

# HAMPTON MUNICIPAL BUDGET COMMITTEE

## MINUTES BUDGET WORK SESSION

**Date: Thursday, December 10, 2015**

**Time: 7 p.m.**

**Place: Selectmen's Meeting Room**

### **Attendance**

Eileen Latimer, Chairman

Brian Lapham, Vice Chairman

Nicholas Bridle

Scott Blair

Michael Pierce

Sunny Kravitz

Robert Ladd, Hampton Beach Village District Representative

James O'Loughlin

Timothy "Citizen" Jones

Sandra Nickerson

Michael Plouffe

Jerry Znoj, School Board Representative SAU 90

Phil Bean, Selectman Representative

### **Absent (Excused)**

Stephen LaBranche

David Wood, State Representative

- 1) Call to Order at 7 p.m.
- 2) Pledge of Allegiance
- 3) Introduction of members
- 4) Work Session 8

Presentation & Questions of following 2016 departmental requested budgets

A. Department of Public Works – Chris Jacobs, Director, Jennifer Hale, Deputy Director & Theresa McGinnis, Operations Coordinator

Chairman Latimer said we sent you a quite few questions and thank you for getting them all back to us by the end of the day today.

## **Administration**

Mr. Jacobs said we put together a budget that showed truth in spending. There are work orders we are prepared to sign January 1, 2016. The only change is cost of living increases under an approved contract. The CDL drivers all have to have a medical card. Staff development rate remained the same at \$3,500. Jerry wanted to know why uniform rental went up; it is because of safety boots; per contract they get one pair replaced per year. Mr. Jacobs said under the gasoline and diesel fuel, Kristi would like to answer those as they are implementing a new gasoline purchasing plan with individual cards being issued and be able to buy from gas stations around town.

Mr. Znoj asked why was there \$20,000 paid to the Hampton Police Department.

Mr. Jacobs said there is a town ordinance that is required when someone pulls a permit and is working within the road; we need a police traffic detail.

Chairman Latimer asked if you have occurrences where the detail is paid for by an external interest.

Ms. Hale said an example would be; if Aquarion is out there then they pay for the detail.

Mr. Kravitz asked is there are any area where you can increase the revenue.

Mr. Jacobs said we bring in revenue for the transfer station about \$160,000; we bring in over \$100,000 for sludge; we are now charging a sewer access fee; driveway permits, sewer connection permits, and trench permits cover labor costs.

## **Engineering**

Mr. Znoj said you asked for \$40,000 and spent \$9,000 to date; can you give me 2-3 bullets that would speak to the 2016 plan you might have for the \$40,000.

Mr. Jacobs said asset management software, purchase and implementation; Eaton Park permit; permit under consideration to Jo-Ann Lane; Brown Avenue parking.

## **Paving and Maintenance**

Mr. Jacobs said resurfacing money is \$22,500, patch material and line painting; \$5,000 to rent equipment which is for transportation of our equipment to be repaired. Lawn care is contractual; tree maintenance is at \$25,000 and I have 17-20 trees to take down. Street signs for \$8,000, and we are still in the midst of a 2017 Federal deadline to make all the street signs 6" high letters; we are about half way through.

## **Snow and Ice**

Mr. Jacobs said drainage construction is \$30,000 for repairs and maintenance and \$30,000 for the drainage construction itself. We have prioritized the areas for 8,000 linear feet of corrugated metal pipe that the bottom has eroded away. We are asking for \$26,000 for sidewalks and curbs.

Chairman Latimer asked if there was a separate warrant article for sidewalks.

Mr. Jacobs said yes, and it was backed by the Selectmen 4-1.

Chairman Latimer asked if he was talking about concrete sidewalks going forward.

Mr. Jacobs said both.

Mr. Jacobs said salt is \$80,245 which is \$51.73 per ton; winter sand is at \$13,877.

Mr. Lapham asked if he was going to cover the salt shed.

Mr. Jacobs said due to the snow that has not been done.

Chairman Latimer said the overtime wages under snow removal, obviously it had to do with the winter we had and the estimate going forward with the budget we had last year was \$46,000, now we are going up to \$67,000.

Mr. Jacobs said we even knew the budget of \$46,000 last year was not going to be enough.

Chairman Latimer said the year before that was \$65,000.

## **Street Lighting**

Mr. Jacobs said traffic light repairs for \$4,000 is in my budget but is being controlled by the Fire Department, as the lights are their responsibility.

Mr. Znoj said who does the actual repairs, you?

Mr. Jacobs said no they will call the electric company.

Mr. Znoj asked why it was on their budget.

Town Manager Welch said the state puts it in their budget.

Mr. Jacobs said electric, which is the street light usage we are projecting it will cost \$219,000.

## **Municipal Sanitation**

Mr. Jacobs said the part time wages are \$56,042, and hopefully next week we have a new person starting and have her 3 days a week.

Overtime wages are \$28,660 and usually due to emergencies. A lot of the problems can be handled remotely via computer system and this will help, but there are some things that need to be handled on site.

Engineering Services Mr. Jacobs said especially in the sewer and drain system we need the services of outside engineers and this year we are looking at checking generators, getting blowers re-sized.

Lab Analysis, staff development, we are a Grade 4 plant, so there are number of the guys that are required to have Grade 4 licenses. Electric Mr. Jacobs said we are asking for \$230,000.

Heating Fuel is broken down by the plant itself, but there is also all the pump stations, we need to keep them warm.

Mr. Jacobs said there is also water and if you need to re-prime the pumps it takes 20-30 gallons to get them back going.

Uniform rental, the guys are replacing their boots on a more regular basis.

Sludge tipping fees, we are paying \$75 per ton going to Waste Management and also the grit that is pulled out of the waste water, as it wears out the pipes and pumps. We pump out grease also, and call in an outside hauler like Crisco to pull the material out for us.

Supplies and expenses is a wide range of areas, such as lab supplies, lubricants and have a big need for computer upgrades.

Gasoline and diesel fuel has been adjusted by the finance department, and again goes back to the number of gallons used.

Vehicle maintenance is \$33,000 and mainly used by the two sludge trucks as there is a lot more wear and tear on these trucks than you normally would see.

Mr. Jacobs said chemicals are under a contract for \$143,060.

We are looking for replacement equipment such as the sewer camera which sent through the lines and needs upgrades about \$60,000. The backhoe claw bucket needs replacement which is \$3,000.

Mr. Jones said grease is highly recyclable and asked if they have looked into that.

Mr. Jacobs said he would ask the guys, but the grease has been contaminated as it has feces in it.

Mr. Bridle asked about \$162 per quarter employee reimbursement on cell phones.

Mr. Jacobs said I get \$81 per quarter for using my own cell phone for receiving business calls.

Solid Waste Collection we have 5 full time workers; during the summer we have a lot of part time wages, as we collect trash 7 days per week in the summer.

Recycle hauling at \$52,000 is contractual, but we do not pay for disposing of recycling as Wheelabrator takes that for free.

Vehicle maintenance is \$50,600. Collection bins spent just under \$10,000 and received 180 of them.

Landfill Operations is \$7,900 is under contract. Waste tipping fees \$60.25 per ton, contract is set. Demolition material is \$60.25 per ton.

### **Transfer Station**

Mr. Jacobs said it has 4 full time employees and 1 part time employee. The overtime wages are for the weekend supplement wages.

Mr. Jacobs said 27 people maintain a solid waste operator's certificate to work at the transfer station; and 14 people are available to run the scale. Electric \$89,010 is mostly to run the compactor, but there is heat in the building. Repairs and maintenance is \$14,000; the gas is \$6,086 and the diesel is \$4,400. Screening and grinding is a \$9,000 per year contract.

Chairman Latimer said is concerned you are under funding the part time wages.

Mr. Znoj said he sees lines that look low, such as staff development; electric looks low; repairs and maintenance looks low.

Mr. Jacobs said if it is a safety issue then there is no holding back.

### **Sewer Collection and Disposal**

Mr. Jacobs said sewer line and maintenance is at \$130,000 and we have identified two projects where this money will go.

Ms. Nickerson said that she agrees with Mr. Znoj that your figures look low.

Mr. Znoj said there are a lot of lines that we have put the money into your budget, but the money was never spent.

Mr. Jacobs said working with others it was a budget we could live with and that you would approve.

Ms. Nickerson asked if you are having an outside company come in to cut the trees.

Mr. Jacobs said we bid out, but there are extenuating circumstances that would require a crane due to wires.

Ms. Nickerson said you are not expecting you to do it.

Mr. Jacobs said no.

Ms. Nickerson said you have a great crew, and you do not get enough recognition for everything you do that is above and beyond with serving the community and do a great job.

5) Review of 2015 Minutes (2:37:34)

- Review of Minutes from November 3, 2015

Page 1: Delete Maureen Buckley's name under absent

Page 3: "spending down were" add staff improvement and uniform expense

Michael Plouffe MOTIONED to accept the minutes of November 3, 2015 as amended  
SECONDED by Scott Blair.

Vote: 13 Yes, 0 No, 0 Abstentions

- Review of Minutes from November 5, 2015

Page 1: Delete Robert Wood as absent – add Hampton Village Precinct Representative to  
Maureen Buckley

Page 2: Add "Topic will be revisited" after Municipal Insurance 2<sup>nd</sup> paragraph

Michael Pierce MOTIONED to accept the minutes of November 5, 2015 as amended  
SECONDED by Michael Plouffe.

Vote: 11 Yes, 0 No, 2 Abstention (Nickerson, Wood)

- Review of Minutes from November 12, 2015

Page 1: delete Maureen Buckley as absent

Page 3: add “upon further questioning by Mrs. Latimer the current individual has been there one year”

Nicholas Bridle MOTIONED to accept the minutes of November 12, 2015 as amended  
SECONDED by Michael Pierce.

Vote: 12 Yes, 0 No, 1 Abstentions (Jones)

- Review of Minutes from November 17, 2015

Page 1: Remove Maureen Buckley as absent

Michael Pierce MOTIONED to accept the minutes of November 17, 2015 as amended  
SECONDED by Scott Blair.

Vote: 10 Yes, 0 No, 3 Abstentions (Ladd, Znoj, Nickerson)

- Review of Minutes from December 1, 2015

Page 1: add “asked” 1<sup>st</sup> paragraph

Page 2: 1<sup>st</sup> paragraph add “but I can give you a figure of \$4,500,000

Page 2: 13<sup>th</sup> paragraph “reworded”

Michael Plouffe MOTIONED to accept the minutes of December 1, 2015 as amended  
SECONDED by Scott Blair.

Vote: 10 Yes, 1 No (Jones), 1 Abstention (Znoj)

- Review of Minutes from December 3, 2015

Page 1: 1<sup>st</sup> paragraph add “was informed that the main section of the audit was complete  
and they are still waiting on capital assets.

Page 3: 1<sup>st</sup> paragraph add “so the requested amount is reasonable”

Page 3: 4<sup>th</sup> paragraph add “he” has heard wonderful things are “happening with”

Page 5: added further information to the last paragraph

Page 6: added first two sentences; “that the Chairman just read be sent by the  
Chairman,”

Nicholas Bridle MOTIONED to accept the minutes of December 3, 2015 as amended  
SECONDED by Brian Lapham.

Vote: 9 Yes, 0 No, 4 Abstentions (Kravitz, Wood, O’Loughlin, Znoj)

6) Correspondence

Chairman Latimer said we requested information from Ellen Lavin and I have received her answers, which we will go over this on Tuesday.

7) Adjournment

Nicholas Bridle MOTIONED to adjourn at 10:05 p.m. SECONDED by Scott Blair.

Vote: 13 Yes, 0 No, 0 Abstentions

Respectfully,

Eileen Latimer, Chair