

# Town of Hampton



March 19, 2012

7:00 PM Oath of Office – Swearing in of Elected Officials

## I. Oath of Office

Mrs. Jane Marzinzik, the Hampton Town Clerk swore in the following individuals into the following elected Offices of the Town of Hampton, New Hampshire.

With the statutory oath, Ben Moore and Philip Bean were sworn into the Office Selectmen

With the statutory oath, Donna Bennett was sworn into the Office of the Town Tax Collector

With the statutory oath, Robert Casassa was sworn into the Office of the Town Moderator

With the statutory oath, Barbara Renaud became a member of the Supervisor of the Checklist

With the statutory oath, Mark Hughes became a member of the Library Trustees

With the statutory oath, Richard E. Reniere, Pat Collins, Joe Grzybowski, and Michael Plouffe became members of the Municipal Budget Committee

With the statutory oath, Diandra Sanphy became a member of the Municipal Budget Committee

Lt. Tom Gudaitis, Hampton Police Department swore in the following individual for the Office of the Clerk of the Hampton School Board, Hampton, New Hampshire.

With the statutory oath, Jane Marzinzik was sworn into the Office of the Clerk of the Hampton School Board.

Mrs. Jane Marzinzik, the Hampton School Board Clerk swore in the following individuals for the following elected Offices of the Hampton School Board.

With the statutory oath, Ellen Lavin was sworn into the Office of the Treasurer of the Hampton School Board.

With the statutory oath, Russell "Rusty" Bridle and Charlotte "Peppa" Ring became members of the Hampton School Board.

Mrs. Jane Marzinzik, the Winnacunnet Cooperative School District School Board Clerk swore in the following individuals for the following elected Offices of the Winnacunnet School Board.

With the statutory oath, Leslie Russell Lafond and Chris Muns became members of the Winnacunnet Cooperative School Board.

With the statutory oath, Fred Caesar, Chris Singleton became members of the Winnacunnet School Board Budget Committee.

# Town of Hampton



## Hampton Board of Selectmen Minutes of March 19, 2012

PRESENT: Richard Nichols, Chairman  
Michael Pierce, Selectmen  
Ben Moore, Selectmen  
Philip Bean, Selectmen  
Mark Gearreald, Town Attorney

NOT PRESENT Richard Griffin, Selectmen

7:30 PM Selectmen's Meeting – Public Meeting

### SALUTE TO THE FLAG

#### II. Public Hearing – RSA 31:95-b Acceptance of Homeland Security Grant “SHSP & LETP”

Chief Silver explained the background for this grant. This grant award is for a total award of \$11000, and it covers the on-going maintenance of a piece of equipment that was present to the Town a few years back. The Ahura First Defender is a chemical identification device was obtained through the Commercial Equipment Direct Assistance Program (CEDAP). This program is no longer available; however, I was able to get the State Office of Grants Management to cover ongoing maintenance of CEDAP equipment using State Homeland Security Program (SHSP) funds and Law Enforcement Terrorism Prevention (LETP) funds.

The \$ 11,000 covers the last remaining year of warranty and the next three years of software upgrades and 24-hour support. The bottom line is the equipment was provided as zero expense to us and the future maintenance will be provided at zero cost to us.

Mr. Moore MOTIONED to Acceptance of Homeland Security Grant “SHSP & LETP” under RSA 31:95-b. Mr. Pierce SECONDED.

VOTE: 4-0-0

#### III. Public Comment Period – None

#### IV. Announcements and Community Calendar

Mr. Moore announced this Wednesday the 21<sup>st</sup> of March the Hampton Historical Society will sponsor a program at the Lane Library. It will be a CD multi- media presentation entitled Saltmarsh Farming on NH Seacoast. This has been done by a local resident and is excellent. The event is free to the public and it starts at 6 pm.

Mr. Moore announced that coming up on Friday March the 30<sup>th</sup> at 8 pm at the Ashworth Hotel is a comedy night. The proceeds will support the Winnacunnet Foundation. Tickets are available by contacting Patty Mackenzie at 926-7850.

Chairman Nichols brought up the few times recently that John Nyhan has been in to discuss the TIGER Grant application. Chairman Nichols read a statement from Mr. Nyhan providing an update on the application process. He provided several reasons as to why they have withdrawn HBAC name from competition. Mr. Nyhan stated the extreme amount of time that he has already put in and the amount of time needed to complete this application process. He also stated that this does not have anything to do with the results of article 31 in regards to the sidewalks at the beach. They will continue to seek grant opportunities.

## V. Appointments

1. Michael Schwotzer, Finance Director
  - a. Monthly Financials

Mr. Schwotzer will be discussing the February monthly financials which have been provided to the Board, Budget Committee, and posted on the website. He noted that this is using the 2011 budget since it was completed before the 2012 budget was approved last week.

The monthly income was as follows. The motor vehicle income total came in at \$174.4k, which is \$39k below budget but higher than February 2011 by \$10k. The other major contributors to the month's income total of \$535k were the Town's portion (75%) of the semi-annual Franchise Fees @ \$115k; the annual land rent was booked @ \$161k and Real Estate Trust @ \$42k.

The Expense summary shows the year to date expenses by department. At the end of February, the operating departments (with debt service) were 16.06% of the (2011) budget, which is below the month's target of 16.67%. Wage accounts that were affected by the 2011 Teamster contract may be slightly over budget since these costs were not reflected in the 2011 budget. These will be eliminated once the 2012 budget is chosen. Some of the smaller line items continue to be over the year-to-date target because of the "January quarterly effect" which was discussed last month and is related to quarterly payments that are made in January for the first quarter. In the Finance Department, the \$10k expense in Repairs & Maintenance is the annual payment for the accounting software support. In Assessing, the \$5k in Data Processing is the payment of annual maintenance contracts. In MIS, the Replacement Equipment deals with the replacement of the two main "firewalls" and one server upgrade. In Personnel Administration, the Bank Buy-Back Program came in at \$110k this year. The PD is running significantly below budget but due to the seasonality of so many costs, this is not a true picture. The FD OT Expense is one third of its YTD target as with the PD, this is mainly due to the seasonality of the Fire Department's activities. Public Works is within their respective budgets overall. It should be noted that in Maintenance of Recreation Facilities, the \$6k paid against a zero dollar budget relates to the repairs at Tuck Building due to vandals. Reimbursement of these costs is expected. The year to date activity in the four revolving accounts continues to be minimal. In Fund #25 – Cable Committee, the \$38k in Revenue is the first of the semi-annual payments from Comcast. In Fund #27 – EMS the reporting of the Ambulance Revenue always lags at least a month behind.

### Discussion

Mr. Pierce asked about the energy cost in the Parking Lots account already being half spent. Mr. Schwotzer stated that it cost more to shut this service off and back on then it is to keep it on. Mr. Pierce asked about the water account being already spent in excess and Mr.

Schwotzer explained that this falls into the same category as discussed above in regards to energy cost.

Chairman Nichols asked about the March 16, 2012 version, which reflects the budget passing. He is looking at the DPW overtime and as they know there are 4 basic areas of wage accounts in DPW and if you add the overtime in all these areas together you come up to about 17.4% against the 16.67% which is not real surprising. The thing that stuck out was the Solid Waste overtime account is only 3% of the YTD budget were as the Transfer Station is 62%. Mr. Schwotzer stated that he is aware of this and an analysis has been done in regards to the reorganization and adjustments he will be making.

Chairman Nichols brought up a discussion he had with Mr. Schwotzer and how it was Mr. Schwotzer's opinion that they stay with the 2012 budget as amended at Deliberative Session and do not make any changes to line items. Chairman Nichols is fine with this and the rest of the Board also agreed.

Mr. Pierce has another announcement that was forgotten above. The Hampton Beach Village District annual meeting and election of district officers is March 30<sup>th</sup> with voting between 1 pm and 7 pm at the Fire Station on Ashworth Ave.

Mr. Moore brought to the Chairman's attention that the meeting did begin a little before the posted time of 7:30 and there is someone present who might wish to comment. Chairman Nichols asked Mr. Moody if he would like to had wanted to make a comment during Public Comment.

Arthur Moody has a few public service suggestions tonight. He welcomed Mr. Moore and Mr. Bean to the Board. He mentioned how recently someone saved another person's life at Boston Logan Airport using an AED similar to the ones in the Town Hall and Library. He wonders if it might be helpful to show a 5-minute video on Channel 22 demonstrating how these are used. Mr. Schwotzer explained that all the employees in the Town Hall have been trained. He expressed concern with showing a 5-minute video demonstrating how to use an AED since individuals really do need to be trained on this just like you train someone to perform CPR. Mr. Moody mentioned the 10 or 12 parking spaces in front of the Library on Winnacunnet Road and how when larger vehicles are parked in these spaces it poses a problem for others being able to back out of these spaces safely. He would suggest that the next time the lines are painted they should be done at an angle. Chairman Nichols expressed that if you are backing out at an angle you could possibly be worse off depending on which way you are going on Winnacunnet Road. Mr. Moody also brought up a time when there was no parking in front of the courthouse because of this same problem. Mr. Moody brought up the Trustees of the Trust Fund report for 2011. In the report, they mentioned they had received three payments for the slices of rights of way that have been sold over the past couple of years. He listed out these payments, which add up to about \$65,000. In the report, they send to the State they have a net loss of \$10,000. He expressed concerns with Mackensen & Company administering these funds for the Town. He concluded that he thinks the report is incomplete with areas of omission.

## VI. Minutes of March 05, 2012

Page 3: Add the second – Pierce, and the vote tally 5-0-0 to the vote of the Hampton Arts Network.

Page 5: First paragraph, 7<sup>th</sup> line; change the word “incurred” to “inferred”

Page 5: First paragraph, 17<sup>th</sup> line; replace the words “2008 vote” with “2011 Warrant Article funding and design”

Page 7: Motion by Chairman insert after the word “funds” the following words “(approximately \$175,000, at the same purchase price)”

Mr. Pierce MOTIONED to approve the Minutes of March 05, 2012 as amended. Chairman Nichols SECONDED.

VOTE: 2-0-2

Minutes of March 12, 2012 – Postponed to March 26 for correction of the date of meeting.

## VII. Old Business

Mr. Pierce brought up the PC program he has been doing. He mentioned a request from SAU 21 for 12 computers. Although he was wondering where he was going to get all these computers the Library around the same time donated about this same amount. So it worked out very well. He reminded everyone how this program works that he has been doing. Chairman Nichols wonders where the PC’s would have ended up if they had not gone to Mr. Pierce. Mr. Pierce believes they would have ended up at the dump. Mr. Pierce went into details on how he cleans up the PC’s, where they come from and where they go. Mr. Moore does not believe that a motion needs to be made here but does think that what Mr. Pierce is doing is a great thing. Chairman Nichols brought up a warrant article on the ballot dealing with surplus equipment and how it will be handled in the future. Mr. Moore will make the motion if the Board thinks one should be made.

Mr. Moore MOTIONED that the Board takes no exception with Mr. Pierce’s use of these PC’s. Chairman Nichols SECONDED.

VOTE: 4-0-0

## VIII. New Business

1. Permission request of Karen Kalousian to park at Plaice Cove Parking Lot on 06/02/12 for a few hours for a wedding. The Board agreed that since it is June 2<sup>nd</sup> it should not be a problem.

Mr. Bean MOTIONED to grant Permission request of Karen Kalousian to park at Plaice Cove Parking Lot on 06/02/12. Mr. Pierce SECONDED.

VOTE: 4-0-0

2. Reorganization of the Board of Selectmen

Mr. Moore is in favor with waiting for Mr. Griffin to return to address this. However, from a precedent standpoint it might be good for the newly elected Board to reaffirm the motion. He did bring up that tomorrow night the Budget Committee is meeting. Chairman Nichols would suggest that they remain status quo until the meeting on April 2<sup>nd</sup>.

Mr. Moore MOTIONED to re-affirm the decision to postpone the Reorganization of the Board of Selectmen until April. Mr. Pierce SECONDED.

VOTE: 4-0-0

Mr. Moore would also like this Board to discuss the contract of the Manager somewhere around April 2<sup>nd</sup> as well. He himself plans to review the Manager's personnel file within the next 2 weeks. Chairman Nichols has copies of all of this for both Mr. Moore and Mr. Bean tonight.

Mr. Bean would like to have a discussion on the Town website. He stated it is very difficult to locate things on the website. There is great interest in the 1933 Agreement – Chapter 159; Rye Agreement and the Comcast Agreement. Chairman Nichols would like to take each of these items one at a time. The 1933 agreement – chapter 159 he has both of these on pdf and he can forward them to Mr. Schwotzer if needed so that they can be posted on the website. He believes Theresa has copies of the Rye Agreement and Chairman Nichols suggests that Mr. Schwotzer contact her for this information. Chairman Nichols stated that the Comcast agreement is a work in progress and it should be done in the next couple of weeks. He would recommend that this item not be posted until it is complete. Mr. Moore stated that if the old agreement is available it does not cost anything to post it until the next agreement is made. Mr. Bean mentioned that he also did not see the letter from DRED to the Town on the website. Chairman Nichols stated that this letter will be posted. Chairman Nichols commented that the homepage tends to be very busy. He would suggest that going forward this be looked at and changed around so stuff is easier to find. Mr. Schwotzer stated that there is the documents/form link and if this could be managed better, information could be placed there. Mr. Moore thinks that maybe there needs to be a new thought process. Chairman Nichols thinks that this is something that we will have to look at and work with. Mr. Bean has also looked for links to the State Legislators, Government Counsel, and Rockingham County and not been able to find them. He talked about the possibilities of getting interns in to work on the website. Mr. Pierce reminded everyone of the test of laptops that he recently went through. He does understand that not everyone is computer focused. He mentioned that maybe there should be a committee to look at the whole IT department. This is only a suggestion he is not saying it's a good idea maybe just something to look at. Maybe we can look at this when we assign the representatives.

#### IX. Consent Agenda

1. Designation of Authorization of Town Manager to sign for Clean Water SRF Loan
2. Taxi Business License Application – NH Checker Cab
3. Entertainment License Application – Millie's Tavern on L Street
4. Re-Appointment Conservation Commissioners – Jay Diener and Sharon Raymond

Discussion on the insurance requirement of Taxi' – Mr. Pierce remembers that over the past couple of years there have been some questions in regards to the insurance for taxi companies. He wonders if they have had time to look at this and make sure that everyone is being charged/treated equally. Atty. Gearreald believes that this was an ordinance recently.

Mr. Pierce MOTIONED to MOVE the consent agenda. Mr. Moore SECONDED.

VOTE: 4-0-0

Mr. Schwotzer stated that there has been a request to appoint the new Deputy Fire Chief to the Forest Fire Warren.

Mr. Moore MOTIONED to APPROVE the appointment of Deputy Fire Chief Jameson Ayotte to the position of Deputy Forest Fire Warren. Mr. Pierce SECONDED.

VOTE: 4-0-0

X. Closing Comments

XI. Adjournment

Mr. Moore MOTIONED to adjourn the public meeting and SECONDED by Mr. Bean.

VOTE: 4-0-0

  
Chairman

# Town of Hampton



March 19, 2012

7:00 PM Oath of Office – Swearing in of Elected Officials

Board of Selectmen  
AGENDA  
March 19, 2012

Posted: Town Offices, Library, Beach Fire Station  
Location: Selectmen's Meeting Room, Downstairs Town Offices

7:30 PM Selectmen's Meeting – Public Meeting

## SALUTE TO THE FLAG

- I. Public Hearing – RSA 31:95-b Acceptance of Homeland Security Grant “SHSP & LETP”
- II. Public Comment Period
- III. Announcements and Community Calendar
- IV. Appointments
  1. Michael Schwotzer, Finance Director
    - a. Monthly Financials
- V. Minutes of March 05, 2012 and Minutes of March 12, 2012
- VI. Old Business
- VII. New Business
  1. Permission request of Karen Kalousian to park at Plaice Cove Parking Lot on 06/02/12
- VIII. Consent Agenda
  1. Designation of Authorization of Town Manager to sign for Clean Water SRF Loan
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- IX. Closing Comments
- X. Adjournment