

**BUDGET COMMITTEE  
DRAFT MEETING MINUTES**

**October 18, 2022 in the Selectmen's Meeting Room**

**Chairman Harake called the meeting to order at 6:00 PM.**

**Chairman Harake led the pledge of allegiance.**

**Introduction of Members (Roll Call)**

Katherine Harake, Chairman

Matt Saunders, Vice-Chair

Larry Quinn

Brian Warburton

Mike Plouffe

Bob Ladd, Village District Representative

Rusty Bridle, Selectmen's Representative

**I. Acceptance of May 17th, 2022 Minutes**

Mr. Quinn MOTIONED to accept the May 17th, 2022 minutes, SECONDED by Mr. Warburton. Vote: 6-0-1. Mr. Bridle abstained.

**II. New Business**

**A. Selectmen's Update: Mr. Bridle**

- The Board of Selectmen (BOS) is in the process of reviewing the budget. They are seeing increases due to things that were voted in and increases in utility costs.
- There will be 1-2 more meetings before the budget will be ready to present to the Budget Committee.

**B. School Board Update**

- Frank Deluca, the school board representative, was not present at this time.
- Mr. Warburton asked for clarification regarding the cancellation of the September Budget Committee meeting. Mr. Warburton noted that historically the September meeting has been used to discuss year-end results with SAU90. He emphasized that the schools did not receive notification of the cancellation.
  - a) Ms. Harake stated that the Budget Committee will discuss year-end results during the November meeting, and she will make sure that SAU90 is notified.

**C. Village District Update: Mr. Ladd**

- From mid-June to mid-September 100 events were hosted.
- The entertainment manager that was hired was a great addition.
- They saw an increase in tourism from upstate New York.
- Canadian tourism is driven by the exchange rate.

- The Village District is looking to encourage someone to open a seasonal daycare at the beach.

**D. Update on completion schedule and capital outlays from approved warrant article: Jamie Sullivan (Town Manager) and Kristi Pulliam (Finance Director)**

- Mr. Sullivan and Ms. Pulliam presented updates on outlays and timelines for projects that are incomplete.
  - a) Ms. Harake asked about unfilled positions. Mr. Sullivan noted they are still looking for one Patrolman and multiple DPW laborers.
  - b) Ms. Harake asked for clarification regarding the Highway Block Grant. Mr. Sullivan explained that the warrant article states “up to \$500,000”. A supplemental payment from the state allowed the town to do extra paving. The town will use the entire sum of the warrant article.
  - c) Mr. Sullivan noted that the new Parks and Recreation building is projected to open mid-November, assuming all deliveries are on time. This project is within budget.
  - d) Mr. Warburton complemented the town for their work on the cemetery.
  - e) Ms. Harake asked about updates on the High Street project. Mr. Sullivan noted that the project should be going out to bid in January.
  - f) Phase One of the Wastewater Treatment plant is wrapping up.
  - g) Mr. Ladd asked about the nature of the contract for the High Street project. Mr. Sullivan noted that he will have more concrete information regarding the language of the contract once the bidding process takes place.
  - h) Mr. Quinn complemented Mr. Sullivan’s work as the Town Manager.

**E. Update on anticipated/unanticipated 2022/2023 revenue - i.e. grants, bonds, parking meters.**

- Ms. Pulliam
  - a) Gasoline: BUDGETED: \$108,443. SPENT: \$113,503 through the end of September.
  - b) Diesel: BUDGETED: \$103,862. SPENT: \$91,023 through the end of September.
  - c) Electric
    - (1) Mr. Saunders asked about the possibility of a “Buy-in group.” Mr. Sullivan noted that the town is exploring options, including community aggregation.
      - (a) Ms. Harake asked if there should be an ad hoc committee for this topic. Mr. Sullivan noted that that would be a great question for the BOS. Mr. Sullivan added that committees like that have existed in the past.

- d) Daily Parking Lot Revenue
  - (1) Mr. Warburton asked about instances where machines needed to be fixed. Mr. Sullivan stated that there was very little downtime.
- e) Other Revenues
  - (1) Mr. Warburton noted that \$40,000 was budgeted for outside agencies, but only \$7,000 was spent. He asked what the cost of outside agencies would be without grants.
    - (a) Outside agencies without grants would cost \$309,000. \$124,000 was reimbursed by the Department of Justice Grant, the rest of the \$309,000 will show up on the September financials. Mr. Sullivan added that the police had 3 “all call” situations this year.
  - (2) Mr. Ladd complemented the police for the job they did throughout the 2022 summer.

*Mr. Deluca Arrived.*

- (3) Mr. Sullivan noted that the local police force is facing the same staffing challenges that are being seen across the country. Ms. Harake noted that this needs to be emphasized repeatedly.

- f) Ms. Pulliam noted that all financial reports can be found on the town website.

#### **F. Questions/Comments on financials since April**

- Mr. Warburton noted that through August 125% of the outside legal expenses had been spent.
  - a) Mr. Sullivan noted that the entire contract for the new legal council is included in that number. The over-expenditure is a result of the change in legal counsel that was discussed last year. The town’s current risk profile is in a good place.
- Ms. Harake asked if the budget of \$306,000 for legal expenses is comfortable.
  - a) Mr. Sullivan stated he is satisfied with how the change to legal is working for the town.
- Ms. Harake noted that the August report was under-budget by about 3%. She asked if the ongoing job openings contributed to this.
  - a) Mr. Sullivan stated that there are savings due to the unfilled positions, but it is more complicated than that. The town is in a comfortable place. They always shoot for 3-5% under budget.
- Mr. Saunders asked if the \$200,000 contingency fund would have been used at all if it had been approved last year.
  - a) Mr. Sullivan stated that they would not have used it at this point.
- Ms. Harake stated that the Municipal Budget Insurance is quoted at \$3,996,795. She asked if it was originally 3.8 million.

a) Ms. Pulliam will look into this.

**G. Other Business/Comments**

- Mr. Ladd asked what percentage real estate tax is contributing to tax revenues.
  - a) It is contributing \$23 million for the town portion.
- Ms. Harake asked for more information regarding tax implications.
  - a) Mr. Sullivan stated that the town has been at a stable tax rate for many years, though he anticipates that the rate will inch up a little. Adjustments to valuations need to be seen before we know how much the tax burden will change.
- Mr. Warburton noted that the voters overwhelmingly approved a lot of spending. He emphasized that people should be hearing about what is contributing to increased costs.
- Ms. Harake stated that not everyone votes, but everyone gets a tax bill. She added that those who did not vote will not be as informed as those who did vote. She noted that the committee needs to be careful about changes because Hampton is a town that is not always comfortable with fast change. She emphasized that communication needs to be done well.
- Mr. Sullivan stated that the town will always give the best services they can for whatever is approved.

**H. School Board Update: Mr. Deluca**

- Mr. Deluca apologized for being late. He stated that he was not informed of the meeting time. He believed it started at 7 PM.
- The School Board is working on budgets now. They will present sometime in December.
- The School Board is looking at man-power.

Mr. Warburton asked if the first review is November 10th. Ms. Harake will add a school review to the schedule and make sure the school is notified.

Mr. Warburton noted that 12/8 is a Thursday, not a Tuesday.

**I. Adjournment**

Mr. Warburton MOTIONED to adjourn the meeting. SECONDED \_\_\_\_\_. Vote: Unanimous.