

**HAMPTON BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
SEPTEMBER 17, 2007 – 7:30 PM**

PRESENT: Ben Moore, Chairman
Bill Lally, Vice Chairman
James Workman
Virginia Bridle-Russell
Rick Griffin
Fred Welch, Town Manager
Maureen Duffy, Administrative Assistant

REGRETS:

The Selectmen had a non-meeting with legal counsel at 7 p.m.

Chairman Moore called the meeting to order at 7:30 p.m. introduced those in attendance.

SALUTE TO THE FLAG

I. ANNOUNCEMENTS AND COMMUNITY CALENDAR

Mr. Lally thanked the American Legion POST 35 for a terrific job on the 9-11 special event held last Tuesday (September 11).

Mrs. Bridle-Russell expressed her condolences to the family of Nancy Higgins who recently passed away. Mrs. Higgins was a very successful and active member of the community.

Chairman Moore announced that the NH Department of Transportation has made arrangements to hold a combined Public Officials/Public Informational Meeting for Monday, October 29 at 7 p.m. at the Hampton Falls Town Hall. The purpose of the meeting is to provide an opportunity for an informal discussion and exchange of ideas on the Draft Feasibility Study that reviews the replacement bridge option for the Taylor River Dam.

II. APPOINTMENTS

1. FIRE CHIEF LIPE – UPDATE

Chief Lipe addressed the Board. For the months of July and August, the Department responded to 499 EMS calls and 528 fire or rescue based calls. During the eight months, the EMS calls totaled 1,338 which is 31 calls less than last year (-2.3%). Fire/rescue and service based calls are down 35% (1,639 this year down from 2,521 calls through eight months last year). This reduction is primarily due to the lack of fire alarm system related responses and activities. Off-setting the quantity of calls has been the fire demand. The Fire Department has responded to 34 structure fires and 27 other types of fires. The 61 fires have generated an approximate property loss of \$1,672,628.

The Fire Department Secretary continues to process FEMA reimbursement claims. The state has decided to contribute 12.5% of the local 25% match for the damage caused by the April 2007 storm.

The Chief has revitalized the new fire station planning efforts in preparation for the Charrette this weekend and beach substation needs. Deputy Benotti has been actively reviewing and revising new pumper specifications in preparation for the 2008 CIP process.

The Fire Prevention Bureau has been active with ongoing seasonal fire inspections, fire work details, occupancy issues and fire investigations. The new pickup trucks for the Bureau have arrived and are in service.

Annual pump testing on all four pumpers are complete. UL Testing Services have tested the ground ladder and on-going maintenance issues continue.

Chief Lipe reported that the Department has been impacted greatly by injuries. There are four employees that are out on extended sick leave due to personal medical issues. The Department's overtime costs due to job related injuries, sick and vacation have been staggering. The numbers are as follows: job-related injury coverage (W/C) - \$76,186.58, sick time coverage - \$93,469.14, vacation coverage \$154,180.09 (Total \$323,835.81)

Chief Lipe highlighted overtime costs as he wanted the Board to be aware of the expense. Overtime costs associated with weekly fireworks shoots, Seafood Festival coverage, July 4th event coverage, contractual training requirements, storm or other large operational demands such as structure fires, mass casualty incidents, simultaneous calls equates to \$166,902.

Fire suppression related overtime costs represent 15.44% (\$490,737.81) of the Fire Department's total 2007 budget of \$3,179,340 with four months left in the year.

The Chief reported that the lead paint abatement project is complete. Mold is the current health issue due to the April flood. The insurance company has accepted all claims for reimbursement and mold remediation will begin in the near future.

New fire station concepts and preliminary 2008 costs are nearly finalized in preparation for the Charrette (September 21 & 22) and upcoming warrant article discussions.

The Fire Department's application for funding for a thermal imaging camera was denied; however the grant funding was approved for the new portable radios and RERP operating money.

SELECTMEN'S RESPONSE TO THE REPORT

The Selectmen expressed their concerns about the cost of overtime. Chief Lipe said that he is watching his budget closely and will be presenting policy changes to the Board next Monday to address overtime expenses. The Chief noted that the Department is attempting to cope with fewer firefighters than in the past and it reflects in the cost of overtime.

Mr. Moore asked if inspections and education are making a difference with the number of fires. Chief Lipe noted that the difference with today's fires is that there are fire alarms in most structures and people are getting out of harms way. For that reason he believes that the education programs are working.

Mrs. Bridle-Russell MOTIONED to schedule a public hearing for accept funding from NH Department of Safety in the amount of \$8,600 to support the Radiological Emergency Response Plan (RERP) for the Hampton Fire Department. **Mr. Lally SECONDED.**

VOTE: UNANIMOUS FOR

III. MINUTES – SEPTEMBER 10, 2007

Chairman Moore requested that the "RSA 91-A:2, I, (b)" be added to the last sentence on page 11. Sentence should read: "...entering into a non-public under RSA 91-A:2, I, (b)..."

The minutes of September 10, 2007 stand as corrected.

IV. OLD BUSINESS

1. TOWN MANAGER'S REPORT

Mr. Welch reported that the State Department of Transportation will be holding hearings on the 10 year highway plan (so-called) at the following locations on the following dates:

September 19th at 7PM at the Brentwood Recreation Center 190 Route 125

September 20th at 7PM at the Dover City Hall

September 26th at 7PM at the Portsmouth City Hall

September 27th at 7PM at the Salem High School

Mr. Welch reported that the Parks & Recreation Department will be holding a slideshow tomorrow evening at the Tuck Field Building at 5:30 PM that will cover their scheduled trip to the Canadian Rockies by Rail on April 14, 2008.

The Plan NH Charrette will be held on Friday, September 21, 2007 with the first listening session at 2:30 p.m. followed by an additional session at 7:30 p.m. in the Selectmen's meeting room at Town Hall. The purpose of the Charrette is to develop options and design suggestions for Town owned property on Winnacunnet Road. Mr. Welch encouraged residents to bring their suggestions and ideas to the meetings on Friday. The Charrette will continue on Saturday with the presentation of conceptual plans and recommendations based upon the suggestions and ideas. A complete review of the land and Town buildings by the Plan NH Charrette professionals will be this Saturday, September 22 at 2:30 p.m. in the Selectmen's meeting room.

SELECTMEN'S RESPONSE TO THE TOWN MANAGER'S REPORT

Chairman Moore noted that he received a financial analysis with all of the purchase orders (PO) from Finance Director Schwotzer. The PO's were not discussed as the Selectmen decided to wait until they receive a report with additional information from the Town Manager.

Mr. Workman reported that the Heritage Commission met last week and discussed the restored fish house issue. The consensus of the Committee was that the structure is a reasonable facsimile and they were in favor of keeping the structure. The Selectmen will review the fish house item on October 15.

IV. NEW BUSINESS

1. BUDGET – GENERAL GOVERNMENT

Finance Director Schwotzer addressed the Board. He noted that the grand total proposed for the 2008 Budget is \$24,403,020.

EXECUTIVE

Board of Selectmen

- The total for Selectmen salaries is \$15,000 – no change from the 2007 Budget

Town Manager

- Salary figure was decreased to \$91,000 from \$97,428 in 2007
- Town Manager's expenses have increased to \$1,500 from \$961 in 2007
- Motor Vehicle Allowance was decreased to \$1,200 from \$3,600 in 2007

Budget Committee

- Total budget for 2008 is \$1,839 (\$1 less than in 2007)

Trustees of the Trust Funds

- No change from the 2007 budget (\$2,350)

Selectmen received a letter from a resident who is concerned about a recent investment policy that has been implemented by the Trustees. It was noted that the Selectmen have no authority over the Trustees.

Heritage Commission

- Mr. Workman reported that the total budget requested is the same as in the 2007 budget (\$1,200)

ELECTION, REGISTRATION & VITAL STATISTICS

Town Clerk

Town Clerk Jane Cypher presented the 2008 Budget for her office. Ms. Cypher noted that regular wages is up \$4,000 and part-time wages is down slightly. There are three dot matrix printers and one computer that will need to be replaced. These items were budgeted under the Equipment Maintenance account. Ms. Cypher has been able to reduce the equipment maintenance account significantly because the new copier has a maintenance agreement where as the old one did not. The Town Clerk requested \$11,175 under "Supplies and Expenses" to cover the cost of binding documents and preserving records. The Town Manger recommended that this figure be increased to \$26,175 to cover the cost of binding (figure includes microfilm) a backlog of historical documents.

Mrs. Bridle-Russell asked why the Town Manager recommended a \$15,000 increase rather than \$10,000 for preserving documents. Mr. Welch said that it was strictly a random number. He reported that most towns in New Hampshire are behind in the preservation of records and that the figure he proposed should help the Town Clerk catch up.

Mr. Workman asked if the replacement computer is separate from the proposed warrant article under the MIS Department. Mr. Welch said that he is planning on presenting the Board with a warrant article that sets up a five to six year schedule where a certain number of computers/equipment will be replaced along with the necessary software. He is planning on going back and reviewing each department to determine if each computer should be separated from the warrant article (depending on whether the department is independent i.e. Town Clerk).

Voter Registration

Supervisor of the Checklist Arleen Andreozzi addressed the Board. She noted that there will be five elections this year (the presidential election and the presidential primary election). In past years there have been so many people registering to vote on the same day. For that reason the part-time wages have increased to assist with this demand on the last day.

Mr. Moore asked if the new system is working state wide. Mrs. Andreozzi reported that it is working.

Election Administration

Town Moderator Robert Casassa presented the Election Administration 2008 Budget. There is a \$5,000 increase in comparison to the 2007 budget (total 2008 budget \$235,455). Mr. Casassa said that there are five election events in 2008 which will increase all costs involved.

FINANCIAL ADMINISTRATION

Accounting and Financial

Mr. Schwotzer reported that there is small decrease (- 0.03%) in the total Accounting and Financial budget from last year.

Auditing

Mr. Moore asked if a proposal to bid the audit to another agency should be considered. Mr. Schwotzer said that his experience with the auditor was good and that the benefit in using this particular auditor is useful as they have a complete history of the town and experience with Hampton. Mr. Schwotzer will seek bids from other auditing firms if the Board instructs him to do so.

Mr. Welch noted that one of the reasons that the audit costs are increasing is because the more federal money that the Town accepts (i.e. grants) the higher the audit cost will be.

Mr. Welch mentioned that the Town is not GASB 34 compliant and the further the Town gets behind with this accounting standard the more difficult it may be to borrow. Mr. Schwotzer noted that adding GASB 34 would also be an additional cost to the audit.

It was the consensus of the Board to proceed with the bidding procedure for the audit report.

The Town Manager will be proposing a Warrant Article to fund the cost of the audit work required to implement GASB 34.

Assessing

Town Assessor Bob Estey came before the Selectmen to discuss the 2008 budget for the Assessing Department. Last year the decision was made to add the Data Collector position for 36 weeks. If it is determined to maintain the Collector position there will be a need to add a 52 week salary for that position. Therefore, the budget has been increased to \$210,194 from \$205,058 in 2007.

A full review from the Department of Revenue will be done in 2008.

Tax Collection

Tax Collector Joyce Sheehan presented her 2008 Budget. The Budget has been adjusted to reflect the recent increase in hourly wage for the Deputy Tax Collector. The total budget for the Tax Department is \$96,179.

Management Information Systems

Mr. Schwotzer explained that Mr. Paquette's position is salary nonexempt and for the first time ever overtime wages have been budgeted. Mr. Paquette is basically on call 24 hours a day for all of the Departments and his skills and experience is vital to the entire Town's technical system.

Software support was included in the "Equipment Maintenance" account (\$20,169). Parts for computers and for other technical equipment have been budgeted for under "Supplies and Expense". Mr. Paquette requested \$40,500 for replacement equipment however as requested by the Town Manager it was pulled to be added as a Warrant Article.

Mr. Paquette drives his personal vehicle to various departments around Town. The Motor Vehicle Allowance allocation of \$1,000 is to compensate Mr. Paquette for his expenses.

Mr. Schwotzer noted that the MIS budget has increased by 30% from \$84,077 in 2007 to \$109,424 for the 2008 budget.

Mr. Moore expressed his concern about placing a warrant article on the ballot for the replacement equipment and the voters, voting it down. If this were to be the outcome the Town would not be able to purchase this needed equipment.

Mr. Lally suggested that Mr. Paquette become involved with the CIP committee.

Human Resources

Budgeted figure for 2008 is \$3,000.

LEGAL

Town Attorney's Office

Town Attorney Gearreald noted that there are no changes under the following categories: Regular wages, part-time wages, staff development, Supplies & expenses and motor vehicle allowance.

Legal Expenses

Attorney Gearreald noted a significant increase in outside counsel and litigation expenses.

The Collective Bargaining / Labor cost items has been decreased.

The Total Legal Department budget for 2008 is \$348,391.

PERSONNEL ADMINISTRATION

Mr. Schwotzer explained the anticipated expenses for items such as retirement, medicare, and sick leave.

The total 2008 budget for personnel administration has increased by 2.9% (\$1,953,988).

PLANNING & ZONING

Planning Board & Office of Planning

Town Planner Jamie Steffen discussed the Planning Department's 2008 budget. There is a slight increase in the budget to accommodate the Conservation Coordinator position for the full year.

The Planning Board budget has decreased to a total of \$32,982.

Zoning Board of Adjustment

Mr. McGuirk addressed the Board to present the 2008 Budget for the ZBA (0.01% decrease from 2007 - \$9,810).

GOVERNMENT BUILDINGS

Town Office Building

Total budget is up 8.39% to \$93,873.

Chairman Moore requested to have the roof fixed on the Town Hall if funds are available in 2007. The Town Manager will have the Building Inspector proceed with this request.

Cemetery Budget

Total for the cemetery budget is \$93,419. This figure will go directly to the Budget Committee.

MUNICIPAL INSURANCE (Liability, Health, Life, Unemployment, Worker's Compensation, NHMA Dues)

Total municipal budget insurance figure is \$3,114,128 a 5.38% over last year's total.

OTHER GENERAL GOVERNMENT

Parking Administration

Recreation & Parks Director Dyana Martin addressed the Board. The budget for 2008 has been increased slightly (\$55,171) to accommodate additional events at the Casino.

Recreation & Parks

Dyana Martin noted that the Department is planning on reorganizing so that the Parks program will be seasonal only. The Town Manager has suggested eliminating the full-time Parks Coordinator position. Weedwacking and mowing will be done by Public Works.

Mr. Workman asked if Public Works employees will have the qualifications that the Parks Coordinator has. Mr. Welch said that the Public Works employees will be certified over the winter months.

Mr. Workman said that he would like to see organizational carts for the proposed budget.

Building & Code Enforcement

Building Inspector Kevin Schultz presented his department's 2008 budget. The total with Town Manager adjustments (\$1,000) is \$177,079. Mr. Schultz noted that one of the department's vehicles has a leak in the oil pan and problems with the front end that will need to be fixed.

Mrs. Bridle- Russell asked the Town Manager why he took \$150 from the clothing allowance. Mr. Welch reported that he was working on creating a budget that would be acceptable to the voters.

Mrs. Bridle-Russell asked if the department work load has decreased. Mr. Schultz said that the number of projects has decreased but they don't feel it. The department is still very busy. A lot of permits have been issued and there have been a lot of code enforcement issues.

Mr. Moore asked about the part-time building inspector position that was authorized over a year ago. Mr. Schultz reported that he advertised three times and did not get any applicants that had the qualifications (plumber) that were required for the position. He also pointed out that there was a default budget last March and if he hired someone he

would have had to lay them off. Mrs. Schultz noted that there is a lot of demand on a few people. The efforts of the new Conservation Coordinator are benefiting his Department (i.e. special permits) and reducing some of the pressure.

Welfare Department

Mr. Schwotzer reported that the 2008 budget is an accurate reflection of the volume of individuals who come to the Town for welfare assistance. The total budget is \$158,132 (32% above the 2007 figure). The Welfare Director makes a concerted effort to help people in need by directing them to various human resource agencies which alleviates some of the financial burden to the Town.

Welfare Officer Michelle Kingsley addressed the Board. She discussed the personal struggles that she witnesses every day in her office. She works hard to ensure that the people leaving her office are safe and that the community is safe.

Mrs. Kingsley noted that there has been a significant increase in medications. She believes this stems from the mental health care system (i.e. people sent home from psychiatric care facilities with no way to pay for medications).

Mrs. Bridle-Russell asked about the increase in wages. Administrative Assistant (Supervisor of Welfare) Maureen Duffy explained that the figure is the original amount that was negotiated (\$17/hour) for the position. In addition, the hours were extended when it was determined that the position required more than 27 and was increased to 32. The increase enabled the Welfare Officer to extend office hours on Wednesday (9 a.m. -5 p.m.). She also noted that a respectable wage has enabled her to hire Mrs. Kingsley who is a qualified and experienced Social Worker who brings valuable knowledge to the position which benefits the Department and community.

Mr. Workman asked about reimbursements. Mrs. Kingsley reported that there are some people who receive unexpected funds and pay the Town back. In some cases if there is a lawsuit pending or property, a lien will be placed on the property or the lawsuit settlement.

Mr. Lally asked about the cost of housing Hampton residents at the homeless shelter in Portsmouth (Crossroads). Mrs. Kingsley said that there was a time that the Town paid per individual however, Crossroads has been supported by means of a warrant article and for that reason the Department is not charged.

MUNICIPAL DEBT SERVICE

The Town Manager and Finance Director have worked hard to reduce the interest on the debt. The total budget for 2008 has been reduced by 4% in comparison to last year.

PATRIOTIC PURPOSES

This account is specific to the purchasing of flags for the Town parks and property.

OTHER (FLOWER GARDENS) & CONSERVATION

Budget totals for both of these categories is the same as in 2007.

The Fire Department budget will be reviewed next week (September 24).

VI. CONSENT AGENDA

- 1. Senior Seminar Fundraising Event – Car Show
- 2. Raffle Permits
- 3. Signing of Municipal Records Committee Appointment Form

Chairman Moore pulled the Senior Seminar request for the Car Show. The Activity Request Form was not signed by a WHS staff advisor. In addition, the raffle permit for the car show was also pulled.

Mr. Workman MOTIONED to approve the remaining consent agenda as presented. **Mr. Griffin SECONDED.**
VOTE: UNANIMOUS FOR

VII PUBLIC COMMENTS

Shade Tree Committee member Mrs. Elizabeth Webb (11 Windmill Lane) addressed the Board. She noted that the Town ordinance states that for every tree that is removed from Town property one will be planted in its place. Mrs. Webb believes that the ordinance is being violated because funding for the Shade Tree Committee has been pulled as a result of multiple default budgets.

Mrs. Webb stated that perhaps a Warrant Article should be submitted to turn the responsibility of tree maintenance and planting over to the NH Department of Environmental Services. They will appoint a Tree Warden and the Town will have no authority.

She noted that she is the only remaining member on the Shade Tree Committee and that there are two empty positions. Mrs. Webb requested the funds be placed in the budget to manage trees in and around Hampton. Mr. Moore said that this can be considered during the final review of the budget.

Darren Patch (Parks Coordinator) was hired seven years ago. The proposed budget eliminates his position from the Recreation and Parks Department. He believes that Hampton residents support most park projects and the Parks Department. Mr. Patch noted that it is likely that there will be significant overtime costs incurred by the Public Works Department to take over the job. He also believes that flowers around Town will not be properly cared for or even planted. Mr. Patch doesn't believe that the Town is saving any additional money in the long run by eliminating his position.

VIII. CLOSING COMMENTS:

None

IX. ADJOURNMENT

Mrs. Bridle-Russell MOTIONED to adjourn at 10:21 p.m. **Mr. Lally SECONDED.**
VOTE: UNANIMOUS FOR

Chairman