

May 05, 2014

PRESENT: Philip Bean, Chairman
Mary-Louise Woolsey, Vice-Chairman
Rick Griffin, Selectman
Rusty Bridle, Selectman
Jim Waddell, Selectman
Frederick Welch, Town Manager

I. Public Comment Period - None

II. Announcements and Community Calendar (3:43)

Selectman Waddell announced a Job Fair on Tuesday at the Seabrook Recreation Center from 10 to 2. Also on Thursday at 6:30 at Marston School there will be a meeting held on the new FEMA Flood Maps.

Selectman Griffin commented on a longtime resident Richard Violet who has a son who is a horse trainer and who had a horse in the Kentucky Derby.

Selectman Bridle announced that on Saturday May 10th is the National Association of Letter Carriers food drive. He requested a moment of silence in memory of Ada Merrill a long time resident of Hampton.

Chairman Bean commented further on the passing of Ada Merrill and what a tremendous public servant this woman was in her own right.

III. Consent Agenda (6:43)

1. Requalification of Elderly Tax Exemption Requalification
 - a. Carnaby – Map & Lot 231/6; Connolly – Map & Lot 133/80; Fay – Map & Lot 266/1/B7; Harrison – Map & Lot 106/23; Kertanis – Map & Lot 109/32; Pray – Map & Lot 190/16; Silver – Map & Lot 90/9
2. Disabled Tax Exemption Requalification
 - a. Kelly – Map & Lot 134/32
3. 2013 Abatements
 - a. 2013-05 958 Ocean Blvd; 2013-06 428 Lafayette Rd Unit #301; 2013-07 428 Lafayette Rd Unit #303; 2013-10 847 Ocean Blvd; 2013-19 68 King's Hwy Unit #30; 2013-23 615 Ocean Blvd Unit #1
4. Parade and Public Gathering Licenses
 - a. NH Towing Association Tow & Trade Show – 05/18/14
 - b. Smuttynose 5K – 06/22/14
 - c. Granite State Quest - 07/12/14

Note: Draft minutes are subject to corrections, additions and deletions.

5. Entertainment License

- a. Sea Ketch Restaurant – 127 Ocean Blvd

Selectman Woolsey MOTIONED to MOVE the Consent Agenda SECONDED by Selectman Griffin.

VOTE: 5-0-0

IV. Appointments (8:04)

1. Ellen Lavin, Town Treasurer (8:06)

- a. Tax Anticipation Note (TAN) \$4,000,000
- b. Tax Anticipation Note Line of Credit Rider
- c. Closing Certificates

Mrs. Ellen Lavin, Town Treasurer, is here to request that the Board authorize the Tax Anticipation Note; will borrow as needed; up to 4 million dollars; from the Provident Bank; will pay it back in July; had a shortage of cash the last month for the first annual tax billing; explained the rider and what it says to the Board; has one note for them to sign along with one certificate which says they are allowed to borrow and at an interest rate is 2.5%.

Selectman Woolsey MOTIONED to AUTHORIZE the Board of Selectmen to sign the Tax Anticipation Note in the amount up to \$4,000,000 SECONDED by Selectman Bridle.

VOTE: 5-0-0

2. Michael Schwotzer, Finance Director (13:34)

- a. March Financials

Mr. Schwotzer here to discuss the March Financials, expenditure target is 25%. Income: total income was \$389k; motor vehicles came in at \$296.8k, which he believes is a new one month record, are now \$22k above budget year to date; Interest on Taxes \$26.7k; Building Permits \$12.4k; Departmental Income \$13.5k and Real Estate Trust \$36.7k. Expenses: at end of March the operating departments (without debt service but with open Po's) were 24.5% of the budget, which is lower (by \$113k) than the month's 25% target; the \$6.4k spent in Finance's supplies and Expenses contains the cost of the Annual Reports at \$4.8k; Management Information Services, the Staff Development cost of \$3k is for an annual subscription to on-line courses for the computer tech; Municipal Insurance, the Health Insurance is "on target" at 25.03%, since this is the majority of this sections expense, this is a good sign for the year; Police Department is at 19.6% when the open PO's are included, two accounts in Support Services P/T Special Officers and Summer Coverage – FT have a combined budget of \$395k and with only \$12.4k being expended to date accounts for 2.5% of the department's favorable variance; Fire Department is at 22.5% overall when the open PO's are included, had made notes in early month's reports of Electric, Heating Fuel and Water which are being reviewed in regards to the new buildings vs. the old; Highways and Streets is over its target by 1.5%, this is primarily due to the Snow & Ice Removal costs (5 budget percentage points) being almost fully expended during the first part of the year, also the Admin-O/T wages is running \$8k ahead of the same time last year at \$14.7k; Municipal Sanitation is running slightly below its target even when the \$136k annual PO for chemicals is used in the calculation; list of Warrant Articles passed at Town Meeting and the majority of the Social Services have received their requested funds; 2013 Encumbrances showing that 37% have been expended to date, the majority of the remaining \$211k consists of the

following I&I Study at \$45k, Codification Project at \$20k, PT Police Officers' Equipment at \$22k and Engineering relating to Exeter or High/Lafayette Road at \$101k, these projects will take place/clear later in the year; Recreation Fund 24 the Beach Sticker donations year to date equal \$4,500 with \$140 of those being granted as scholarships; Cable Committee Fund 25 has received its first quarterly payment of the Franchise Fee Revenue \$18.6k, this amount exceeded the first three month's expenditures of \$15.2k; Private Detail Fund 26 activity level (income and expense) has been minimal due to the time of year; EMS Fund 27 the reporting of the Ambulance Revenue always lags at least a month behind which accounts for the negligible growth in the account balance.

Selectman Waddell asked about the court ruling about the pension and if they were to win, would it have a dramatic effect on the Town.

Mr. Schwotzer commented that it was basically their money, therefore it would be returning their money so it does not really affect our cost in any way. We have been running on the percentages that were dictated and it would go backwards through payroll. Mr. Schwotzer pointed out that the money that came back from HealthTrust back in March was returned to employees, retirees and non-current employees last week.

Mr. Schwotzer added that he and the Treasurer will be on the agenda for the 19th; they have received a proposal from Divine Millet in Concord in reviewing our bonds; we had approached them 6 months ago and the bond market had gone down; bond market has gone back up; talking about calling \$5M worth of bonds; the potential aggregate budgetary savings is \$425,000; will be bringing information to them and holding a public hearing on the 19th.

3. Chief Silver, Fire Department (22:33)
 - a. Departmental Update

Fires: No significant fire this year. 2014 year to date we have had 2 residential fires, 5 total fires within structures, and an additional 9 fires within vehicles or areas adjacent to buildings. The breakdown by district is: 40.9% (233) in the Beach District; 49.2% (280) Town District; 9.8% (56) Rural District; 100% (569) Total. This time of year folks are looking to burn brush from yard clean-up. There are rules governing outdoor burning in the State of NH and in Hampton. We require a Permit be issued anytime an outside fire is kindled. A property owner can obtain one by visiting either fire station.

EMS: Year to April end we have responded to 628 medical emergencies; an increase of 79 over 2013. This represents an increase of 14% from 2013. Year to date we have had 105 occasions of simultaneous EMS calls, most are 2 incidents and some are 3 incidents occurring at the same time. This represents an increase of 36% over last year. We generally do very well managing these with our own resources. When we do not have an ambulance immediately available we rely on mutual aid. Over the course of the year our requests and responses to or from other communities evens out. This certainly drives the cost of ambulance coverage as each time a patient is transported; off duty personnel are called back to staff additional ambulances needed to cover the simultaneous responses. The replacement ambulance is proceeding. The ambulance has arrived in Massachusetts and he will be travelling to Minuteman Truck Wednesday for inspection and lettering approval.

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Vehicles: Our aerial Ladder and ground ladders have been inspected and any deficiencies have been repaired. We are conducting pump testing this month on all our pumping apparatus. This should continue for the next several weeks.

Buildings: he has reconciled our expenses and have accounted for every dollar spent on the new fire stations. Eckman GMP at \$5,036,731.00; Change Orders (Approved by BoS) \$114,986.60; Generator; Asbestos Removal (unanticipated expense \$19,000); Tank Removal (unanticipated expense \$5,000) Architectural & Engineering \$352,200.00; Material Testing \$15,500; Precinct Reimbursement \$66,642.00; Owner Expenses (Furnishing, Equipment \$138,135.88; Telephone, Existing Building; Improvements, Appliances, etc...); Moving \$3,720.00; Unanticipated Costs; Legal \$4,036.00; Bond \$20,000.00; Title Insurance \$5,500.00. Total Expended is within .01% of the approved amount of the Warrant Article.

Personnel: We have been able to continue to maintain our minimum staffing this year and not reduce daily staffing as we have had to do in previous years to accommodate limitations of funding. We have had the following extended absences: W/C on duty fall February 11 to present; Sick due to injury off duty March 2 to present; W/C pending March 25 to present; W/C FF 2 weeks; Sick FF 4 weeks. These absences affect the coverage cost expended year to date.

Budget: First Quarter we are 21.95% expended at 25%, last year we were 21.68%. Of concern will be utilities:

Utility	Budget	2014	2013
Electric	23,231	10,293/44.31%	5592/24.07%
Heating Fuel	18,500	11102/60.01%	7190/38.87%
Water	1370	2274/165.96%	426/31.11%

Chief Silver provided some details as to why these utility accounts have increased so much.

Selectman Woolsey commented: Chief mentioned proper disposal of smoking material; wonders about charcoal grills, Chief Silver said that is a good point and explained that they do not have jurisdiction over single family dwellings, over multiple family dwellings there are State laws which he explained in detail; wonders if permits to burn are only available at Station 1, the Chief explained they can go to either station; questioned if the 88 pumper is going to be included in the pumper testing and it is; asked him to forward her an email copy of his report; outstanding job he did on the stations, absolutely remarkable.

Selectman Griffin thanked him for a comprehensive report.

Selectman Bridle questioned that the runs are up but still coming in on budget and the Chief explained that his statistics were through April but financials are for the first quarter; pointed out that incidents are up from last year; asked if they are going to do anything with some sort of communication between the Beach and Town, Chief Silver stated that the bell has been installed and if the Beach Station is not occupied the bell rings up to Headquarters and they can communicate.

Chairman Bean commented: will provide a synopsis for the floor for a discussion on the memorandum agreement between the Town and the two Fire Unions; in regards to firefighters living within 15 miles of the Winnacunnet Road Station; there is a movement to increase this distance to 30 miles; turned this over to the Chief.

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Chief Silver commented: the concept of the residence requirement is one that has been discussed over the last 18 months; what is presently proposed is modifying it to a 30-mile radius from Winnacunnet Road Station; he supports the change; it has no negative impact on operations; does require some ratification from the Board.

Selectman Woolsey MOTIONED to approve the side bar proposed for both Fire Unions extending the residence limit to a 30-mile radius SECONDED by Selectman Bridle.

Selectman Griffin commented that he is generally in favor of the Fire Department but is not comfortable with this change.

Mr. Welch supports the Chief.

VOTE: 4(Waddell, Bean, Woolsey, Bridle)-1(Griffin)-0

4. Dyana Martin, Director Recreation and Parks (41:38)
 - a. Bid Waiver Requests: Tuck Field 3-Bay Garage, Lawn Mowing Services

Mrs. Martin commented: only got two bids back on both the garage and the lawn mowing; hoping for a waiver or what direction to go next; the three bay garage has been out three times now. The two bidders had bid all three times; E. Guimond Construction and Excel Construction; Excel came in a little lower than the amount available; for lawn mowing: two bidders; JLG Landscaping and Professional Profilers. Professional Profilers, who we have used in the past, came in within the amount available.

Selectman Bridle commented: sorry to see that we did not have more bidders; knows Dyana worked very hard to get in touch with local bidders but they did not put in; thinks they need to move forward with this and get this built.

Chairman Bean asked Mr. Welch to weigh in on this and whether this meets the purchasing policy requirements.

Mr. Welch commented: Dyana has complied with the requirements of the purchasing policy; she notified the Members of the Board prior to the meeting; less than the required number of bids; this is the third go around on the garage; the first bidder is within the amount of the article; the lawn mowing bid has been a problem for the last couple of years; have not been able to get 3 bidders; do send out bid requests to a lot of vendors; he would recommend what Dyana has requested.

Selectman Griffin MOTIONED to waive and approve the bid processing for both the 3-Bay Garage and Lawn Mowing Services SECONDED by Selectman Bridle.

VOTE: 5-0-0

5. Ed Tinker, chief Assessor (45:03)
 - a. 2013 Abatements

Mr. Tinker presented with six abatements; all of them recommended for refunds totaling \$2,537.70; there are 11 new applications remaining; plans to present four more next week.

Selectman Woolsey confirmed with Mr. Tinker that there are no denials this week.

Selectman Griffin has reviewed them and they appear to be in order.

Selectman Woolsey MOTIONED to approve the 2013 Abatements totaling \$2,537.70 SECONDED by Selectman Griffin.

VOTE: 5-0-0

6. Jay Diener, Conservation Commission (46:49)

a. Green Infrastructure Project – Rain Gardens installed at the Lane Library

Mr. Diener commented: there are a number of different techniques that residents can employ on their properties to reduce flooding; one being rain gardens; explained how people have heard of them but don't really know how to make one; awarded a grant through Rockingham Planning Commission; organized by the Hampton Conservation Commission and the Seabrook-Hamptons Estuary Alliance, with assistance from the Rockingham Planning Commission; they will be hosting a public meeting to discuss Green Infrastructure, and specifically rain gardens, at the Lane Memorial Library on May 14; will also be installing two demonstration rain gardens, also at the Library, on May 17; Amanda Cooper at the Lane Library has given her approval for both of these events; fundraising to cover the cost of plants and a sign to put up to explain what these gardens are; here to ask for their permission to approach local businesses to ask for their financial support; goal is to raise \$500; hope they will all come out to help them install this demonstration garden.

Selectman Woolsey MOTIONED to support the initiative of the Conservation Commission as discussed above SECONDED by Selectman Bridle.

VOTE: 5-0-0

V. Approval of Minutes (49:19)

1. April 21, 2014

Selectman Woolsey MOTIONED to approve the April 21, 2014 minutes SECONDED by Selectman Bridle.

VOTE: 5-0-0

VI. Town Manager's Report (53:41)

1. Please remember that Household Hazardous Waste Day is May 17, 2014 from 8AM to Noon at the Old Court House Site on Winnacunnet Road. Please review the flyer on the Town website for items that can be disposed.
2. The Board has received a draft warrant article for the purchase of a replacement Fire Engine to replace the current Engine 4.
3. There is a meeting on Thursday, May 8, 2013 starting at 6:30 PM at the Marston School with representatives from FEMA to address the draft FEMA Flood Maps. This meeting is not open to the public but is to brief local officials. An RSVP is required.
4. The work to be completed at the 4 Nor 'East Lane property that was approved at your last meeting cannot be accomplished with a crane. We will issue a standard set of conditions for use of the beach to accomplish the required work if the Board permits. We would therefore request Board approval tonight in order to accomplish the work before May 15th.

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5. The Town will assume the costs of the streetlight on Nathaniel Court that is currently in a private name and has been so before the street acceptance. The light is a standard streetlight on an aluminum pole. We have discontinued approximately 12 lights this year so we will still see a reduction in street lighting expense. This requires Board approval.
6. We currently have three outstanding bills, two for the lease land program. The two have until May 15th to provide payment in full. With the Board permissions, we will automatically institute legal proceedings after that date if the bills are not paid. The third bill is for the rent of Town property and if unpaid, we will follow the same procedure. The total sums due amount to \$10,837.13.

Selectman Bridle MOTIONED that post May 15th they allow Town Counsel to precede further with legal proceedings to collect the debts SECONDED by Selectman Griffin.

VOTE: 5-0-0

Additional items.

Mr. Welch received a communication from the Commander of the American Legion inviting all the Board members to participate in the upcoming Memorial Day Ceremonies which he provided the details to the Board, he will be there himself; Commander also thanked the Board for their kind reception last week; firearms training at DPW during the week of the 12th to the 18th; gave the Board a list of Boards and Committees with appointments expiring this year and read them for the public.

Mr. Welch commented on the great job done at the Church Street Pump Station and encouraged everyone to go look at it.

Selectman Woolsey asked for an update on the Church Street bathroom, and Mr. Welch explained that the work is on the docket; will Memorial Day schedule be online and Mr. Welch said they would put up what they have received; Mary Batchelder Road and why there are big trucks on this road still, Mr. Welch explained that he has the Police Department over there stopping them and they will need to start issuing citations; any update on getting out of the Solid Waste District, Mr. Welch stated there is no update but we did present in January, they only meet quarterly and we meet last week. There is supposed to be a motion prepared for the meeting on June 11; Mrs. She also asked about the "Duck Crossing" and "No Trucking" signs, Mr. Welch stated they should be up, he will follow up on this with DPW; alternative waste disposal for bulky items it was her understanding that Public Works was checking into this, had a sample roll-off, Mr. Welch believes they have received the roll-off and they will keep track of this for 2 or 3 times and give Board a report.

Selectman Griffin commented that is a good report, and that he is interested in continuing with the Hampton Beach Area Commission as representative for the Town of Hampton.

Chairman Bean MOTIONED that Selectman Griffin continue as the Representative to the HBAC SECONDED by Selectman Bridle.

VOTE: 4(Bean, Waddell, Bridle, Griffin)-0-1(Woolsey)

VII. Old Business (49:37)

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1. Richard Fitzpatrick
 - a. 4 Nor East Lane Seawall

Mr. Welch commented: last week the Board gave approval to the owner of 4 Nor 'East Lane to do some repairs to the seawall, and the problems they are facing with use of the extremely large crane; have asked them to come tonight so that we can get this settled, so work can be completed by May 15th.

Steve Oles of MSC Engineers commented that has worked with Chris Jacobs on a route to come onto property with equipment; permit from DES; copies of plans for the Board; same route used by another property owners in the past; excavator in and out in about ½ day.

Selectmen have no problem since work will be done in half a day.

Mr. Diener has no problem as long as the work being done is remaining the same as the plan presented.

Mr. Welch stated that the additional approval for the work could all be taken care of and set up tomorrow.

Selectman Woolsey MOTIONED to allow the owner of 4 Nor 'East Lane to allow access through Billy Joe Brown Park, any material removed would need to be restored to original state SECONDED by Selectman Bridle.

VOTE: 5-0-0

Mr. Fitzpatrick thanked both Kristina and Fred for all the help and guidance they provided.

VIII. New Business - None

IX. Closing Comments - None

X. Adjournment of Public Meeting (1:07:28)

Selectman Woolsey MOTIONED to adjourn the Public Meeting at 8:04 PM SECONDED by Selectman Bridle.

VOTE: 5-0-0

Chairman