

**HAMPTON BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
October 13, 2003 7:00 PM**

PRESENT: Brian C. Warburton, Chairman, Virginia Bridle,
William Sullivan, James Workman, Cliff Pratt
James Barrington, Town Manager
Karen Anderson, Administrative Assistant

I. SALUTE TO THE FLAG

Mr. Workman led the audience in the salute to the flag.

ANNOUNCEMENTS

Trick or Treat

The Halloween activity of Trick or Treat will take place in Hampton on October 31st from 5:30PM – 8 PM.

Community Challenge Road Race

A 5K Road Race and children's Fun Run sponsored by the Recreation Department and the HCIC will take place on October 25th beginning at Winnacunnet High School. Proceeds benefit the After School Program and other recreational activities.

Toys for Tots

The annual Chili Cook-Off to benefit the Toys for Tots program will be held on October 23rd at LaBec Rouge.

II. OLD BUSINESS

1. Town Manager's Report

Community Action

Mr. Barrington reported that he, Selectman Ginny Bridle and Welfare Clerk Carolyn Cocklin met with Steve Thompson and Amy Mueller-Campbell of Rockingham Community Action on Wednesday to discuss issues that have arisen that needed clarification. After the meeting it was understood that he would recommend level funding for Community Action for 2004.

Infrastructure Upgrades

On Tuesday, Peter Howe (Project Manager) and Sharon Raymond (Project Engineer) from Faye, Spofford & Thorndike met with the infrastructure steering committee to discuss details of contractual arrangements and scope of work. A meeting with DES has now been scheduled for October 14th to make sure they are included from the outset in our contract requirements to insure maximum SRF and SAG eligibility.

Tax Rate Setting

The town's tax rate will be set on Wednesday in Concord. Mr. Barrington said that he understands that Selectman Pratt is planning to attend. Mr. Barrington said that he also received a letter from Barbara Reid by fax on Wednesday that confirms their scheduling difficulties and reiterates their offer to provide an educational session next month to "demystify" the tax rate setting process.

Manager's Meeting

Friday, October 17 will be the monthly meeting of the Managers' Association. That will be my third trip to Concord next week. During one of those trips, I am going to try to schedule an appointment with Bob Barry on the property issues and grade level crossing for the Exeter Road Railroad Bridge project.

Highway Safety Committee

Judy Park and Bob Ross from the Highway Safety Committee met with the Town Manager last week. They are looking for direction and feedback from the Board regarding the kinds of issues the Board would like them to work on, and actions taken by the Board in response to their recommendations. I suggested that they might make an appointment with the Board (on October 27) to discuss the policies. They have also requested \$300 for the 2004 budget to fund a secretary for their committee that has not been included in the budget. It was also apparently missed in the "request" column as we were preparing the original document

III. OLD BUSINESS

Costello Special Permit – Beach Plum Way

Mr. Workman stated that he appreciated the additional information that was received and has no further concerns with the special permit request.

Mr. Pratt MOTIONED that the Board of Selectmen confirm their support of the special permit as requested by the Costello's on Beach Plum Way subject to the stipulations of the Conservation Commission.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

High Street Municipal Parking Lot

Mr. Sullivan asked about the town parking lot of High Street, noting a letter copied for the Board from Attorney Casassa. Mr. Barrington said that he has a meeting this week with Attorney Casassa and Attorney Gearreald to look into changes that may be responsive to the needs of the public. Mr. Sullivan said that at the two recent public sessions on the Future Land Use chapter of the Master Plan, the parking needs up town were a major concern of the public. Mr. Sullivan said that there were also concerns raised about the safety of the angle parking on Lafayette Road. Mr. Barrington said that he looked at the concerns with the angle parking when Lafayette Road was being repaved and allowed them to remain in order not to lose the nine or ten spaces.

1. Hold Harmless Agreement – Police Motorcycle Training

Mr. Warburton explained that the police need to utilize a large parking lot for the motorcycle training and Pease is no longer available. An alternate location has been found in Seabrook and the property owner, Poland Springs is requesting this Hold Harmless Agreement.

Mr. Workman MOTIONED that the Board of Selectmen authorize the Chairman to sign the Hold Harmless Agreement with Nestle Waters for use of the Poland Springs parking lot for police motorcycle training.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

IV. MINUTES

The minutes of October 6, 2003 were reviewed and approved as written.

V. CONSENT AGENDA

- 1. Parade Permit-Community Challenge Road Race

Mr. Workman MOTIONED that the Board of Selectmen approve the consent agenda.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Tax Rate Overlay

Mr. Barrington said that as of the end of the last fiscal year the town had \$1.9 million in overlay. DRA recommends that 10% of the total budget be retained. Mr. Barrington recommended that \$900,000 be used to offset the tax rate.

Mrs. Bridle MOTIONED that the Board authorize \$1 million dollars to be used from the undesignated fund balance to offset the 2003 tax rate.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Budget Review

Highway Safety Committee

Mrs. Bridle MOTIONED that \$300 be added to the Highway Safety Committee budget for a total of \$375.00.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Total Executive

Mrs. Bridle MOTIONED that the Board of Selectmen approve \$128,743 for account 4130 – Executive.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Election

Town Clerk

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$157,682 for account 4140.1.110 – Town Clerk.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Voter Registration

Mrs. Bridle MOTIONED that the Board of Selectmen approve \$7,006 for account 4140.2.1310 – Voter Registration.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Total Election Administration

Mr. Workman MOTIONED that the Board of Selectmen approve \$35,395 for account 4130.2.110 – Total Election Administration.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Total Voter Registration

Mr. Workman MOTIONED that the Board of Selectmen approve \$200,083 for account 4140 – Total Voter Registration.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Financial Administration

Mrs. Bridle pointed out that several of the positions in that department got increases over and above the cost of living increases that were given. Mr. Barrington confirmed that some increases were given to account for duties added to positions.

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$343,174 for Financial Administration.

Mr. Workman SECONDED

**VOTE: 4 FOR
1 OPPOSED (Bridle)**

Assessing

Mr. Workman MOTIONED that the Board of Selectmen approve \$172,016 for account 4150.2 – Assessing.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Tax Collection

Mr. Workman MOTIONED that the Board of Selectmen approve \$82,965 for account 4150.4 – Tax Collection.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Management Information Systems

Mrs. Bridle MOTIONED that the Board of Selectmen approve \$78,606 for account 4150.6 – MIS.

Mr. Workman SECONDED

VOTE: 4 FOR

1 OPPOSED (Sullivan)

Human Resources

The Board confirmed that they had removed \$44,475 from Human Resources.

Total Financial Administration

Mr. Sullivan MOTIONED that the Board approve \$700,761 for Total Financial Administration.

Mr. Pratt SECONDED

Mrs. Bridle asked if there are any funds in this budget to give any employee more than a 3% cola and a 2% merit increase in 2004. Mr. Barrington said that there was not.

VOTE: 4 FOR

1 OPPOSED (Bridle)

Legal

Mr. Warburton reminded the Board that Attorney Gearreald has requested the part-time legal assistant position to be increased to full-time and the Board’s vote was 2-2. Mrs. Bridle said that the Board of Selectmen promised the voters that they would try to keep a level budget and she did not feel it was appropriate to increase a position this year. Mr. Sullivan said that he was in favor of making it a full-time position due to the workload of that office. Attorney Gearreald said that he sees the workload continuing to increase and anticipated adding reviews of condominium documents, which would be a revenue producing duty. He said that he also anticipated an increase in the BOTLA reviews as a result of the new assessments this tax year. Attorney Gearreald said that his position was designed as a 35-hour a week position and after 2:00 PM he is responsible to answer his phones, which, becomes difficult if he is meeting with someone or out of the office. Attorney Gearreald noted that his current assistant has skills both as a legal secretary and is a para-legal and the advantage of having such a person on board is driving this request. Mr. Sullivan said that he compares the legal department to that of fire prevention – the Board will never know how many legal issues and costs the town is avoiding by having Attorney Gearreald’s attention on the day to day happenings of the town.

Mr. Sullivan MOTIONED to increase the part-time legal assistant position to full-time.

No Second

Mr. Workman MOTIONED that the legal budget be approved at \$113,203 which maintains the legal assistant as part-time.

Mrs. Bridle SECONDED

Attorney Gearreald asked if the Board would consider increasing the weekly hours to 30 hours rather than the current 20. He added that his current assistant did not need the insurance benefits. Mr. Pratt said that he would go along with 30 hours. Mr. Workman withdrew his motion.

Mr. Pratt MOTIONED that the legal budget be approved at \$118,236 which would fund the legal assistant hours at 30 hours per week.

Mr. Sullivan SECONDED

Mr. Warburton asked what the town is gaining by increasing from 20 to 30 hours, rather than having a full time salaried position that is available for as many hours as needed. Mr. Pratt said that 30 hours is not a full-time position and the town is saving the benefit costs. Mr. Warburton said that there are other full-time persons that do not take the benefits. Mr. Barrington said that was correct, but they do have to budget for them appropriately.

VOTE: 3 FOR

2 OPP (Bridle, Workman)

Legal Expenses

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$13,000 for Legal Expenses.
Mr. Workman SECONDED **VOTE: UNANIMOUS FOR**

Total Legal

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$131,236 for Total Legal.
Mr. Pratt SECONDED **VOTE: 3 FOR**
2 OPPOSED (Workman, Bridle)

Personnel Administration

Mrs. Bridle asked if benefits had been included for the full time legal assistant position throughout the budget that would have to be removed. Mrs. Duhamel said that the only benefits to be removed would be \$2,341 from retirement and an amount from health insurance.

Mr. Barrington said that an increase of \$5,071 is necessary in the retirement account for the four new police positions that the Board approved. The NH Retirement rates for 2004 have remained the same as 2003.

Retirement

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$230,033 for New Hampshire Retirement.
Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Sick Leave Buy Back

Mrs. Bridle MOTIONED that the Board of Selectmen approve \$61,415 for the Sick Leave Buy Back program.
Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Total Personnel Administration

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$1,466,065 for Total Personnel Administration.
Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Planning Board

Mr. Workman MOTIONED that the Board of Selectmen approve \$43,104 for the Planning Board.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Zoning Board

Mr. Workman MOTIONED that the Board of Selectmen approve \$90,020 for the Zoning Board.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Office of Planning

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$55,164 for the Office of Planning.
Mrs. Bridle SECONDED **VOTE: UNANIMOUS FOR**

Total Planning & Zoning

Mr. Workman MOTIONED that the Board of Selectmen approve \$107,788 for the Total Planning and Zoning budget.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

General Office Building

Mr. Barrington said that he wanted to point out that this account contains the funds to replace the interior plate glass in the town office with safety glass. The other significant item in this account is the increase in the telephone charges from Centrex.

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$103,004 for the General Office Building.

Mr. Pratt SECONDED

VOTE: UNANIMOUS FOR

District Court

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$119,569 for the District Court.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Municipal Insurance

Mr. Barrington noted that the health insurance rates have increased 28%. The increase in this account results in a total of \$1,833,669 for health insurance rates. Mrs. Duhamel said that the adjustment to remove the legal assistant position is a deduction of \$11,753.00.

Mr. Workman MOTIONED that the Board of Selectmen approve \$1,821,916 for Municipal Insurance.

Mr. Sullivan SECONDED

VOTE: UNANIMOUS FOR

Total Insurance

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$2,147,785 for Total Insurance.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Mr. Sullivan said that with the changes in the union contracts and several people changing to the less expensive Blue Choice, the town has saved money. Mr. Barrington said that it has.

Other General Government

Mr. Workman MOTIONED that the Board of Selectmen approve \$61,781 for the Other General Government.

Mr. Pratt SECONDED

VOTE: UNANIMOUS FOR

Total General Government

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$5,358,655 for Total General Government.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Police Department

Mr. Sullivan MOTIONED that the Board of Selectmen increase the telephone account by \$4,500 to \$36,643 for the police budget to account for five additional lines.

Mr. Workman SECONDED

**VOTE: 4 FOR
1 OPPOSED (Bridle)**

Mr. Warburton said that Chief Wrenn called him over the weekend about this expense and explained that this is something that has to be done. Mrs. Bridle said that at some point the Board has to tell the departments to find unforeseen expenses within their budget.

Mr. Workman MOTIONED that the Board of Selectmen approve \$3,878,126 for the Police Department.

Mr. Sullivan SECONDED

**VOTE: 4 FOR
1 OPPOSED (Bridle)**

Fire Department

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$3,584,401 for the Fire Department.

Mr. Pratt SECONDED

VOTE: UNANIMOUS FOR

Building Department

Mr. Barrington said that Mr. Schultz explained to him that without the additional full-time inspector, he does not need the additional full-time secretary, but does need the part-time secretary as presented in the budget.

Mr. Workman MOTIONED that the Board of Selectmen approve \$193,624 for the Building Department.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Mrs. Bridle said that she would like to be notified whenever a position is added that had not been included in the approved budget, during that budget year.

Other Services

Mr. Workman MOTIONED that the Board of Selectmen approve \$22,000 for Other Services (Lifeguards).

Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Total Public Safety

Mr. Workman MOTIONED that the Board of Selectmen approve \$,7681,151 for Total Public Safety.

Mrs. Bridle SECONDED **VOTE: UNANIMOUS FOR**

Highway and Streets

Mr. Workman MOTIONED that the Board of Selectmen approve \$2,072,950 for Highways and Streets.

Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Municipal Sanitation

Mr. Workman MOTIONED that the Board of Selectmen approve \$343,687 for Municipal Sanitation.

Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Mrs. Bridle asked that the Public Works Director announce when the Transfer Station is open on holidays. She noted that there was a crew on but no one knew that they were open.

Animal Control

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$77,175 for the Animal Control Officer.

Mr. Workman SECONDED **VOTE: UNANIMOUS FOR**

Mosquito Control

Mr. Workman MOTIONED that the Board of Selectmen approve \$103,970 for Mosquito Control.

Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Mr. Workman MOTIONED that the Board of Selectmen approve \$43,104 for the Planning Board.

Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Total Animal Control

Mrs. Bridle MOTIONED that the Board of Selectmen approve \$181,145 for Total Animal Control.

Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Community Action

Mrs. Bridle MOTIONED that Community Action be recommended for level funding at \$19,837.

Mr. Sullivan SECONDED

Mrs. Bridle said that Community Action understands that the release of the complete amount of money is contingent on their resolving the concerns that were discussed.

VOTE: UNANIMOUS FOR

Total of Health Agencies

Mr. Workman MOTIONED that the Board of Selectmen approve \$135,237 for the Health Agencies.
Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Total Health and Human Services

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$316,382 for the Total Health and Human Services.
Mr. Workman SECONDED **VOTE: UNANIMOUS FOR**

Welfare

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$116,450 for Welfare.
Mrs. Bridle SECONDED **VOTE: UNANIMOUS FOR**

Mrs. Bridle urged anyone that has not met the new welfare officer, Carolyn Cocklin, to feel free to stop in and meet her, she is excited about her position.

Culture and Recreation

Recreation and Parks

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$239,420 for Recreation & Parks.
Mr. Workman SECONDED **VOTE: UNANIMOUS FOR**

Library

Mr. Sullivan MOTIONED that the Board increase the health insurance account to \$60,281 for the Library to account for the increased rates.
Mrs. Bridle SECONDED **VOTE: UNANIMOUS FOR**

Total Library

Mr. Sullivan MOTIONED that the Board of Selectmen approve \$727,012 for the Library appropriation.
Mrs. Bridle SECONDED **VOTE: UNANIMOUS FOR**

Patriotic Purposes

Mr. Workman MOTIONED that the Board of Selectmen approve \$4000 for other patriotic purposes.
Mr. Pratt SECONDED **VOTE: UNANIMOUS FOR**

Conservation Commission

Mr. Workman MOTIONED that the Board of Selectmen approve \$4,601 for the Conservation Commission.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Economic Development

Mr. Barrington asked if the Board wanted to add \$1 to keep the economic development account open. The Board chose not to do that.

Municipal Debt

Mr. Workman MOTIONED that the Board of Selectmen approve \$2,728,766 for Municipal Debt.
Mr. Sullivan SECONDED **VOTE: UNANIMOUS FOR**

Environmental Planner

Mr. Barrington said that he discussed combining the duties of the assistant needed in the building department with the environmental assistance needed for the planning department and both departments strongly urged him to keep the positions separate because of the difference in duties. Mr. Barrington said that the environmental planner had its inception as the result of an appeal through the Conservation Commission. This position will fill a need in an area that we are lacking in expertise.

Mr. Barrington said that there was also a concern that this not be a contracted position due to potential conflicts of interest. Mr. Barrington said that there was discussion about this being a part time position and it was thought that finding someone with this expertise on a part-time basis would be very difficult. Mr. Workman said that he feels this is a position that the town could still do without. Mr. Workman said that there is a lot of overlap between the two departments as the job description provided indicates.

Mr. Sullivan said that he had every intention of reducing the budget by 3% tonight, resulting in a \$600,000 cut but he has decided not to do that. He said that he was not happy with a few things in this budget, and the way some things were handled in the 2003 budget but will not make a move to cut services, and that will be the result if he were to cut the budget by 3%. Mr. Sullivan said that the Budget Committee will come up with a budget. Mrs. Bridle said that she is not for the environmental planner and she is very disappointed on how positions were funded and increases given that were not in the 2003 budget. Mrs. Bridle said that as a result of that she would not support any increases in staffing this year. She stated that she does not like having to defend things that she is uncomfortable with. Mr. Pratt said that he is happy with the budget as it is and is not in favor of adding the environmental planner. Mr. Pratt said that there should be no new positions this year and the following year the Town Manager should be told how many new positions can be considered. Mr. Barrington said that he understands the statements of the Board and while he felt it was his responsibility to point out the needs of the Town, it is the Board that determines if this is the year to afford those needs. Mr. Sullivan said that the southern tier of New Hampshire is growing and there is a lot going on with the planning and zoning.

Mr. Warburton said that he feels the Department Heads and the Town Manager presented a budget consistent with what the Board requested. He concurs with Mrs. Bridle that there were some surprises in this budget from 2003 and the Board has shared their concerns with the Town Manager. The insurance increases are expected and the Board has no control over that. Mr. Warburton said that the Board had good deliberations on this budget and will pass it on to the Budget Committee for their review and recommendation to the voters, who make the ultimate decision.

Total Operating Budget

Mr. Workman MOTIONED that the Board of Selectmen approve \$22,684,278 for the Total Operating Budget.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Mr. Workman said, speaking for himself, that in his mind the positions that the Board said "no" to are dead for 12 months. He does not want to see them in place next year. The Board agreed with Mr. Workman.

The total budget increase is 9.18%. Mr. Sullivan said that any attempt to reduce that down would result in a reduction in services. He said that it is his opinion that overtime is out of control in some areas and is something that has to be addressed at some point. Mr. Warburton said that Mr. Buck has been watching these meetings and will be well prepared to discuss this budget.

Revenue

Mr. Barrington said that he is still working on trying to project what all of the potential fees mean. He explained a graph that was presented to the Board showing the expenditures and revenues over a period of years and it is apparent that the expenditures have increased but the corresponding revenues did not increase at the same rate. Mr. Barrington pointed out that the sewer entrance fee that is charged no longer covers that town's actual cost incurred to do the work. He added that there are some services that more directly effect a handful of people and the attempt is to find a way to have those people bear the majority of that expense rather than sharing it with all of the taxpayers. The Town Manager will continue to work on this proposal for the Board and will identify which fees would require a warrant article to establish and which would be a Selectmen's ordinance. The Board expressed concern with having a large number of warrant articles to increase fees. Mr. Barrington said that he would anticipate prioritizing the warrant articles and putting just a couple forward this year. Mrs. Bridle said that some of this is nickel and diming the taxpayers who are already going to pay a higher tax bill. Mrs. Bridle asked if there is an incentive that

could be put forward to departments to encourage them to seek out grants. She noted that Captain Crotts has done a very good job of that for the Police Department. Mr. Sullivan said that there have always been more grants for law enforcement than for any other department.

ADJOURNMENT

Mr. Workman MOTIONED that the meeting be adjourned. (8:45 PM)

Mr. Pratt SECONDED

VOTE: UNANIMOUS FOR

Chairman