

HAMPTON BUDGET COMMITTEE
MINUTES
October 30, 2012

Budget Committee Members Present

Eileen Latimer, Chairman
Mary-Louise Woolsey, Vice-Chairman
Ben Moore, Selectman Representative
Ginny Bridle, School Board Representative
Maureen Buckley, Precinct Representative
Pat Collins
Richard Desrosiers
Joe Grzybowski
Brian Lapham
Mark McFarlin
Sandra Nickerson
Michael Plouffe
Richard Reniere

Excused

Diandra Sanphy

Chairman Latimer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was said.

Members of the Committee gave self-introductions.

Chairman Latimer welcomed everyone to the first work session of the Budget Committee. She said the Budget Committee is charged with preparing the municipal budget. Department heads have made recommendations to the Town Manager and the Town Manager to the Board of Selectmen who have sent their recommendations to this Committee. Chairman Latimer said this information must be looked at with fresh eyes.

Adoption of Minutes

Moved by Ms. Woolsey, seconded by Mr. Lapham, to approve the Minutes of October 16, 2012.

Vote: 11 yes, 0 no, 2 abstentions (Bridle, Desrosiers). Motion passed.

Chairman Latimer said the vacancy caused by Peter Traynor's resignation needed to be filled and requested nominations for the empty seat.

Moved by Ms. Woolsey, seconded by Mr. Collins, to appoint Victor DeMarco to fill Mr. Traynor's seat on the Budget Committee until the election in March, 2013.

Vote: 13 yes, 0 no. Motion passed unanimously.

Chairman Latimer began the work session.

GENERAL GOVERNMENT

Accounting and Financial

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$315, 291 for Accounting and Financial.

Mike Schwotzer, Finance Director, said there is a \$4,000 adjustment to regular wages. The Board of Selectmen offered non-union employees a salary adjustment this year. This was related to medical coverage.

Vote: 13 yes, 0 no. Motion passed unanimously.

Audit Services

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the public hearing the amount of \$33,350 for Audit Services.

Mr. Schwotzer said this represents the audit in process now, but there could be a single audit if more than \$500,000 is received in grants.

Vote: 13 yes, 0 no. Motion passed unanimously.

Tax Collection

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the public hearing the amount of \$94,730 for Tax Collection.

Donna Bennett, Tax Collector, gave an overview of the Tax Collection budget. She said there is an increase of approximately \$750 over last year. This include a Teamsters wage increase and an increase for the Tax Collector. The amount for supplies and expenses has been decreased.

Vote: 13 yes, 0 no. Motion passed unanimously.

Town Clerk

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$232,647 for Town Clerk.

Jane Marzinzik, Town Clerk, said there had just been a retirement in her department that will decrease wages by \$8,667. The retiring Senior Bookkeeper will be replaced by a Bookkeeper position with a lower salary. The new budget amount should be \$223,979.

Amendment made by Ms. Woolsey, seconded by Mr. Plouffe, to change the amount for Town Clerk to \$223,979 to be forwarded to the Public Hearing.

Vote: 13 yes, 0 no. Amendment passed.

Chairman Latimer asked for a vote on the main motion as amended.

Vote: 13 yes, 0 no. Motion passed unanimously.

Conservation Commission

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$30,803 for Conservation Commission.

Jay Diener, Chairman of the Conservation Commission gave a review of their budget.

Vote: 13 yes, 0 no. Motion passed unanimously.

Administrative-Executive

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$15,500 for Selectmen.

Vote: 13 yes, 0 no. Motion passed unanimously.

Moved by Ms. Woolsey, seconded by Mr. Desrosiers, to move forward to the Public Hearing the amount of \$151,732 for Town Manager.

Vote: 13 yes, 0 no. Motion passed unanimously.

Personnel Administration

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$2,468,794 for Personnel Administration.

Ms. Woolsey asked about the sick bank. Fred Welch, Town Manager, said it now has a surplus of 2,100 hours.

Vote: 13 yes, 0 no. Motion passed unanimously.

Town Government Buildings

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$100,055.

Vote: 13 yes, 0 no. Motion passed unanimously.

Municipal Insurance

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$3,568,800 for Municipal Insurance.

Ms. Woolsey asked if the LGC issue is still heading for the Supreme Court. Mr. Welch said it was and everything is back on the table.

Vote: 13 yes, 0 no. Motion passed unanimously.

Management Information Services

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$186,883 for Management Information Services.

Vote: 13 yes, 0 no. Motion passed unanimously.

Planning Board

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$37,793 for Planning Board.

James Steffen, Town Planner, reviewed his budget.

Ms. Woolsey asked why there was nothing for legal expenses. Mr. Steffen replied that they were asked to look for possible cuts and that item and staff development were cut.

Chairman Latimer comparing the Planning Board Budget said the Budget Committee does not have access to legal counsel in certain cases and that is why money has been included

for that in its budget. Mark Gearreald, Town Counsel, said if the Committee needs legal counsel and there is any conflict he would call in outside counsel and charge it to the Legal budget. Chairman Latimer then said if the Committee does have access, then the line for legal can be removed from the Budget Committee budget as it was for the Planning Board. Ms. Woolsey said she would strongly suggest that the Budget Committee, Planning and Zoning keep a line for legal in their budgets as they would need Selectmen's approval to have Attorney Gearreald call in outside counsel.

Vote: 12 yes, 1 no (Woolsey). Motion passed.

Zoning Board

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$5,310 for Zoning Board.

Vote: 12 yes, 1 no (Woolsey). Motion passed.

Office of Planning

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$73,908 for Office of Planning.

Discussion followed regarding the value of staff development to the Office of Planning.

Amendment made by Mr. Desrosiers, seconded by Ms. Bridle, to add \$500 for Staff Development to the Office of Planning bringing the total to \$74,408 to be moved forward to the Public Hearing.

Vote: 10 yes, 3 no (Collins, Lapham, Moore). Amendment passed.

Chairman Latimer asked for a vote on the main motion as amended.

Vote: 10 yes, 3 no (Collins, Lapham, Moore). Motion passed.

Total Planning and Zoning

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$117,511 for Total Planning and Zoning.

Vote: 10 yes, 3 no (Collins, Lapham, Moore). Amendment passed.

Building Inspector

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$208,866 for Building Inspector.

Kevin Schultz, Building Inspector, reviewed his budget. He said there was an increase of a little over 11%. This is due to salary increases, both contractual and non-union who opted for a change in insurance. Vehicle maintenance was reduced by \$1,000 and Repairs and Maintenance was reduced by \$400. They are also seeking a new position for a part-time secretary.

Vote: 13 yes, 0 no. Motion passed unanimously.

Assessing

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$242,287 for Assessing.

Ed Tinker, Assessor, said they were able to reduce the typical budget by 20% so that they could add a line item of contractual services of \$60,000. This includes \$20,000 moved from Legal to Assessing. The budget in reality is level.

Vote: 13 yes, 0 no. Motion passed unanimously.

Legal

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$238,738 for Legal.

Chairman Latimer welcomed Mark Gearreald, Town Counsel, and Wanda Robertson, Assistant Town Counsel.

Attorney Gearreald said the legal budget is down 14.94% from last year (\$41,918). \$20,000 of that is moving over from litigation expenses committed to Assessing.

Attorney Gearreald discussed current litigations.

Staff Development, Other Labor Costs and Damages and Judgments are being reduced.

The department is in a position to be proactive. Attorney Gearreald discussed Attorney Robertson's duties.

Chairman Latimer asked about Human Resources as there is no money allocated. Mr. Schwotzer said that could actually be eliminated as Attorney Robertson handles the Human Resources function. Ms. Nickerson said she felt there could be a conflict with a person in the legal department having the HR function. Mr. McFarlin and Mr. Moore said they saw no conflict.

Vote: 13 yes, 0 no. Motion passed unanimously.

Budget Committee

Chairman Latimer said she would like to set the Budget Committee's budget at this time. She suggested taking out \$1,000 for Legal and adding \$300 for Education. Discussion followed.

Moved by Ms. Woolsey, seconded by Mr. Plouffe, to move forward to the Public Hearing the amount of \$2,500 for Budget Committee.

Ms. Woolsey said you can't see the future and she would oppose the removal of the legal line.

Vote: 12 yes, 1 no (Woolsey). Motion passed.

The next meeting will be Thursday, November 8, 2012, at 7:00 p.m. in the Selectmen's Meeting Room at which time the Police Department budget will be addressed.

Adjournment

Moved by Ms. Woolsey, seconded by Mr. Lapham, to adjourn the meeting at 9:25 p.m.

Vote: 13 yes, 0 no. Motion passed unanimously.

Respectfully submitted,

Joan Rice
Secretary