

**HAMPTON MUNICIPAL BUDGET COMMITTEE  
DRAFT MINUTES**

**Tuesday November 10, 2016**

**Selectmen's Meeting Room 7PM**

**[Minutes Not Official Until Approved]**

**Attendance:**

Mary-Louise Woolsey, Chair  
Michael Plouffe, Vice Chair;  
Regina Barnes, Selectman Representative  
Virginia Bridle-Russell, School Board Representative, SAU 90  
Robert Ladd, Hampton Beach Village District Representative  
Danielle Augustine  
Steven Henderson  
Timothy "Citizen" Jones  
Sunny Kravitz  
Stephen LaBranche  
Brian Lapham  
Michael Pierce  
David Maurer

**1. Call to Order at 7:00 PM by Ms Woolsey.**

**2. Pledge of Allegiance**

**3. Selection of Recording Secretary**

Ms Woolsey said that Eileen Latimore would be unable to continue in the recording secretary position. Barbara Kravitz, who has considerable experience with municipal boards, has volunteered to serve as the Recording Secretary for the Budget Committee and was in attendance; background information was provided via e-mail.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to appoint Barbara Kravitz to serve as the Recording Secretary for the Hampton Municipal Budget Committee.</b>
<b>Second</b>	<b>Brian Lapham</b>	<b>(see below)</b>

Ms Woolsey invited Ms Kravitz to speak with the committee members. Mr LaBranche asked if Ms Kravitz would attend the meetings; Ms Kravitz would do so. Ms Woolsey noted that the current payment was a flat amount per meeting (\$125), although a higher amount was paid by other boards. Ms Woolsey said the amount was up to the Budget Committee. Ms Bridle-Russell said the School Board rate was \$150. Mr LaBranche said the committee would not want to go over its budget, although a higher amount could be entered when considering the next budget. He suggested that monies in the training line could be used now. Ms Woolsey felt a higher amount could be acceptable, as several committee meeting dates had already been missed because the budget had not been ready to go to the Budget Committee. Also, she preferred to have the secretary at the meeting.

Mr LaBranche wondered if the job should be posted every year. Ms Woolsey said that one secretary had served for many years developing high expertise; qualified recording secretaries were very hard to find. Ms Kravitz had wanted to be paid by the hour, but the rate was a flat fee; the going rate in the town appeared to be \$150. Mr LaBranche noted that some meetings lasted only one hour, and asked if there was enough money for the raise at this time. Mr Lapham said there were sufficient funds for a \$150 rate, but not for \$175.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to amend the Recording Secretary compensation to \$150 per meeting.</b>
<b>Second</b>	<b>Brian Lapham</b>	<b>Approved: In favor -- Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Stephen LaBranche, Brian Lapham, Michael Pierce, David Maurer;</b> <b>Abstained: Sunny Kravitz</b> <b>Absent: Timothy "Citizen" Jones</b>

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to appoint Barbara Kravitz to serve as the Recording Secretary for the Hampton Municipal Budget Committee with a compensation rate of \$150 per meeting.</b>
<b>Second</b>	<b>Brian Lapham</b>	<b>Approved: In favor: Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Stephen LaBranche, Brian Lapham, Michael Pierce, David Maurer;</b> <b>Abstained: Sunny Kravitz</b> <b>Absent: Timothy "Citizen" Jones</b>

**Department Budget Hearings**

Ms Woolsey commended the Finance Director for improvements to the 2017 presentation.

**1. Executive (partial)**

Board of Selectmen

In attendance:

Ms Woolsey explained that the five Selectmen received \$3,000 each; the balance was for supplies, travel and the like.

<b>Motion</b>	<b>Michael Pierce</b>	<b>to forward for final review the sum of \$16,300 for the 2017 Board of Selectmen budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: In favor: Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Stephen</b>

		<p><b>LaBranche, Michael Pierce, David Maurer;</b>  <b>Opposed: Brian Lapham, Sunny Kravitz</b>  <b>Absent: Timothy "Citizen" Jones</b></p>
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**2. Trustees of the Trust Fund**

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$1,000 for the 2017 Trustees of the Trust Funds budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous</b> <b>Absent: Timothy "Citizen" Jones</b>

**3. Conservation Commission**

In attendance: Jay Diener, Vice Chair, standing in for Barbara Renaud, Chair;  
Rayann Dionne, Conservation Coordinator;

Ms Woolsey asked Mr Diener for comments. Mr Diener said the Conservation Coordinator request was for the same 2% salary increase as other non-union town employees. The Conservation Commission monitors approximately [1,500?] properties overall. This year a grant was secured to employ a UNH intern to monitor 40 easement properties and submit individual reports. As that administrative grant will not be repeated, the 2017 request is to increase the budget by \$1,500 to hire an intern to continue this work. The goal is to do 40 properties each year over the next few years.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$35,525 for the 2017 Conservation Commission Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous</b> <b>Absent: Timothy "Citizen" Jones</b>

**4. Hampton Cemetery**

In attendance: Danny Kenney, Superintendent, Kristi Pulliam, Finance Director;

Mr Kenney has held this position for 28 years and takes pride in his work, although there are still some challenges. The building had been renovated 2 years ago and this year he had a better handle on the utilities. Ms Woolsey pointed out the gasoline increase of 66.93%, and noted that overall gas pricing would be addressed later on in the review. Mr Pierce questioned the projected jump to \$3,743, from \$2,242, noting the current actual for gasoline was approximately \$1,000. Mr Kenney said that included oil for equipment, adding that there was less snow the previous year. Mr Lapham also felt that the numbers did not add up and asked if the gas purchasing was through the state [procurement] process.

Ms Pulliam explained that all departments use a WEX credit card at the pump; taxes are taken out before the town is billed. Gas pricing is estimated at \$1.95/unleaded gallon, and \$2.35/diesel. Ms Pulliam had annualized the actual number of gallons for the cemetery vehicle use in 2016, and projected the 2017 estimate at 1,150 gallons, close to this year's figure. She did not monitor the mowers and equipment line. Ms Woolsey thought that there had been less mowing; Mr Kenney said there was very little snow plowing this year when compared to the previous year. In response to Mr Lapham, Mr Kenney said gasoline money was spent on mowers, weed-wackers, 2 trucks, power saws and the like, but not for equipment replacement. Mr Kravitz suggested waiting for the final review.

Mr Kenney commented that Commissioner Charlotte Preston was greatly missed.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$124,143 for the 2017 Cemetery Department Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

## 5. Mosquito Control

In attendance: Ann Kaiser

Ms Kaiser said the spraying contract covered 2016, 2017, and 2018, and the cost was the same for each year. The spraying begins in June -- about once a week. Mr Lapham asked about the tents. Ms Kaiser said that tents to store the greenhead flytraps were purchased, but cannot hold all of the traps. They were working with Public Works to find a more permanent method. Containers are stored with the contractor in Brentwood.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$103,250 for the 2017 Mosquito Control Budget.</b>
<b>Second</b>	<b>Regina Barnes</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

## 6. Welfare

In attendance: Michelle Kingsley, Administrative Director, Kristi Pulliam, Finance Director

Ms Kingsley reported the number of homeless had increased during the summer from 800 to 1200 persons as reflected in the 2017 budget. Mr LaBranche commented that whatever the number, the town had to pay it. Mr Pierce said that the increased amount should not go into the default budget. Ms Pulliam said the budget amount had already been exceeded and by law this amount must be paid. The budget figures were for planning purposes. Ms Woolsey said that all of the default budget figures would be reviewed in the final review.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$61,705 for the 2017 Welfare Department Budget.</b>
<b>Second</b>	<b>Michael Pierce</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

## 7. Assessing Department

In attendance: Edward Tinker, Assessor

Mr Tinker explained that the 11.39% reduction in the 2017 assessing budget reflected the loss of a temporary data revaluation contract employee and certain related costs including the associated motor vehicle. The contracted services line of \$100,000 will be important in the event of individual challenges in re the revaluation. In response to Mr Pierce, Mr Tinker explained the full and part time wages item. Mr Lapham asked about the mapping expense. Mr Tinker explained mapping is in the assessing budget, but the online system is available to all departments as well as the public. Assessing has its own copier and laser printer.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$287,501 for the 2017 Assessing Department Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

### 8. Tax Collector

In attendance: Donna Bennett

Ms Bennett said there were wage increases in 2017 for one employee and one elected official. Ms Woolsey commented that elected officials set their own increase(s). In response to Mr Pierce, Ms Bennett said that \$1,000 was an education degree reimbursement allocated under a previous employee contract.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$103,997 for the 2017 Tax Department Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

### 9. Town Clerk

In attendance: Jane Cypher, Town Clerk

Ms Cypher commended the new part-time file clerk who has also taken on the absentee ballots and was making a big difference; the 2017 budget shows the annual salary. Ms Woolsey commented that overtime had decreased. Mr Pierce commented that the 3% raise for the Town Clerk would amount to approximately 20% when compounded over five years, -- very high when compared to cost of living and inflation figures. Mr Lapham noted that 2017 would be an "off-election" and wondered if some money could be set aside. Ms Pulliam said this could not be carried forward. Mr Ladd thought the 2016 election process was very well handled; there were no long waits.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$237,934 for the 2017 Town Clerk's Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous Absent: Timothy "Citizen" Jones</b>

### 10. Recreation Department

In attendance: Dyana Martin, Director

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$235,610 for the Recreation Department 2017 Budget.</b>
<b>Second</b>	<b>Regina Barnes</b>	<b>(see below)</b>

Ms Martin noted that the cost of lifeguards had been removed from her budget to a different line. Because part of the 2016 parks and maintenance line had been spent on unexpected fencing repairs, she had been unable to do the playground resurfacing and wondered if the Budget Committee would be interested in adding \$5,000 into the budget for that purpose. Mr LaBranche asked if there were plans for the 20% of parking revenue that comes to the town, and if the Selectmen intended to use some of that money for the resurfacing. Ms Martin said there was no such plan.

[Mr Jones entered the meeting.] Mr Jones asked to which line the lifeguard cost had been moved and who would do the hiring. Ms Martin did not know.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to amend the Recreation Department 2017 budget request by adding \$5,000 to grounds and fields for a total of \$18,050 to include the playground resurfacing as requested by the Director.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: In favor: Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, David Maurer</b> <b>Opposed: Brian Lapham, Michael Pierce</b> <b>Abstained: Timothy "Citizen" Jones</b>

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$240,610 for the 2017 Recreation Department Budget.</b>
<b>Second</b>	<b>Regina Barnes</b>	<b>Approved: Unanimous</b>

### 11. Parking Administration

In attendance: Dyana Martin

Ms Martin said that \$1,000 was added for the Church Street parking lease, and wages were adjusted to account for the increased summer coverage. Ms Woolsey noted that the total parking revenue so far this year was approximately \$500,000. Mr Pierce called attention to the incorrect default budget figure. Ms Woolsey repeated that all of the default lines would be reviewed subsequently. Mr LaBranche asked about parking lot wage levels. Ms Martin said the hourly increase was raised from \$8 to \$10/hour. She has a supervisor and two assistants whose pay rates are higher.

<b>Motion</b>	<b>Michael Plouffe</b>	<b>to forward for final review the sum of \$83,726 for the 2017 Parking Administration Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous</b>

### 12. Legal Department

In Attendance: Mark Gearreald

Mr Gearreald said the request covered office and legal expenses; the increase in regular and part-time wages was 2% retroactive to April 2016. Ann Marchand, his administrative assistant, did a good job as did Kristina Ostman, who assists in drafting the invitations to bid and the resulting contracts. The outside counsel fee was increased by \$5,000. The collective bargaining costs for outside counsel was reduced by \$5,000; there were no such costs this year. Four out of five of the negotiated bargaining settlements in 2015 were approved by the town meeting. Four of the six union contracts were now being negotiated. Generally, about twenty litigations are ongoing, mostly in re tax abatement cases involving larger commercial taxpayers. Last year in three successful negotiations about \$700,000 was saved from the litigation amounts; another case that was tried resulted in about \$54,000 saved.

Mr Jones asked if the tax abatement expenses were funded by the assessing department. Mr Gearreald said only non-tax abatement expenses were funded by his department. Mr Jones commented that last year the legal department request for an increase in the outside counsel line was reduced by the Budget Committee for lack of specific detail. He was concerned that there was already a slight overage this year, and wanted to see actual aligned as much as possible. Mr Gearreald said the overage was counterbalanced by other lines that were under-spent. Costs for potential litigation vs the town could only be his best forecast. Mr Kravitz asked if one case involved Aquarian, noting the company had gone to the PUC to add in its legal costs. Mr Gearreald said none of the town's litigation involved Aquarian.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$ 176,182 for the 2017 Legal Department Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>Approved: Unanimous</b>

### 13. Planning Department

In attendance: Jason Bachand, Town Planner

Mr Bachand identified the 3% wage increase for himself and the department manager who does a great job. \$21,640 was requested for services and dues which included an increase of \$5,000 for additional matching grant money for projects. The Planning Board thought it important for funds to be available so that more grants could be pursued. The cost of a refurbished copier was added to replace a copier in poor condition, and had been located through the IT office. The service and cost is shared by Building, Conservation, Zoning and Planning - \$2,000 (40%) is in the Planning budget request. In response to Mr Jones questions, Mr Bachand said the services line was comprised of dues to the Rockingham Planning Commission, GIS Maintenance, and the new request [referenced above] increasing the line for matching funds to seek grants for projects. Mr Jones thought that matching funds was a new concept. Mr Bachand said the line had been so utilized before. There were seven Planning Board members and three alternates, none of whom are paid. The Board meets twice monthly.

Mr Lapham asked about matching grants and what happened if the money was not spent. Mr Bachand could not predict what grants might become available in 2017. If the money was not there they could be unable to pursue grants. If the money was not spent it would revert to general funds. Mr Lapham was concerned that the \$5,000 would still be taken from the taxpayers. Ms Woolsey said the money would only be used if needed. Mr Bachand said this year matching funds were used for one RPC grant to develop architectural standards; if there had been another grant opportunity the matching funds would not have been there. Mr Jones understood that such grants ultimately would be supported by federal funds, possibly administered through the state, and felt this unlikely given the election results. In response to Mr Lapham, Mr Bachand explained that a new copier would cost about three times more than a refurbished one.

<b>Motion</b>	<b>Michael Plouffe</b>	<b>to forward for final review the sum of \$150,169 for the 2017 Planning Department Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: In favor- Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd,</b>

		<b>Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, David Maurer</b> <b>Opposed: Michael Pierce, Brian Lapham, Timothy “Citizen” Jones;</b>
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**14. Building Department**

In attendance: Kevin Schultz, Building Inspector

Mr Schultz said the increases were in wages and gasoline, and noted that Buildings will pay its share of the refurbished copier to be shared by four departments and will have very heavy use. Mr Kravitz asked if they had considered leasing a new copier which would come with maintenance. Mr Schultz did not know, but the IT department had located a refurbished machine which would cost about \$5,000 and last a few years. Mr LaBranche commented that with all the building going on his department did a good job. Mr Jones asked the amount of Mr Schultz’ wage increase; Mr Schultz said about 5%. He asked who used the large-scale copier [outside the planning department]. Mr Schultz said that several departments use it for scanning and digitizing large size documents including blueprints. Mr Jones asked if the Planning Board could use its own copier, and asked if metering could be done to allocate the costs. Mr Schultz said the current space was already congested and they did not have metering capacity.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$225,336 for the 2017 Building and Code Enforcement Department Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: - In favor: Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, David Maurer , Michael Pierce, Brian Lapham;</b> <b>Opposed: Timothy “Citizen” Jones</b>

**15. Zoning Board of Adjustment**

Attending Kevin Schultz

Mr Schultz said the only change is \$500 for the shared cost of the copier machine

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$5,810 for the 2017 Zoning Board of Adjustment Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>Approved: - In favor: Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, Michael Pierce, Brian Lapham, David Maurer Opposed: Timothy "Citizen" Jones</b>

### 16. Lane Library

In attendance: Amanda Cooper, Director, Stacy Mazer, Assistant Director, Bob Lamont, Trustees Chair;

Mr Kravitz asked for the gross budget, and the figure for the Trustees account. Ms Cooper said the gross budget had been submitted, and the October amount in the Library Trustees Vanguard account was \$117,474. Also, trust four accounts are held in the Trustee of the Trust Funds account. Mr LaBranche commented that the changes in the Library were fantastic.

Mr Pierce asked about the decrease in health and life insurance, and merit pay. Ms Cooper said that a 37-year employee had retired freeing up some funds that could be used elsewhere which would help keep the costs down. Mr Lapham commented that benefits, such as bonuses and life insurance, were being added to wage increases. Ms Woolsey noted that the Library always handled its budget items separately. Mr Jones noted that the Library was a part of the town budget. Ms Woolsey commented that the Library was run so well.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$856,588 for the 2017 Lane Memorial Library Budget.</b>
<b>Second</b>	<b>Michael Henderson</b>	<b>Approved: Unanimous</b>

### 17. Patriotic Purposes

Ms Bridle-Russell noted that \$500 had been added for flowers.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$2350 for the 2017 Patriotic Purposes Budget.</b>
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<b>Second</b>	<b>Timothy “Citizen” Jones</b>	<b>Approved: - Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, Michael Pierce, David Maurer Timothy “Citizen” Jones</b> <b>Opposed: Brian Lapham,</b>
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### 18. Government Buildings

Attending Kristi Pulliam

Mr Pierce noted the default figure needed adjustment, and asked why the electric costs increased nearly 6%. Ms Pulliam said the electric figure was based on the annualized 2016 actuals; Ms Woolsey reiterated that all default figures had been flagged for further discussion.

<b>Motion</b>	<b>Timothy “Citizen” Jones</b>	<b>to forward for final review the sum of \$98,881 for the 2017 Government Buildings Budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: - Mary Louise Woolsey, Michael Plouffe, Regina Barnes, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, Brian Lapham, David Maurer;</b> <b>Opposed: Michael Pierce, Timothy “Citizen” Jones,</b>

### 19. Management of Information

In attendance: Kristi Pulliam, Fred Welsh

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$210,779 for the 2017 Management of Information Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>(See Below)</b>

Mr Pierce thought the focus should be on moving data to the CLOUD. Ms Pulliam said that any request for funds to transfer to the CLOUD would have to be in a warrant article; the request for quotes had not yet been put out. Mr Pierce asked why replacement equipment was being purchased if the intent was to utilize the CLOUD. Ms Pulliam said 17 PCs and 2 servers were being replaced. Mr Jones referenced the memo to the IT Committee which had been received that day. He would send the memo to the full committee, and suggested tabling this item to a subsequent meeting.

<b>Motion</b>	<b>Michael Plouffe</b>	<b>to table discussion of the Management of Information Budget until the next Budget Committee meeting.</b>
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<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: Unanimous</b>
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**20. Municipal Insurance**

Ms Woolsey said this line includes all insurance except for the Library. In response to Mr Pierce, Ms Pulliam said the health insurance figure was based on annualizing the October 2016 current billing for all employees with one change and 2 vacant positions, plus the 6.7% increase plus stipends for anyone not on the town’s plan. Mr Jones asked about the 6.7% increase; Ms Pulliam said this was the figure from Health Trust. Mr Jones noted that the life insurance was up 12.46%. Ms Pulliam said this now included police contract line of duty death benefits which previously had to be found in surplus or other lines. Mr Pierce asked how many non-union part time persons received life insurance; Ms Pulliam thought this was only for the Assistant Town Manager.

<b>Motion</b>	<b>Timothy “Citizen” Jones</b>	<b>to forward for final review the sum of \$3,838,501 for the 2017 Municipal Insurance Budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: Unanimous</b>

**21. Emergency Management**

<b>Motion</b>	<b>Timothy “Citizen” Jones</b>	<b>to forward for final review the sum of \$1,000 for the 2017 Emergency Management Budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: Unanimous</b>

**22. Budget Committee**

Mr Jones said the budget should be reworked to calculate an increase in the secretarial line, and whether the training item should be removed. Ms Woolsey said that could be done in the final review.

<b>Motion</b>	<b>Timothy “Citizen” Jones</b>	<b>to forward for final review the sum of \$5,150 for the 2017 Budget Committee Budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: Unanimous</b>

**23. Executive Department (continued)**

**Town Manager**

In attendance: Fred Welsh, Town Manager, Kristi Pulliam, Finance Director

Ms Woolsey thought that regular wages were the only increased line, noting that a list of all wage increases had been distributed previously. Mr Welsh explained that increase was made by the Board of Selectmen. Mr Pierce asked if the Town Manager’s increase would come from the merit line. Ms Pulliam

said the Town Manager and Assistant Town Manager increases were not included in the merit line. Mr Jones asked how the merit pay was utilized. He felt there was confusion because this was not enumerated, and hoped for a separate discussion about what is and is not in the merit line overall, and whether it was needed. Ms Woolsey said the list showed who was eligible for merit increases. Ms Pulliam suggested discussing this when the personnel line was reviewed.

Mr Maurer thought the 6.4% raise seemed high when compared to the 2% raises for others and asked for details. Ms Pulliam explained in 2017 there were 3% raises each for the town manager and assistant town manager; other raises were in the 2016 budget. Mr Welsh commented that the Selectmen had been asked to estimate the potential raises increase in the budget and finally did so this year. In the past, after an extensive evaluation, the raises awarded for the town manager and the assistant town manager were subsequently taken from the existing budget. This year the process changed so there is a set amount within the line item for up to a 3% raise if granted by the Board. Mr Welsh stated that all raises were granted as of April 1, 2016; the 2017 budget would reflect other potential raises

Mr Jones noted that other non-union personnel got 2%. The retroactive amounts would be 6% for the Town Manager and 3% for the Assistant Town Manager; the BOS vote was 3-2. Mr Welsh said a BOS subcommittee would be evaluating salaries for the whole town, commenting that although Hampton was larger than many towns, he was the lowest paid manager in the seacoast.

Ms Bridle-Russell asked how in 2016 some raises were 5%. Mr Welsh said, for example, the Planning Board and Conservation Commission could hire and pay someone outside of the town pay system and put the cost within their general budget. There is a merit line in the Finance Department budget comprising up to 2% for all non-union employees (except the town manager and assistant town manager). All non-union employees were evaluated every year but raises were not necessarily granted. Ms Woolsey commented that raises were given as of April 1 because all of the union contracts began on that date.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$288,487 for the 2017 Town Manager (Executive) Budget.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: In favor: Mary-Louise Woolsey, Michael Plouffe, Virginia Bridle-Russell, Robert Ladd, Danielle Augustine, Steven Henderson, Sunny Kravitz, Stephen LaBranche, Regina Barnes; Opposed: Timothy "Citizen" Jones, Brian Lapham, Michael Pierce, Davie Maurer</b>

## 24. Finance Department

In attendance: Kristie Pulliam, Director

Mr Pierce noted the default line needed adjustment. Ms Pulliam said that wages for regular and part-time employees had increased; there was one new employee and a vacation replacement person for several weeks. Mr Jones suggested metering equipment e.g. postage copier to manage cost allocations. Ms Pulliam said that would not work because many departments use the same envelopes, and Finance has the only postage line.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$383,411 for the 2017 Finance Department Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>Approved: Mary Louise Woolsey, Stephen LaBranche, Michael Plouffe, Regina Barnes, Danielle Augustine, Steven Henderson, Sunny Kravitz, Brian Lapham, Robert Ladd, Virginia Bridle-Russell, David Maurer; Opposed: Timothy "Citizen" Jones Abstained: Michael Pierce</b>

**25. Audit Services**

<b>Motion</b>	<b>Michael Plouffe</b>	<b>to forward for final review the sum of \$31,650 for the 2017 Audit Services Budget</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: In favor: Michael Pierce, Mary-Louise Woolsey, Stephen LaBranche, Michael Plouffe, Regina Barnes, Danielle Augustine, Steven Henderson, Sunny Kravitz, Brian Lapham, Robert Ladd, Virginia Bridle-Russell, David Maurer Opposed: Timothy "Citizen" Jones</b>

**26. Personnel Administration**

Ms Woolsey enumerated the categories and a memo re the new retirement system percentages.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$3,179,510 for the 2017 Personnel Administration Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>(See Below)</b>

Mr Lapham wanted time to review the retirement system information.

<b>Motion</b>	<b>Brian Lapham</b>	<b>to table discussion of the 2017 Personnel Administration budget to a subsequent meeting.</b>
<b>Second</b>	<b>Timothy "Citizen" Jones</b>	<b>Approved: In favor: Michael Pierce, Michael Plouffe, Regina Barnes, Danielle Augustine, Steven Henderson, Sunny Kravitz, Brian Lapham, Robert Ladd, Virginia</b>

		<b>Bridle-Russell, David Maurer, Timothy "Citizen" Jones, Opposed: Mary-Louise Woolsey, Stephen LaBranche</b>
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**27. Hydrants**

Ms Woolsey noted this line had decreased.

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to forward for final review the sum of \$484,196 for the 2017 Hydrants Budget.</b>
<b>Second</b>	<b>Michael Plouffe</b>	<b>Approved: Unanimous</b>

**28. Lighting (repairs and electricity)**

<b>Motion</b>	<b>Timothy "Citizen" Jones</b>	<b>to forward for final review the sum of \$257,228 for the 2017 Lighting Budget.</b>
<b>Second</b>	<b>Stephan LaBranche</b>	<b>Approved: In favor: Michael Pierce, Stephen LaBranche, Michael Plouffe, Regina Barnes, Danielle Augustine, Steven Henderson, Sunny Kravitz, Robert Ladd, Virginia Bridle-Russell, Mary-Louise Woolsey; Timothy "Citizen" Jones Opposed: Brian Lapham, David Maurer</b>

**29. Lifeguards**

<b>Motion</b>	<b>Timothy "Citizens" Jones</b>	<b>to forward for final review the sum of \$22,160 for the 2017 Lifeguard Budget.</b>
<b>Second</b>	<b>Brian Lapham</b>	<b>(Withdrawn )</b>

Mr Jones noted that this amount had been increased last year, but lifeguards were not applying; the line should be increased or removed. Mr Welsh said there was only one applicant this year; at least four were needed. The state and other seacoast towns were having the same problem. People did not want to take the required Red Cross training. The question was whether to continue to try to hire people or to post the beaches as having no lifeguards. Mr Jones cited the futility of putting money in the budget when there were no lifeguards to hire. Mr Welsh said the situation had been the same for 4 years. Mr Jones withdrew his motion.

<b>Motion</b>	<b>Michael Pierce</b>	<b>to reduce the requested amount for lifeguards, retaining \$1 in that account for 2017.</b>
<b>Second</b>	<b>Brian Lapham</b>	<b>Approved: Michael Pierce, Stephen LaBranche, Michael Plouffe, Danielle Augustine, Steven Henderson, Sunny Kravitz, Brian Lapham, Robert Ladd, Mary- Louise Woolsey, Robert Ladd, Timothy "Citizen" Jones Opposed: Virginia Bridle-Russell, Regina</b>

**Debt Service**

In attendance: Kristi Pulliam, Finance Director;

Ms Wolsey noted that this would include 2017 indebtedness on debt, bonds and tax anticipation for a decrease of 17.35%. Mr Pierce said the budget was presented as a 1.11% increase but even with the debt service reduction the dollar figure appears to be \$814,956 or 3.5% -- one of the highest in years and far above the levels received by taxpayers under social security or on fixed incomes. The generous pay raises needed to be looked especially in light of this year's revaluation. He thought the average tax bill went up significantly, noting that taxes seem to be going up and up. The reduction in debt service has been again spent. The budget had to be kept tight. Ms Woolsey asked Ms Pulliam to address the debt service reduction. Ms Pulliam noted a \$452,104 decrease in debt service noting that the 5-year recycling financing was retired. Mr Jones said the investment in the recycling had paid off. Because of that savings, the largest in the budget, the amount should be going down, but that savings had been wiped out. The question is where did the savings go. Mr LaBranche said the debt service had to be paid.

<b>Motion</b>	<b>Timothy "Citizen" Jones</b>	<b>to forward for final review the sum of \$2,476,549 for the 2017 Debt Service Budget.</b>
<b>Second</b>	<b>Stephen LaBranche</b>	<b>Approved: Unanimous</b>

**Adjournment**

<b>Motion</b>	<b>Stephen LaBranche</b>	<b>to adjourn the November 10, 2016 Budget Committee meeting at 9:42 PM.</b>
<b>Second</b>	<b>Steven Henderson</b>	<b>Approved: Unanimous</b>

Respectfully submitted by,

Barbara Kravitz, Recording Secretary  
Town of Hampton Budget Committee