

September 30, 2015

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

### SALUTE TO THE FLAG

#### I. 2016 Budget Reviews

##### 1. Town Departments, Trustees, Boards and Committees Budget

###### a. Conservation Commission – Jay Diener

Mr. Diener: there are only two differences in the budget; we are proposing a 1½% increase in the Conservation coordinator salary for 2016; the other increase is for our recording secretary to increase her hourly wage to \$11.00.

Selectman Bridle: no land acquisitions? Mr. Diener: a couple of things in discussion, but nothing imminent.

Chairman Griffin: how much money do you have in the acquisition fund? Mr. Diener: I believe it is about \$75,000.

###### b. Cemeteries – Danny Kenney (8:27)

Mr. Kenney: still trying to figure out utilities, electric was over, but saved on gas; put \$1,000 raise in for part time workers.

Selectman Bridle: amazed at work that they do with limited funds and part time workers.

Selectman Woolsey: how is the new truck working out? Mr. Kenney: I love it. Selectman Woolsey: do you anticipate taking any more trees down? Mr. Kenney: yes, I have a dead oak that needs taking care of; am planting new hardwood trees.

Chairman Griffin: I appreciate everything you do.

###### c. Welfare Department – Michelle Kingsley (13:20)

Ms. Kingsley: seeing fewer people; still seeing a number of single adults; overall all clients are down from 60-80 a year to 20-30 a year.

Chairman Griffin: do you work with the soup kitchen at the beach? Ms. Kingsley: I volunteer as part of the medical social worker for the free clinic, which is housed in the same place and I let people know about the soup kitchen; there is also a meal at the Methodist Church on Thursday's for families only; the Churches in this community are amazing.

Selectman Bridle: I think for the \$51,000 for the services that people receive in this Town from you and the churches is a good thing. Ms. Kingsley: people are getting what they need, not what they want, they are getting shelter.

Selectman Bridle: you have done an excellent job.

Ms. Kingsley: Sprague Energy in Portsmouth has stepped up.

Selectman Woolsey: you do a great job.

Selectman Bean: you run a great ship, a great job and we are appreciative.

Selectman Waddell: I find it amazing that the clients have decreased so much.

Ms. Kingsley: I think the affordable care act was the reason why I could reduce the medical budget, and the decrease in gas prices; also the free medical clinic.

d. Building Department and Zoning Board of Adjustment – Kevin Schultz

Mr. Schultz: \$218,019 a level budget; the same as this year; small increase under wages and salaries which is contractual union or merit wages; operating on target.

Selectman Waddell: are you confident with the budget you are putting forward? Mr. Schultz: Yes, we are a little under the target and conservative, we have tightened things up.

Selectman Bridle: a lot of building going on in the town; how is that affecting your workload?

Mr. Schultz: we are very busy, but have many good people in our office; we have been keeping up with it; we have been staying on top of it.

Selectman Bridle: are we looking in the future on any possible increase of work force? Mr.

Schultz: at this time I have not thought of that, we have been dealing with what we have; thinking on making changes as far as the secretarial position.

Selectman Bridle: when somebody comes in for a permit, we have a one-stop shopping sort of thing and it sounds like you are working towards that? Mr. Schultz: working with the Fire Department and Fire Prevention have come a long way there and it is a great team effort, there are some great guys over there as well, which makes things in the field run so much smoother; communication has been a lot easier.

Chairman Griffin: how long have you been heading up this department? Mr. Schultz: going onto my 16<sup>th</sup> year.

Chairman Griffin: you are doing a great job.

Selectman Woolsey: what do you take in for permit fees? Mr. Schultz: As of the end of August, we have collected a little over \$198,000 in permit fees and we have issued permits for a total value of construction of about \$28,000,000. Selectman Woolsey: that adds to the tax base. Mr. Schultz: it most certainly does; last year for the entire year, we issued permits for \$37,500,000.

Selectman Bean: you do a great job, thanks for your leadership.

e. Zoning Board of Adjustment

Mr. Schultz: there are not any changes in the Zoning, they are right on target at \$5,310 and is the proposed budget, which was the same as last year.

Selectman Bridle: was there an increase in the part time secretarial for minutes this year? Mr. Schultz: I do not believe there was. Selectman Bridle: we should do them across the board so they are all equal. Mr. Schultz: I will ask the chair to make sure she is getting the compensation; the people who take the minutes are pretty much the same.

Selectman Woolsey: that is the discretion of the zoning board; do you have a rough feel for the revenue for zoning; there is revenue derived from the activities on the Zoning Board? Mr. Schultz: I do not have the figures; yes, every application has a fee attached to it, as well as they have to pay for all their own abutter's notices, certified mailings and things like that.

Selectman Woolsey: there is a legal expense line that which is zero? Mr. Schultz: it was removed years ago. Selectman Woolsey: the line has been re-added, so that is something the Zoning Board might want to consider, no problem with your budget.

f. Legal Department – Attorney Mark Gearreald (31:15)

Attorney Gearreald: the budget represents a decrease of 4.33% over the default budget we were working this year; the bottom line figure recommended is \$198,875, this figure is the lowest it has been since 2004; in the department is myself, and the part time administrative assistant; the head of human resources is now the Assistant Town Manager, which has decreased the cost of the outside counsel, the other item that has decreased was collective bargaining cost, which is due to in-house capability, asking for an increase in outside counsel fees for specialty projects, which will cause us to increase that line; with those 3 basic changes we are still below last year's budget; given a list of our pending litigation matters; would like to thank this Board for allowing the Town Manager's Administrative Assistant Kristina Ostman to assist me in reviewing Contracts and Invitations to Bid, she has done great job in terms of doing a lot of the initial review, so that the necessity of my time on them is reduced, she pays attention to the fine details, which is important.

Selectman Waddell: thank you for what you do, your office runs very smoothly; there was a reorganization last year with your department, overall, do you feel comfortable with what went on? Attorney Gearreald: yes, I think it has worked very well in all respects. Selectman Waddell: staff development; due to the 50% deduction; are you all developed? Attorney Gearreald: members of the Bar are required to take at least 12 hours of continuing education every year; the \$1,500 represented two attorney's worth of that and that is why it is down to half of that at \$750. Selectman Waddell: if you are comfortable, I think it is great.

Selectman Bridle: doing an excellent job.

Selectman Woolsey: it certainly looks good Mark.

Selectman Bean: you transitioned beautifully with the sudden loss of Wanda; you integrated with a new Assistant Town Manager; you are always on top of your game and you do excellent work.

g. Library – Amanda Reynolds Cooper (38:39)

Ms. Cooper: my goal was to bring in a no increase budget; it is \$323 more due to retirement; created a merit pool for raises; hoping to add hours to front desk; increased sick leave; have negotiated with vendors for meeting the needs of the patrons; overall change is \$323.

Selectman Bridle: do you see a change with the books on line, and how are you addressing that? Ms. Cooper: we belong to a consortium called Overdrive and provide audio books and

e-books through a downloadable service, they may not come through our doors, but they use our service; I am not going to be adding more books in the near future, we are still seeing healthy circulation; looking at community space and gathering space.

Selectman Woolsey: still comfortable with what you are saving on electricity? Ms. Cooper: yes.

Selectman Bean: you provide amazing leadership and run an amazing operation.

Selectman Waddell: always amazed when I go by, there are always cars; are people reading periodicals on line, or is it a mix? Ms. Cooper: we still have people coming in and reading them.

Chairman Griffin: people still like to go in and read the newspaper.

h. Mosquito Control Commission – Ann Kaiser (46:42)

Ms. Kaiser: First thing we need to deal with is the Mosquito Control Services Bid, we only received one bid, so will need waiver on the purchasing policy; the one we received is from the contractor who has been doing our work.

Selectman Waddell MOTIONED to waive the Purchasing Policy Sections 718-4.B.(1) & (2) for Mosquito Control Services bid SECONDED by Selectman Bridle.

VOTE: 5-0-0

Selectman Bridle: your budget is a one line item; I have seen the people out all summer long, they have proven repeatedly on the quality of their work; you do a great job overseeing it.

Selectman Woolsey: it has been a dry summer, which discouraged the mosquitos, because we are all done with mosquito season. Ms. Kaiser: not quite, container mosquitos can still be out there; empty your flowerpots; birdbaths; only takes 5 days to hatch.

Selectman Waddell: great job.

Ms. Kaiser: In proposal that came in, we added 25 greenhead traps.

Chairman Griffin: thank you, we appreciate all you do.

i. Assessing – Ed Tinker (52:30)

Mr. Tinker: the budget has increased 14.6%, the majority of the increase has been added to the contract services line, which a result of the increase is spending, because of multiple appeals being scheduled in a single year, requiring us to do multiple reports to pay for expert witnesses; the new revaluation could result in more abatements; regular wages only increased 1.7% as we hired a new clerk, which reduced the part time wages; slight increase in motor vehicle allowances; two field people doing the re-val; increase in building permits, and sale properties that we are visiting.

Chairman Griffin: you go to them after they have been sold? Mr. Tinker: yes, we send them a welcome letter, a questionnaire and a request to do an inspection; we have had a good response to those letters; we visit every sale to re-measure the property; we are approaching 400 qualified sales in one year; that does not count the uncompleted construction. Chairman Griffin: the Land Commission had someone appealing about the value of the property? Mr. Tinker: for a purchase. Chairman Griffin: yes. Mr. Tinker: we have had two requests for purchase this year, both went to the Lease Land Commission. Chairman Griffin: what happens

after the Commission? Mr. Tinker: the Commission determines the price at which they can purchase it, and gives them 60 days to complete the purchase, and if they do not purchase within 60 days, it starts over.

Selectman Waddell: how is the re-val. going? Mr. Tinker: it is going well hopefully will be 100% complete next fall; we are hoping to have values set next September for the MS1.

Selectman Woolsey: nice job, when the re-val is complete, will Vision Appraisal be updated with photos? Mr. Tinker: yes, the newer stuff we are taking pictures as we visit. Selectman Woolsey: the sales, are properties selling for higher than the current assessed value, is that continuing? Mr. Tinker: yes.

Chairman Griffin: what is the appreciation over the last year for the average house in Hampton? Mr. Tinker: our equalization ratio for 2014 dropped 7-8% from the prior year; we currently have dropped another 2-3%; into about 88% on an average assessment to sale ratio; some areas 30-40% over assessed value; mostly waterfront or neighborhoods in close proximity to the water. Chairman Griffin: are there any areas that are going down? Mr. Tinker: not neighborhoods as a whole; there are reasons based on the conditions of the property; always see a variation of condominiums, as the older ones decrease in value due to so many newer ones being presented to the market and sold.

Chairman Griffin: when the Leased Land Commission meets, what happens if the people are not happy with the amount; do they have an appeal process? Mr. Tinker: the Commission is the final process.

j. Tax Collector – Donna Bennett (1:04:30)

Ms. Bennett: overall, my budget has a 2% increase; five lines; all the changes that I have made are based on spending history; budget is \$102,573; supplies down \$1,531; staff development down \$445, this still leaves money to do conferences; tax liens down \$300; part-wages down \$266, this includes a 9 cent contractual increase; lowered hours of part-time clerk; elected official wages include 9% increase, which I did not get because of the default budget; as myself and the Town Clerk are elected officials and department heads, our raises do not fall under Department Heads; we only get a raise if the budget passes; I have been with the town for 8 years and have only received one increase.

Selectman Bridle: I am sure there are very few tax collectors that have the responsibility of the volume that you do, and I am sure they are paid a lot more. Ms. Bennett: hard to figure out for this position because a lot of town's are combined. Selectman Bridle: you do an excellent job. Ms. Bennett: thank you.

Selectman Woolsey: thank you, great job, no problem with your budget.

Selectman Bean: great job, thank you.

Selectman Waddell: super and I hope the raise goes through.

k. Town Clerk - Town Manager Welch: The Town Clerk will be with us on Monday night.

l. Planning Department and Planning Board – Jason Bachand & Brendan McNamara

Mr. Bachand: minor changes; regular wages, proposing a 1.5% merit increase; replacement and maintenance equipment increase of \$1,000; same budget as last year.

Selectman Waddell: you do a great job, well done and efficient.

Selectman Bridle: doing a good job; experience, professionalism and customer service.

Selectman Woolsey: Jason has done a remarkable job; rough estimate for revenue.

Mr. Bachand: we increased application fees; ballpark number, I will look into it.

Mr. McNamara: the fees we do charge are there to offset the costs such as when they go to the Registry of Deeds or send out letters.

Selectman Bean: great job.

Chairman Griffin: thanks for coming in tonight.

- m. Budget Committee - Ms. Pulliam: they are on the agenda, but I do not think they had any changes, not that I was notified.

Town Manager Welch: there were not any changes.

- n. Trustees of the Trust Funds - Ms. Pulliam: The Trustees emailed me that their budget had no changes

- o. Finance Department

Ms. Pulliam: .49% increase, mostly wage related; re-organizing money, more detail provided.

Selectman Bridle: the budget book this year is done very well; a lot more information; will be easier once the Budget Committee gets to it, to be able to understand it; a lot easier to explain; I appreciate the work you have done.

Ms. Pulliam: the budget is online, it is a working document under Finance Documents, and all changes are noted.

Selectman Woolsey: big improvement and the presentation is very easy to follow, I do not have a problem with the amount.

Selectman Bean: two thumbs up.

Selectman Waddell: great job.

Selectman Woolsey: is the excel spreadsheet on line as well? Ms. Pulliam: it is in the form of a PDF. Selectman Woolsey: I have people specifically asking for the excel sheet. Ms. Pulliam: the excel spreadsheet is many documents linked together into one, and can only be placed as a PDF.

Selectman Bridle: if it was up as an excel spreadsheet someone could go in there and change figures, the PDF format protects it from being altered.

- p. Audit

Ms. Pulliam: I will be coming to you for the audit next week; the number is down; we did RFPs and I have the results, but have not been able to put all together.

- q. Debt Services

Ms. Pulliam: have gone down; refinancing that took place at the transition had savings there; have listed out all the principal and interest.

Town Manager Welch: we have not used half our debt availability; we are light and in good condition.

Selectman Waddell: there is no value in re-writing. Ms. Pulliam: I believe all we have left are SRF and Fire

Town Manager Welch: and one note which deals with solid waste; we have wiped out everything that is not SRF noted.

r. Management Information Services

Ms. Pulliam: an increase in part time wages as it has been under budgeted; also included \$2,670 for additional 2016 re-elections; repairs and maintenance, supplies and expenses, new equipment or replacement equipment; total of \$36,000; \$24,000 of that you will see in supplies and expenses, will help with storage space, and email

Selectman Waddell: the 365 line, is that live now? Ms. Pulliam: no, it is something IT would like to implement.

s. Municipal Insurance

Ms. Pulliam: we do not have official health insurance rates; just did standard 7% that we have been using the last couple of years.

Selectman Waddell: we are at the mercy of what the rate comes in; are we negotiating with any other group? Ms. Pulliam: no, but we have gone out to bid on it before.

Town Manager Welch: we have the low bidder not, part of the problem is the current coverages we have, the others do not cover all those coverages, for instance our Town Attorney, which is extremely expensive.

Ms. Pulliam: the majority of the health insurance is governed by collective bargaining; and retirement went up July 1.

Town Manager Welch: we also carry on our liability insurance for motor vehicles; should any fire engines or ambulances be destroyed or damaged, they are 100% replaceable with new equipment.

t. Patriotic Purposes

Town Manager Welch: that is our contribution to putting flags and flowers out for Memorial Day; the American Legion or the Boy Scouts which do a great job, because there are a lot are to put out we spend \$1,800; every time we lose a veteran in Town we purchase another flag, so that covers the expense.

u. Town Beautification

Town Manager Welch: that again is for setting out flowers and doing trimming at various flower gardens throughout the Town; the Garden Club contributes to that also.

Selectman Bridle: Mrs. Wallingford had contributed to that, outside of the Garden Club; Experience Hampton has picked up a number of flowers on Route 1

Chairman Griffin: I see Betty Moore also working the Park on Locke Road

v. General Government Buildings

Town Manager Welch: it pays for this building and any emergencies in other buildings; primarily it is this building; the biggest expense is maintenance; telephone is contractual, electrical is contractual, heat and fuel are contractual, water is contractual; in the maintenance of the building we have been averaging more than \$20,000 a year; almost up to \$30,000; elevator, HVAC maintenance; Otis has a contract; landscape person; a non-ending litany of things; we also have been replacing carpet annually.

w. Personnel Administration

Ms. Pulliam: 2.6% increase overall, and it is wage driven, majority is from retirement.

Selectman Waddell: employee separation costs? Ms. Pulliam: I did not change that amount, but asked who is eligible; there will be quite a few eligible for next year.

Town Manager Welch: if there are funds left, we are going to ask the Selectman to transfer them to the reserve account for the compensated absences.

Selectman Bridle: As Police and Fire are not entitled to social security, that is way the cost is high.

Selectman Bean: compensated fund balance, I would like to do some more forensics; we need to work towards funding that; we should put that on the front burner for a little more attention, whether it be a warrant. Town Manager Welch: there is a warrant article on that.

x. Hydrants (1:41:51)

Town Manager Welch: \$494,299 and that represents a small increase.

y. Town Manager/Board of Selectmen

Town Manager Welch: Selectmen flat funded for wages; expenses and supplies \$1,300 per year; Town Manager line: three wages under that line; book binding \$2,500 per year; updating general code \$3,500 per year; toner \$650 per year; misc. office supplies and expenses \$1,000; staff development; OT wages for Town Meeting and the Annual Report.

Ms. Pulliam: we did a lot of 5 year averaging.

Town Manager Welch: we have had 5 years in a row of defaults; all costs have increased; electric jumped from 6 cents to 15 cents a kilowatt-hour overnight.

Selectman Waddell: training workshops \$4,500 seems like a lot of money? Town Manager Welch: it is, but we are taking someone that is now an HR person and we put in enough workshops for him to go to so he can be fully qualified.

## II. Closing Comments

At approximately 8:56 PM, a MOTION was made by Selectman Bridle to go into a non-public session under RSA 91-A:3,II,(a) SECONDED by Selectman Waddell a roll call vote was taken with all in favor.

## III. Adjournment

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Chairman