

HAMPTON MUNICIPAL BUDGET COMMITTEE AGENDA

BUDGET WORK SESSION

Date: Tuesday, November 17, 2015

Time: 7 p.m.

Place: Selectmen's Meeting Room

Budget Committee Members Present

Eileen Latimer, Chairman

Brian Lapham, Vice Chairman

Nick Bridle

Scott Blair

Michael Pierce

Sunny Kravitz

Jim O'Loughlin

Stephen LaBranche

Timothy "Citizen" Jones

Michael Plouffe

Chuck Rage, Hampton Village Precinct Representative

Jerry Znoj, School Representative SAU 90

Phil Bean, Selectman Representative

Absent (excused)

David Wood, State Representative

Sandra Nickerson

- 1) Call to Order at 7:00 p.m.
- 2) Pledge of Allegiance
- 3) Introduction of members

Mr. LaBranche said he wished to apologize to this committee, the public, and the Conservation Committee for making statements at our last meeting, Thursday, November 12-2015. I misspoke when I said that I thought that the \$90,000 warrant article to fix the ice pond dam was for the entire project. I stated that I was surprised that \$40,000 had been allocated for the engineering costs from the Conservation fund. I apologize to this committee, the public and hardworking Conservation Committee for my lack of memory and any implications of their misleading the public and this board. The exact wording of the warrant article specifically spelled out that \$40,000 would be spent for engineering from the Conservation Fund and the \$90,000 would be raised and appropriated. I am sincerely sorry for making any implication or allegation of wrong doing. I hope the Conservation Commission will accept my most sincere apology.

4) Correspondence

Chairman Latimer said I was pointed in the direction to request from Ellen Lavin the names of the funds and the actual balances, because last week no one seemed to know what those balances were. I spoke with Ellen Lavin and asked her the exact names of the funds and balances. I am sharing with you what I received and she did say this is how she accounts for it in Conservation, but what we were really looking for was the name of the funds.

Chairman Latimer on a second piece of correspondence, it was pointed out to Scott that his correspondence that he has been handing out as information only is inappropriate and in conflict with RSA 91a. Information only, not anything regarding opinion is just that information only; we have covered this before; as long as no one responds and no one has an opinion that information goes out, he made no response on that, he sent it out as a spread sheet. I do not want to detract from anybody on this committee who is spending a lot of time creating this information for us, and generating it out to us.

Mr. Jones said he appreciates the work from Scott; what he saw was Scott offering zero opinion, and doing nothing more than delivering facts of government numbers available to the public.

Chairman Latimer said she would like to take this opportunity to clarify some things again. Information only documents that are sent out I would prefer that everybody send everything to me first, if it is something that can go out under RSA 91a I will send to everyone else.

Mr. Znoj said he appreciated Scott's input.

Mr. Jones MOTIONED that this committee recognize that Scott's action was not a violation of RSA 91a but rather was a service to this entire committee SECONDED by Mr. Pierce.

Vote: 11 Yes, 0 No, 2 Abstentions (Rage & Bean)

5) Consent Agenda

- a. The Budget Committee has resolved that as soon as possible with the DPW Director and the Budget Committee Representative at appropriate DPW location to review operational procedures and active status as well as informational discussions of any deficiencies therein. The Budget Committee further appoints as its representatives in this matter Jerry Znoj and Michael Plouffe. Meeting details shall be initiated and coordinated by Jerry Znoj directly with the DPW Director.

Mr. Bridle asked what at this point the benefit of a subcommittee is; this seems to totally circumvent that.

Chairman Latimer said this is not a subcommittee

Mr. Bridle said he knows, that the beginning of my term here, we are using the subcommittees to establish a means to gather more information and experts in certain fields, how does this differentiate from those subcommittees responsibilities.

Chairman Latimer said we are entitled under the RSA to gather information. The Budget Committee is entitled to direct access by this statute. This is not a tour, this is fact finding.

Mr. Jones MOTIONED the appointments of Jerry Znoj and Michael Plouffe as the Representatives of the Budget Committee to the DPW SECONDED by Michael Pierce.

Vote: 8 Yes, 3 No (Bridle, Kravitz, Lapham), 2 Abstention (Bean & Plouffe)
Motion Passed.

- b. The Budget Committee confirms the request to DRA sent on 10/20/15 is vital to the Budget Committee's work and wishes to express the timing of this is of the essence in receiving the requested guidance. The Budget Committee Chairman shall write a communication to DRA reflecting that information.

Mr. Jones MOTIONED to confirm the Budget Committee Chairman shall write a communication to DRA requesting guidance SECONDED by Mr. Pierce.

Vote: 12 Yes, 0 No, 1 Abstention (Bean)

- c. The Budget Committee requests from the Town Manager a detailed explanation of the 2015 actual expenses under the contract it services in the Assessing schedule to include a description of property at issue, vendors employed to said property and amount paid or committed to pay for said property.

Mr. Pierce MOTIONED to request a detailed explanation of the 2015 actual expenses in the Assessing schedule from the Town Manager SECONDED by Mr. Jones.

Vote: 11 Yes, 0 No, 2 Abstentions (Bean & Lapham)

- d. The Budget Committee requests from Town Manager an explanation regarding the appearance of the 2015 Employee Health Insurance being approximately \$200,000 under budget.

Mr. Pierce MOTIONED the request of an explanation from Town Manager regarding the 2015 Employee Health Insurance budget SECONDED by Mr. LaBranche.

Vote: 12 Yes, 0 No, 1 Abstention (Bean)

- e. The Budget Committee requests the following data on the undesignated fund balance:
- The 2014 audit results on the cash balance and receivables non-cash balance
 - Present data on the cash balance and receivables non-cash balance

Mr. Pierce MOTIONED for the audit results on the cash balance and receivables non-cash balance SECONDED by Mr. Lapham.

Vote: 12 Yes, 0 No, 1 Abstention (Bean)

- f. The Budget Committee requests that the Town Treasurer appear on the December 1, 2015 Budget Committee meeting to review the present fund status in the Treasurer's custody, and in particular those funds related to the Conservation Commission as well as any questions that may arise concerning the Treasurer's activity and budget requests.

Mr. Lapham MOTIONED the request for the appearance of the Town Treasurer at the December 1, 2015 Budget Committee meeting SECONDED by Mr. Blair.

Vote: 12 Yes, 0 No, 1 Abstention (Bean)

6) Work Session 5

Presentation & Questions of following 2016 departmental requested budgets:

A. Parks & Recreation – Dyana Martin, Director

Ms. Martin said basically her budget is the same as last year, that there are some items that she buys every year, changing the amount to actual spending over the last 3 years. The other change is in the parks for the grass and fields; buying fibar for the playgrounds every other year. Some things are not required to use every year, we are just changing what we are purchasing, which is why the budget is the same.

Chairman Latimer asked why the amount under lifeguards was zero.

Ms. Martin said we did not have lifeguards, only had one apply and need five to run the program.

Chairman Latimer said I see you have it budgeted for 2016.

Ms. Martin said she wants to have the money in the budget if we can get lifeguards.

Mr. Blair asked why the part time expenses were under the budget.

Ms. Martin said it was due to a part time secretary going out on leave for 2-3 months, and due to the Affordable Care Act had to move our parks employees to part time instead of seasonal, so they had fewer hours.

Ms. Martin said the infrastructure fund can only be used for infrastructure; can only use to build things with it; such as the tennis courts, etc.

B. Parking Lot Revenue – Dyana Martin

Ms. Martin said the only changes on this is the lease, which goes up \$1,000 every year on Church Street and there was an adjustment in the lot supervisors pay this year, also the only thing I did change was to go with a true figure on water usage.

Chairman Latimer asked when the lots were opened for the year.

Ms. Martin said the first concert was in April this year, so we opened the Ashworth Avenue lot; or if we know there is going to be a warm Sunday, we will open one of the lots.

C. Library – Amanda Reynolds Cooper, Director

Ms. Cooper said we try to keep it simple and have a very modest increase. There was a change in part time wages; there is a new line the merit pool, the library had been compensating folks annually changing their wages on a step program; we retired that step program and now using a merit pool to award raises after their successful evaluations. The line called sick leave and vacations is used for substitutes coming to filling in; I have increased that line as we have over spent it or come very close to over spending in the past several years, so we needed to bump that number up. Our health insurance is down, and we have modest changes for Social Security, Medicare, and Retirement. Within our operation there are three large reductions in our stock; periodicals \$2,000 reductions, reference books \$2,200, and the last reduction is in the on-line subscriptions with a \$2,000 reduction. Overall budget is a .94% increase.

Mr. Kravitz commented about Gross Budgeting.

Ms. Cooper said she turns a Gross Budget spreadsheet in every August.

Chairman Latimer asked Ms. Cooper to forward a copy of the Gross Budget spreadsheet to the Budget Committee. We would like to see the actuals you spent under appropriations.

Mr. Rage said seeing only a \$787 increase in your budget is fantastic.

D. Town Manager's Budget – Fred Welch, Town Manager & Kristi Pulliam, Finance Director

Mr. Welch said we put in the Town Manager's Budget and will cover the Selectmen at the same time. Salaries are the same, part time wages basically the same, overtime basically the same, staff development we have a new employee. Every year we end up trying to follow the board's direction and they have told us we need to continue to bind books so the permanent records can be saved, and every year we are required to update the ordinances; as you can see that is a \$3,500 expense. The bottom line is \$272,378.

Mr. Jones asked what was driving the 400% increase in the staff development budget.

Mr. Welch said we have a brand new employee, we have to do training; it is a requirement; a lot of individual development that has to take place.

Mr. Znoj asked if the town ordinances were up to date.

Mr. Welch said yes, they were up to date.

7) Review of Minutes

Chairman Latimer said will be reviewed on December 1, 2015.

8) Adjournment

Stephen LaBranche MOTIONED to adjourn SECONDED by Nick Bridle at 8:55 p.m.

Vote: 13 Yes, 0 No, 0 Abstentions

There being no further business, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Eileen Latimer, Chairman
T. Y., Secretary

