget line.

AMBULANCE, FIRE, EMERGENCY MANAGEMENT: J. Lord was present to review specifics of these budgets to include stipend pay, part-time pay, operation plans for emergency management and other questions of the Board.

J. Ziolkowski stated that he is inclined to proceed with the warrant article to purchase a fire truck in 2019 and inquired as to the plan for other Fire Department vehicle replacement asking that the

DRAFT

next fire truck be retired and not replaced. J. Lord stated that if the Town loses the 1991 vehicle to attrition, there is a 1993 vehicle that will need to be replaced. J. Ziolkowski also suggested that the revenue currently deposited to the Fire Department Vehicle Fund (Ambulance) be changed to deposit ambulance revenues to the General Fund. J. Lord asked that this not be done as the intent of this Fund as well as the plan for vehicle replacement depends on this money being available at the time of need without having to ask the taxpayers to raise and appropriate funds at the time replacement is due.

The Board also reviewed various Ambulance, Fire and Emergency Management budget lines asking questions and seeking input (vehicle maintenance and uniforms).

PERSONNEL (Vacation for Part-Time Employees): Discussion took place with regard to the availability of vacation time for part-time employees who meet the threshold of the Personnel Policy terms. It was identified that it would be appropriate to add one hour per week to the position of Part-time Secretary in order to allow for paid vacation as outlined in the Personnel Policy. The Board concurred.

ADDITIONAL MEETING TO CONTINUE 2019 BUDGET REVIEW was set for Tuesday, October 30, 2018, 9:30 a.m., Town Hall. The Town Administrator was asked to reach out to departments to request an additional review of the proposed budgets presented with the intent of reducing where they can.

SOLID WASTE COLLECTION AND DISPOSAL: The Board reduced the budget associated with the annual household waste collection day to \$3,000 based on this years' experience as well as the amount budgeted for tonnage disposal (from \$50,500 to \$45,000) based on estimated anticipated tonnage. J. Ziolkowski reported on his findings with regard to options and costs associated with grinding of brush at the Brush Dump. The funds budgeted for this purpose were kept at \$5,000.

HIGHWAY: Discussion took place with regard to the need to identify an amount to budget for core Road Agent services (\$10,000) along with an amount for annual highway needs that arise (non-emergency work). A review of the costs associated with road salt took place. J. Ziolkowski shared information he identified comparing road salt usage by the Town of Seabrook to the road salt usage of the Town of Hampton Falls. This information, as presented, resulted in Hampton Falls' usage being 62 percent less than Seabrook.

DRAFT 2018 TAX RATE DOCUMENT: The Board reviewed and amended a draft notice to taxpayers relating to the setting of the 2018 tax rate. Discussion took place with regard to a statement made pertaining to the approved Lincoln Akerman School bond. The Board requested that the document, specifically, the statement be reviewed by Matt Ferreira and Nancy Tuttle of the SAU as well as the Department of Revenue Administration.

WINTER ROAD MAINTENANCE SERVICES PROPOSAL: Speaking as Selectman, J. Ziolkowski stated he finds himself in a precarious situation being both the Selectmen Chairman as well as the winter road maintenance contractor under agreement with the Town of Hampton Falls. He stated he felt it would be difficult to be asking Department Heads to lower budgets when the Board of Selectmen have the Consumer Price increase to add to the snow plowing line

DRAFT

item. He referred the Board to a proposal from Environmental Landscape Management (ELM) and recused himself from the Board to present it.

J. Ziolkowski noted that he was not elected as Selectmen when the 2014-2019 Winter Road Maintenance Services Agreement was signed. He reviewed the history of ELM's services to the Town with regard to snow plowing and noted that this Agreement is the third over a nine year period; various manners of payment being made to include fixed pricing, hourly pricing and per inch pricing.

The current Agreement is a per inch schedule payment. J. Ziolkowski stated that the cost of year five of the Agreement, with the September 2018 CPI applied, is \$204,037. He reviewed the number of inches of snow and associated costs for 2017/2018 as well as 2016/2017 and distributed an outline of ELM's proposal.

A review of the proposed 2019 budget costs for the value of the Agreement (\$204,037), plus 10 additional inches of snow (\$15,000) and contingency funds (\$10,000) took place identifying a projected cost of \$229,037 for the 2018/2019 winter season should inches of snow reach 87 inches, plus 10 additional inches, plus a contingency for more.

ELM's proposal is to forego the 2018/2019 CPI increase of 3.3% in exchange for obtaining a three year extension of the existing Agreement through the years 2021/2022, with a fixed price of \$197,000 for 2018/2019, along with a price of \$197,000 plus CPI for winter season years of 2019/2020, 2020/2021 and 2021/2022, representing a potential reduction in the 2019 budget of \$32,037. All other terms of the Agreement remain as is.

J. Ziolkowski left the meeting at this time (12:25 p.m.).

Board members L. M. Smith and E. B. Beattie discussed the proposal presented by ELM noting the pros and cons associated with budget considerations and contractor performance. It was also noted that the Board has gone on record indicating that this work would be bid in the spring of 2019. The Board decided to take the matter under advisement until the review of the 2019 budget is concluded, then revisit the proposal at that time.

MOTION: To adjourn the work session at 1:00 p.m.

MOTION: E. B. BEATTIE

SECOND: L. M. SMITH

UNANIMOUS