

BUDGET WORK SESSION #1	SEPTEMBER 17, 2019 9:30 am
TOWN OF HAMPTON FALLS	TOWN HALL

DRAFT

PRESENT: L. M. Smith, Chairman, E. B. Beattie, Vice Chairman, L. Gargiulo, Selectman, L. A. Ruest, Town Administrator, K. Anderson, Secretary.

The Board began the budget review. L. Ruest, Town Administrator explained that the worksheets that the Board had have been updated to reflect expenditures through 8/31/19. Items that are highlighted are waiting for additional information or need discussion by the Board.

4150/4153

4711/4721/4723

FINANCIAL ADMINISTRATION / LEGAL

(120) The allocation of the secretary's wages have been adjusted to move 10% from the Building Inspector and allocate to the Town Administrator. (130) Elected Officials reflects four elections in 2020. Legal has been level funded.

BOND INTEREST

(981) This is the bond for the Conservation Easement (Applecrest). Interest expense reduced in accordance with amortization schedule. Bond is due to be retired in 2025

4210/4413

POLICE DEPARTMENT/ANIMAL CONTROL

Chief Dirsa requested that line (395) be increased by \$250 to reflect a settlement with the County in regards to administration costs for the Prosecutor. Exeter and Hampton Falls split the administration costs, which had been \$1,000 annually and is increasing to \$1,250.00. The contract cost is split 80/20 with Exeter. Discussion was had on why the administration cost was not split based on the same ratio and Chief Dirsa can discuss it for the next contract.

The Board directed the Town Administrator to invite members of the Technology Committee to the Board of Selectmen meeting on October 2 to discuss technology needs. (390) The computer data is now backed up and stored off site and the contract amount for that is a new item of \$4,000. The pros and cons of a Cloud based server were discussed and the Board agreed that it is an important matter to discuss for all departments of the town. Chief Dirsa will look at the options for his department based on his current need to replace a server.

(110) Wages were increased to account for step increases. (570) Car washes in the amount of \$250 have been added back into the 2020 budget. The department is currently not being charged although there is no guarantee that will continue. (635) Gasoline has been decreased; the town is locked in with the State for the rate of \$2.11 through November 2020 and \$2.25 for the remainder of the year.

Chief Dirsa told the Board that his submitted budget is an overall 1.6% increase. He also submitted an alternate budget reflecting a fifth fulltime officer. The hiring climate has changed and it is more difficult to hire part time officers. E. Beattie told the Board that he has been working reviewing he pay scale and step plan with Chief Dirsa and how the town can better retain the quality employees. Chief Dirsa is currently obtaining current wages from area departments. Lt. Ryan Venio reported the Department received 60-70 applications from the recent advertisement for full or part-time officers and found 25-30 that were interested in part-time. Twelve were brought forward to testing, with 4 actually testing; 3 passed; a conditional offer was made to one candidate who then didn't pass the background check. The issue of pay scales and a potential fifth officer will be discussed in a work

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session with the Board. The Town Administrator will arrange for this to be a work session with the Board before the next round of budget reviews.

4215

AMBULANCE

Chief Lord presented the budget. The JAWS is scheduled for the bi-annual maintenance which is reflected in the \$500 increase (430). L. Gargiulo asked what year the ambulance was. Chief Lord said it was a 2014 and he anticipates a 10 year replacement schedule.

4220

FIRE

Chief Lord explained that overall the budget is level, there is shifting of wage lines from ambulance to fire due to the change in the wage structure. E. Beattie asked if the department was still considered "volunteer". Chief Lord explained that when the stipend program began 17-18 years ago and compensation was provided the Department of Labor considered them employees. The NH Fire Academy considers the department a Call Department. The members are not scheduled and come when they are available, so in that sense they are volunteers. Chief Lord said that one day there will come a need for a full time department but that is down the road.

4290

EMERGENCY MANAGEMENT

There three drills in 2020.

BUILDING INSPECTION/HEALTH, MARK SIKORSKI

The Building Inspector noted the continued funding for the digitizing 8 ½ x 11 and other information. 200 hours to complete. The Board asked M. Sikorski if he needed 10% of the secretary time and he said that he needed the assistance with data entry into the Avitar system. The Board directed the Town Administrator to leave the current allocations the same.

M. Sikorski asked if \$300 could be added to his supplies (620) line for the purchase of an infra-red meter that can be attached to his phone to determine hot/cold spots in a building when doing inspections. The Board agreed.

E. Beattie asked about the work level in the department over the past year. M. Sikorski said that with Avesta and the School construction he was very busy and he sees an approximate 25% increase in residential permits.

HIGHWAY/STREET LIGHTS

The town will be participating in the electric consortium put together through Rockingham Planning Commission and while there will be a savings, it is not anticipated to be significant. The agreement must be signed by all parties on September 25th. L. Gargiulo asked if the oil price increases will have an effect on the contract price. L. Smith did not think so as most electricity is generated with gas.

Winter Road Maintenance (572) will be determined after the Board makes a decision on vendor.

L. Ruest explained that line 570 has now been broken into several lines (570-579) so that the Road Agent and the Board will have a better idea of where funds are available. (577) Catch basins is budgeted for a half day at \$600. R. Hilliard will get a cost from the vendor for a full day in order to catch up on the work that needs to be done. E. Beattie noted that the catch basins that have not been

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done are impacting residents and town roads with water. (630) Road salt- no price available at present. The Board's policy of using the minimum of salt to keep the roads safe and passable was reviewed with the road Agent. R. Hilliard noted that the decrease in cold patch costs is the result of him buying the material at a lower cost than the town can and he is passing that savings along to the town.

The Board discussed the CIP request for \$250,000 for road repair. L. Smith noted that the Axiomatic Report is used as a "road map" for the amount to budget in the fall and then in the spring the road agent reviews all of the roads and determines where the priorities are. E. Beattie told the Board that he drove down Surrey Lane to check those conditions and agreed that there is an issue there. L. Gargiulo said that a good portion of that \$250,000 will be the culvert work on King Street, depending on what is the best option. L. Ruest will follow up with the engineers for their recommendation on King Street. L. Ruest said that crack sealing will be addressed this year and the Janvrin subdivision is being reviewed by the town engineer for recommendations to the Board of Selectmen. E. Beattie said that on any road paving, it is important that the gravel edges (shoulders) are done correctly. E. Beattie asked that the Road Agent prioritize available funds.

4140

TOWN ELECTION, REGISTRATION & VITAL STATISTICS & TAX COLLECTION

L. A. Ruest explained that the 2019 vote to combining the position of tax Collector and Town Clerk will be implemented beginning in March and the wages are reflective of that. There is still work to be done on the salaries and scheduling for coverage on the lunch hour. Supervisor of the Checklist wages need to be added to account for the 4 elections in 2020. (390) The change from BMMSI to Avitar will be done in 2020 resulting in the increase in that line. The preservation of records (390) has been put into the budget to continue the preservation project, there are approximately 12 books remaining to do.

4150

FINANCIAL ADMINISTRATION

L. Ruest noted that there is a decrease in wages for the combined offices and that is reflected in the 4150 account. The increase for the full time benefits will be in the Personnel Benefits account (4155).

4153

PLANNING

The town does not have the Circuit Rider cost yet. L. Smith said that he understands that the Planning Board Chairman is not in favor of the establishment of a CRF to save toward the next Master Plan update. L. Ruest explained that she had an email from the CIP chairman requesting that the proposed warrant article be withdrawn by the Board of Selectmen. E. Beattie said that the Planning Board believes that they can handle the update in the future and save the town the money. L. Smith was concerned with the uncertainty of getting volunteers to do it and would like to be prepared with the funds over a period of years. E. Beattie suggested that the Board let the Planning Board try over the next 5 years and if nothing has been done, the Board go back to putting the funds away over the next five-year period.

L. Smith suggested that the Ordinance Review Committee look at the ADU Ordinance for existing structures and amend to clarify the intent was for structures that existed at the time the ordinance became effective.

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Motion to enter Nonpublic Session made by E. Beattie seconded by L. Gargiulo

Specific Statutory Reason cited as foundation for the nonpublic session:

 X RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

 X RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

Roll Call vote to enter nonpublic session:

Larry M. Smith, Chairman	Y
Edward B. Beattie, Vice Chairman	Y
Louis Gargiulo, Selectman	Y

Entered nonpublic session at 11:30 a.m.

Motion to leave nonpublic session and return to public session by L. Gargiulo, seconded by E. Beattie.

MOTION: PASSED

Public session reconvened at 11:50 a.m.

Motion seal the minutes of the September 18, 2019 nonpublic session.

Motion made by L. Gargiulo, seconded by E. Beattie, because it is determined that divulgence of this information likely would:

 X Affect adversely the reputation of any person other than a member of this board
 Render a proposed action ineffective
 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:

Larry M. Smith, Chairman	Y
Edward B. Beattie, Vice Chairman	Y
Louis Gargiulo, Selectman	Y

Motion: PASSED

MOTION: To adjourn the work session at 11:50 a.m.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS